PHYSICAL THERAPY PROGRAM MANAGER 6505

GENERAL DESCRIPTION OF CLASS

The PHYSICAL THERAPY PROGRAM MANAGER plans and manages a physical therapy services program designed to develop or restore physical function and relieve pain for residents or patients with physical disabilities, disorders, or injuries. All positions in this class supervise and are excluded from collective bargaining.

DISTINGUISHING FEATURES

This is the second level of a two-level series. It is distinguished from the lower level by the responsibility for program development, staffing, budget preparation, and coordination of activities in the management of a total physical therapy services program in a State agency. A considerable degree of independent judgment is required in the establishment and maintenance of procedures and professional standards of performance and in making decisions on administrative and treatment problems.

DUTIES AND RESPONSIBILITIES

1. Program Administration. Typical tasks: develops, promotes, evaluates, and interprets physical therapy services and programs; manages workload, establishes priorities, and sets deadlines; estimates staff, equipment, and supply needs; prepares and monitors department's equipment and supply budget; plans department activities and develops department goals; serves on committees with other program managers to plan and organize agency services; prepares reports on department activities; conducts ongoing program review to maintain quality of care provided and ensure that physical therapy services are in compliance with accreditation standards; reviews all evaluation and treatment reports and funding requests; assumes accountability for the quality of services provided in the department; coordinates activities of department with activities of other departments within agency to ensure that maximum services are provided.

2. Supervision. Typical tasks: plans, assigns, and reviews work of assigned staff; adjusts work assignments and schedules to maintain adequate staffing levels and respond to fluctuating workloads; evaluates employee performance and prepares performance appraisals; assesses training needs of staff and arranges for or provides appropriate instruction; provides initial orientation to new employees; reviews applicants' credentials, participates in the interview process, and hires or effectively recommends hiring of staff; resolves personnel problems, complaints, and formal grievances at the first level; disciplines and rewards employees; counsels employees in work related activities, personal growth, and career development.

3. Assessment/Treatment. Typical tasks: conducts initial evaluation and assessment of residents or patients having physical disabilities, disorders, or injuries who have been referred by physician; selects and administers appropriate tests to evaluate muscle strength, range of motion, and physical functional ability; develops individualized treatment plan in accordance with physician's prescription of treatment objectives and results of patient assessment; assigns patients to appropriate therapy staff to provide therapy or provides direct physical therapy treatment using various treatment modalities; monitors individual therapy programs and makes changes necessary to achieve treatment goals; prepares written reports to summarize evaluation findings and document treatment provided and patient progress; may provide information and consultation to parents or guardians of patients or
community based physical therapists, teachers, or other professionals regarding specific patient problems.

4. **Training.** Typical tasks: provides clinical training and supervision of physical therapy interns in the areas of patient assessment, evaluation, and treatment; evaluates performance of interns in training program and provides this information to appropriate sources.

5. **Miscellaneous.** Typical tasks: maintains professional proficiency through review of current literature and attending continuing education programs.

**RELATIONSHIPS WITH OTHERS**

Employees in this class have in-person contact on a daily basis with patients/residents having physical disabilities, disorders, or injuries to provide physical therapy evaluations and treatment. Employees in this class have regular in-person contact with physicians and other agency health care professionals to discuss issues related to patient services and coordinate treatment goals and programs. Employees in this class have regular telephone or in-person contact with professionals to provide information or consultation regarding specific patients. Employees in this class have occasional in-person contact with physical therapy interns to provide training.

**SUPERVISION RECEIVED**

Employees in this class work under general supervision of a medical director who reviews work for quality and program effectiveness through meetings and informal discussions. Employees in this class are responsible for assuring that physical therapy services provided are in compliance with American Physical Therapy Association standards, the Joint Commission on Accreditation of Hospitals and State laws governing physical therapy. Administrative Rules, internal management directives, personnel rules and policies, and applicable collective bargaining contracts are used in the day-to-day management of the physical therapy department.

**SUPERVISION EXERCISED**

Employees in this class supervise up to approximately five physical therapists. The staff works under general supervision with work being reviewed for quality of work and achievement of treatment goals through weekly meetings, review of written work, and informal review of problem areas and patient progress.
KNOWLEDGE, SKILLS, AND ABILITIES (KSA)

General knowledge of anatomy, neuroanatomy, kinesiology, and physiology.  
General knowledge of normal and abnormal motor development.  
General knowledge of physical therapy treatment methods, techniques, and equipment.  
General knowledge of proper fit of wheelchairs, adaptive shoes, braces, and splints.  
General knowledge of proper lifting techniques.  
General knowledge of disease pathology.  
General knowledge of potential hazards to patients with various pathologies.  

Skill in selecting and administering appropriate tests to assess and evaluate residents’ or patients’ muscle strength, range of motion, joint pain, and physical functional ability.  
Skill in identifying individualized goals for each resident or patient and planning physical therapy programs to fit the particular disorder of resident/patient.  
Skill in carrying out physical therapy treatments such as ultrasound, diathermy, electrotherapy, hot and cold packs, traction, and massage.  
Skill in operating and maintaining physical therapy equipment.  
Skill in evaluating patient/resident progress and making necessary modifications in treatment plan to achieve goals.  
Skill in fabricating adaptive equipment and monitoring their use.  
Skill in preparing written progress and evaluation reports.  
Skill in communicating verbally with doctors, nurses, and other health care staff.  
Skill in demonstrating techniques of physical therapy and in teaching its objectives.  
Skill in establishing and maintaining effective working relationships with staff involved in the care and treatment of residents or patients.  

Ability to supervise (e.g., hire, train, assign and review work, motivate, prepare performance evaluations, and handle disciplinary actions).  
Ability to manage a physical therapy program.  
Ability to develop physical therapy department goals and plan activities to achieve goals.  
Ability to prepare and monitor a budget.  
Ability to represent the physical therapy department to other agencies in coordinating patient care.  
Ability to direct and coordinate the application of manpower and resources.  
Ability to provide training to physical therapy interns and evaluate their performance.  
Ability to function as a member of an interdisciplinary treatment team.  
Ability to lift up to fifty pounds.  
Ability to communicate the role of physical therapy to others.  

SPECIAL QUALIFICATIONS

Possession of a valid Physical Therapist License or other valid authorization issued by the Oregon Physical Therapist Licensing Board.
NOTE: The KNOWLEDGE and SKILLS are required for initial consideration. ABILITIES may be required for initial consideration, at any time during the selection process, or during a trial service period as a final stage of the selection process. Some duties performed by positions in this class may require different KSA’s. No attempt is made to describe every KSA required for all positions in this class. Additional KSA requirements will be explained on the recruiting announcement.

Adopted 1/90

Revised

Examples of work are typical of duties assigned to this class. No attempt is made to describe every duty performed by all positions in this class.