

## CLINICAL AIDE Job Description

Employee Name: \_\_\_\_\_ Credentials: \_\_\_\_\_ Date: \_\_\_\_\_

Job Title: \_\_\_\_\_ Dept: \_\_\_\_\_ Supervisor's Name/Title: \_\_\_\_\_

Employment Status:  Regular  
 Temporary  
 Full-time  
 Part-time  
 Intern

Hours per week: \_\_\_\_\_/wk

### *Overall purpose and objective of this position:*

The Clinical Aide is an important position in our organization and the primary purpose of his/her role is to assist the therapist with paraprofessional physical therapy work. Direct supervision by the therapist is required at all times and only those procedures and tasks deemed appropriate will be delegated to you by the therapist. See "Aide Training Packet" for more details.

### **Major responsibilities:** (This is NOT a comprehensive description and other tasks/responsibilities may be issued without notice.)

TRAINING (10%):  Constantly maintain and refer to the "Clinical Aide Training Packet" at all times.  
 Attend all training sessions and pursue higher level achievement at all times.  
 Take oral, written, and physical training exams regularly to move to higher levels.

#### PATIENT RELATED

PROCEDURES: (60%):  Prepare patients for treatment and explain therapy and any discomfort that may result.  
 Administer active and passive manual exercises, manual massage, heat, light, sound and water treatments to strengthen and maintain physical capacity of patients by using whirlpools, hot and cold packs, paraffin baths, infra red lamps, ultraviolet lights, ultrasound waves under the direction of registered staff.  
 Observes patients, compiles and evaluates data of physical condition and progress of patients to develop an information base for use in treatment planning by assisting in conducting visual study, taking vital signs, using ambulation aids and measuring range of motion, length and girth of body parts.  
 Fits, adjusts and trains patients and families in use and care of braces, splints and other ambulatory devices to support and improve physical skills by manually altering the equipment for individual comfort and need, adding weight, building additional supports and reshaping devices as directed by the registered therapist.  
 Render procedures that are delegated to you by the therapist that you feel confident performing.  
 Perform procedures within a pain-free realm and make sure to properly position the patient.  
 Notify therapist immediately of any significant change in patient's pain or functional status.  
 **Notify therapist if you are uncomfortable performing any procedure at any time.**  
 Recommend changes in design of physical therapy programs to the registered therapist as assessed through observation.

#### NON-PATIENT RELATED TASKS (10%):

Render tasks that are delegated to you by the therapist that you feel confident performing.  
 Notify therapist immediately of any significant change in patient's pain or functional status.  
 Notify therapist if you are uncomfortable performing any task at any time.  
 Notify therapist/admin immediately when running low on any clinical related product/item.  
 Maintain physical therapy facilities and equipment so that treatment areas are safe, adequately stocked and sanitary by cleaning and testing equipment, ordering supplies and requesting repairs.  
 Provide in-service training to new employees, students and interns on physical therapy practices and procedures to ensure comprehensive application of treatment through approved lectures and demonstrations.

#### MARKETING (10%):

Encourage patients to refer family members and friends, or distribute brochures.  
 Participate in "Open Clinics" and/or "Community Classes".  
 Help in the distribution of brochures, etc. as needed.  
 Participate in other marketing/promotional events, etc. as needed.

#### BILLING (5%):

Learn and stay abreast of coding strategies pertinent to each payer type.  
 Assist therapist in ensuring completion of billing/fee slip on each patient every day.  
 Assist billing department and provide any information they need to properly secure reimbursement.

#### ADMINISTRATIVE (5%):

Actively participate in team trainings, organizational meetings, and quality assurance sessions.  
 Assist administrative staff, and provide any info/assistance they need for proper daily operations.

**Laws & Regs of CA:** (This is NOT a comprehensive description of all laws and regulations governing the practice of physical therapy in CA. More information may be issued without notice. For more information please visit <http://www.ptb.ca.gov/>).

### Supervision & Documentation Requirements for Physical Therapy Aides

- Only perform patient-related tasks\* that you feel competent and comfortable performing.
- You may only perform patient related tasks after the physical therapist has evaluated the patient. The evaluation should be documented in the patient's record.
- The physical therapist at some point during the treatment day, provide direct service to the patient as treatment for the patient's condition, or to further evaluate and monitor the patient's progress, and shall correspondingly document the patient's record.
- The patient's record shall reflect those patient related tasks that were rendered by you, including your signature next to the performed task on the flow sheet.
- The therapist should perform periodic re-evaluation of the patient as necessary and make adjustments in the patient's treatment program. The re-evaluation shall be documented in the patient's record.
- The therapist should countersign with their first initial and last name, and date all entries in the patient's record, on the same day as patient related tasks were provided by you.
- You are at all times under the orders, direction, and immediate supervision of the supervising therapist. You should be in the same facility as, and in proximity to, the location where the supervising therapist physically is, and the therapist should be readily available to you at all times to provide advice or instruction.

\*"Patient-related task" means a physical therapy service rendered directly to the patient by an aide, excluding non-patient-related tasks. "Non-patient-related task" means a task related to observation and/or education of the patient, transport of the patient, physical support only during gait or transfer training, housekeeping or daily duties, "Do's and Don'ts", body mechanic education, clerical duties, and similar functions. The administration of massage, external baths, or normal exercise not a part of a physical therapy treatment shall not be prohibited by this section.