



OHIO
UNIVERSITY

**Classification and Qualification
Standards**

Physical Therapy Aide

ADMINISTRATIVE/TECHNICAL ROLE

Career Series: Practitioner Support	Job Code: 15121 Grade: A	Date Established: 7/01/2001	FLSA Category: NON-EXEMPT
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JOB SUMMARY

Under immediate supervision, the classification exercises limited independent judgment, refers most questions and problems to higher levels, and learns to apply and follow routine procedures, techniques, rules, and regulations. This classification requires knowledge of addition, subtraction, multiplication, division, and common vocabulary in order to assist Physical Therapist with patient preparation and treatment, and perform routine clerical duties.

PRINCIPAL DUTIES AND RESPONSIBILITIES

1. Prepares patient for various physical therapy procedures.
2. Assist Physical Therapist during patient therapy.
3. Prepares hot packs, and whirlpools.
4. Monitors, and reports patient's condition during exercise.
5. Cleans physical therapy area and equipment.
6. Maintains inventory, and orders linen supplies.
7. Documents, and reports any unsafe environmental conditions during safety checks.
8. Performs general clerical duties (e.g., greets patients; answers phones; schedules appointments; maintains supplies, and general files; transports records checks evaluation forms).
9. Performs other duties as assigned.

Worker Characteristics (knowledge, skills & abilities to perform the job duties)

Knowledge of addition, subtraction, multiplication, division, and common vocabulary; physical therapy equipment maintenance*; safety practices in using equipment and machines*; and inventory control*. Skill in operation of physical therapy equipment*. Ability to carry out basic instructions; maintain inventory and supplies; and assist physical therapist with patients.

(*developed after employment)

Minimum education & experience required (including training, registration & licensure)

Formal education in addition, subtraction, multiplication, division, and common vocabulary.

- Or equivalent of the education and experience listed above.

This job specification describes the general nature and level of work being performed by people assigned to this classification. Employees may perform some or all of these duties. Examples listed do not preclude the performance of other duties similar in nature or in level of complexity.