

POSITION DESCRIPTION / PERFORMANCE EVALUATION

Job Title: Staff Therapist, Physical Therapy
 Prepared by: _____
 Date: _____

Supervised by: _____
 Approved by: _____
 Date: _____

Job Summary: Responsible for evaluation, planning, directing and administering physical therapy modalities of treatment as prescribed by a licensed physician. Administers treatments and physical agents as prescribed by a referring physician in an effort to restore function and prevent disability following injury, disease or physical disability. Assists patients to reach their maximum performance and level of functioning, while learning to live within the limits of their capabilities. The staff therapist coordinates, delegates and supervises responsibilities assigned to supportive staff (RCNA, PTA, PTLA, etc.). The staff therapist participates in operational aspects of the department, maintains performance improvement activities within the department and participates in CQI activities. Provides input in formulating budget, assists in evaluating department performance versus budget controls and takes appropriate action to remain in budget guidelines. Ensures that patient changes are accurate and entered on a timely basis. Participates in all infection control, departmental equipment training, organizational safety and fire safety programs.

DUTIES AND RESPONSIBILITIES:

E = Exceeds the Standard M = Meets the Standard NI = Needs Improvement

Demonstrates Competency in the Following Areas:

	<u>E</u>	<u>M</u>	<u>NI</u>
Responsible for direction of the physical therapy department certified staff, including physical therapy assistants and physical therapy aides and restorative CNAs.	2	1	0
Ability to observe and evaluate treatment effect, recommends change to physician as needed.	2	1	0
Ability to perform an appropriate assessment on all patients as related to the therapy requested and provided and reassessments as per policy. This includes pediatric, adolescent, geriatric patients and the general patient population.	2	1	0
Formulates a teaching plan based upon identified learning needs and evaluates effectiveness of learning, family is included in teaching as appropriate.	2	1	0
Demonstrates knowledge of physical therapy modalities.	2	1	0
Treats patients and their families with respect and dignity. Identifies and addresses psychosocial, cultural, ethnic and religious/spiritual needs of patients and family.	2	1	0
Manages and operates equipment safely and correctly. Maintains department cleanliness and safety.	2	1	0
Interacts professionally with patient/family and involves patient/family in the formation of the plan of care.	2	1	0
Communicates appropriately and clearly to physicians, staff and administrative team.	2	1	0
Coordinates and directs patient care to ensure patients' needs are met and hospital policy is followed.	2	1	0
Maintains records pertinent to personnel and operation of the department.	2	1	0
Demonstrates an ability to be flexible, organized and function under stressful situations.	2	1	0
Maintains a good working relationship both within the department and with other departments.	2	1	0
Consults other departments as appropriate to collaborate in patient care and performance improvement activities.	2	1	0

**ANNUAL COMPETENCY CLINICAL SKILLS ASSESSMENT
EVALUATION OF CLINICAL PERFORMANCE
REGISTERED NURSES ON SURGICAL PATIENT CARE UNIT**

1 = Cannot Perform Skills Independently

2 = Requires Some Assistance to Perform Skills

3 = Can Perform Skill Independently

N/A = Not Applicable

• When is patient discharge planning instituted?	1	2	3	NA
• Upon what criteria do you update careplans? How often are careplans updated?	1	2	3	NA
• What is the procedure for continuing same orders for transfers?	1	2	3	NA
• What do you do if you miss a punch in the computerized punch time system?	1	2	3	NA
• What patients get “arrhythmia protocol”?	1	2	3	NA
• Patient requests a no code, becomes unconscious and the family wants everything done. No formal code is written, what is your legal responsibility?	1	2	3	NA
• You believe a patient is taking up an excessive amount of hospital resources and no chance of recovery is expected. What can you do?	1	2	3	NA
• Explain the restraint policy. How often must the restrained patient be evaluated? Who must perform the evaluations?	1	2	3	NA
• What procedure do you follow for the patient with an eviscerated wound?	1	2	3	NA
• What procedure do you follow if you suspect your postoperative patient may have thrown an embolism?	1	2	3	NA
• What procedure do you follow if you suspect your postoperative patient is experiencing a myocardial event?	1	2	3	NA
• How can you tell if your postoperative patient is developing CHF or pulmonary edema?	1	2	3	NA
• Explain the different types of transfusion reactions. How can you prevent transfusion related fluid overload in the postoperative period?	1	2	3	NA
• What process do you follow if you suspect a drug reaction?	1	2	3	NA

PERFORMANCE EVALUATION AGE-RELATED COMPETENCY

(To be completed for all Clinical Personnel)

Name: _____

Date: _____

Position: **Registered Nurse, Surgical Patient Care Unit**

Evaluator: _____

Unit: _____

Age Range of Patients to Whom Service is Provided: Pediatric through Geriatric

M = Meets Compliance Criteria

NC = No Compliance

N/A = Not Applicable for this Staff Member

COMPLIANCE CRITERIA	M	NC	N/A	COMMENTS
NEONATE/INFANT (Newborn to 2 yrs)				
Maintains safe environment: warmth, crib rails in "up" position and locked, no toys with removable parts, limits visitors, no strangers allowed in room, identifies by leg/arm band.				
Demonstrates knowledge of medication conversion rates for neonatal dosing				
Demonstrates clinical knowledge of expected neonatal vital signs, laboratory values, etc.				
Discusses immunization status with parents.				
Recognizes abuse/neglect potential				
Assesses for basic comfort measures, ie., wet diaper, hunger, sleep deprivation				
Keeps parents/caregivers in field of vision.				
Maintains thermoregulation				
Provides familiar objects (as possible and appropriate).				
Uses distraction methods to calm (i.e., visually stimulating objects, and bottle).				
Provides parents/caregivers with adequate, direct information regarding postoperative neonatal condition (ie., what neonate will look like postoperatively, what type of tubes to expect, etc.)				
Involves parents/caregivers in care; ensures return demonstration; encourages parental assistance in provision of care.				

POSITION DESCRIPTION / PERFORMANCE EVALUATION

Job Title: Admitting Department Clerk
 Prepared by: _____
 Date: _____

Supervised by: Admitting Department Supervisor
 Approved by: _____
 Date: _____

Job Summary: Arranges for the efficient and orderly admission of inpatients and admission of individuals who have hospital based outpatient testing or procedures. Ensures that the patient information is collected and that patients are aware of hospital policies and procedures. Interviews incoming patient or representatives and enters information required for admission into computer database. Distributes appropriate information to ancillary departments. Participates in performance improvement and CQI activities.

DUTIES AND RESPONSIBILITIES:

E = Exceeds the Standard M = Meets the Standard NI = Needs Improvement

<u>Demonstrates Competency in the Following Areas:</u>	<u>E</u>	<u>M</u>	<u>NI</u>
Responsible for accepting reservations for hospital services.	2	1	0
Responsible for accepting reservations from a physician's office and pre-admitting these patients.	2	1	0
Responsible for preregistering patients for scheduled admissions and outpatient procedures, obtaining authorization and verifying insurance eligibility.	2	1	0
Responsible for interviewing patients or their representative, where admission is unscheduled, for obtaining personal information or verifying information already on file, including emergency numbers and insurance information.	2	1	0
Responsible for obtaining signatures on Conditions of Admission and initiating the Advance Directive process. Communicates to Nursing when no Advance Directive is available.	2	1	0
Provides information to the patient/representative about billing, complaint process, patient rights and visiting hours. Distributes hospital specific literature.	2	1	0
Responsible for insuring that a patient's valuables are taken home by a family member or secured in the safe.	2	1	0
Communicates appropriately and clearly to Supervisor, nurse managers, coworkers and physicians.	2	1	0
Consults other departments as appropriate to provide for an interdisciplinary approach to the patient's needs.	2	1	0
Responsible, when previous arrangements have been made or a co-payment is required, to collect such payments, record payment and forward to the Business Office personnel.	2	1	0
Responsible for knowing hospital policies and being familiar with hospital services that are available.	2	1	0
Refers patient to the Business Office when financial arrangements need to be made.	2	1	0
Demonstrates an ability to be flexible, organized and function well in stressful situations.	2	1	0
Treats patients and their families with respect and dignity; ensures confidentiality of patients' records.	2	1	0
Interacts professionally with patient/family and provides explanations and verbal reassurance as necessary.	2	1	0
Maintains a good working relationship both within the department and with other departments.	2	1	0
Ensures that documentation meets current standards and policies.	2	1	0

CLINICAL SKILLS ASSESSMENT EVALUATION OF CLINICAL PERFORMANCE CRITICAL CARE

- 1 = Cannot Perform Skills Independently
 2 = Required Some Assistance to Perform Skill
 3 = Can Perform Skill Independently

Monitoring:

- Turn on monitor 1 2 3
- Admit patient 1 2 3
- Run strips 1 2 3
- Set limits on alarms 1 2 3
- Change screens 1 2 3

Defibrillator:

- Turn on 1 2 3
- Select wattage 1 2 3
- Demonstrate synchronized cardioversion 1 2 3
- Attach pacer module 1 2 3
- Pacer electrode placement 1 2 3

Central Station:

- Telemetry unit attachment 1 2 3
- Alarms at station 1 2 3
- Times strips obtained 1 2 3

Hemodynamics:

- Waveform identification 1 2 3
- Set-up equipment 1 2 3
- Identify equipment for insertions 1 2 3
- Locate equipment 1 2 3

Transvenous Pacemakers:

- Location of care 1 2 3

Transfusions:

- Consent 1 2 3
- Reaction 1 2 3