BISHOP STATE
PHYSICAL THERAPIST ASSISTANT

Physical Therapist Assistant Essential Functions

Essential functions describe the tasks, skills, abilities, work activities, work context and work styles that are required for the completion of the PTA Program and to work as a general PTA practitioner. Students are required to meet all objectives related to coursework and Fieldwork. Physical, emotional, cognitive, and environmental demands will vary throughout the curriculum and Fieldwork experience. This list is a summary of PTA essential functions, but it is not meant to be all-inclusive. More specific information can be found in the Dictionary of Occupational Titles published by the United States Department of Labor or the O*Net website at http://www.onetcenter.org/online.html.

Throughout the educational Program and later throughout their careers, PTAs must be able to perform these essential functions with or without reasonable accommodations.

Tasks

1. Instruct, motivate, safeguard, and assist patients as they practice exercises, functional activities, and gait.
2. Observe patients during treatments to compile and evaluate data on their responses and progress and provide results to physical therapist in person or through progress notes.
3. Confer with physical therapy staff or others to discuss and evaluate patient information for planning, modifying, or coordinating treatment.
4. Administer active or passive manual therapeutic exercises, therapeutic activities, gait training, therapeutic massage, aquatic physical therapy, or heat, light, sound, or electrical modality treatments, such as ultrasound.
5. Measure patients' range-of-joint motion, body parts, or vital signs to determine effects of treatments.
6. Communicate with or instruct caregivers or family members regarding patient therapeutic activities or treatment plans.
7. Transport patients to and from treatment areas, lifting and transferring them according to positioning requirements.
8. Secure patients into or onto therapy equipment.
9. Train patients in the use of orthopedic braces, prostheses, or supportive devices.
10. Assist patients to dress, undress, or put on and remove supportive devices, such as braces, splints, or slings.
11. Clean work area and check and store equipment after treatment.
12. Fit patients for orthopedic braces, prostheses, or supportive devices, such as crutches.
13. Monitor operation of equipment and record use of equipment and administration of treatment.
14. Attend or conduct continuing education courses, seminars, or in-service activities.
15. Perform clerical duties, such as taking inventory, ordering supplies, answering telephones, taking messages, or filling out forms.

16. Perform postural drainage, percussions, or vibrations, and/or teach deep breathing exercises to treat respiratoryconditions.
17. Administer traction to relieve neck or back pain, using intermittent or static traction equipment.
18. Prepare treatment areas and electrotherapy equipment for use.

Skills

1. Active Listening — Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.
2. Monitoring — Monitoring/Assessing performance of yourself, other individuals, or organizations to make improvements or take corrective action.
3. Social Perceptiveness — Being aware of others' reactions and understanding why they react as they do.
4. Speaking — Talking to others to convey information effectively.
5. Service Orientation — Actively looking for ways to help people.
6. Coordination — Adjusting actions in relation to others' actions
7. Critical Thinking — Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.
8. Reading Comprehension — Understanding written sentences and paragraphs in work related documents.
9. Active Learning — Understanding the implications of new information for both current and future problem-solving and decision-making.
10. Instructing — Teaching others how to do something.
11. Judgment and Decision Making — Considering the relative costs and benefits of potential actions to choose the most appropriate one.
12. Learning Strategies — Selecting and using training/instructional methods and procedures appropriate for the situation when learning or teaching new things.
13. Time Management — Managing one's own time and the time of others.
14. Writing — Communicating effectively in writing as appropriate for the needs of the audience.

Abilities

1. Oral Comprehension — The ability to listen to and understand information and ideas presented through spoken words and sentences.
2. Oral Expression — The ability to communicate information and ideas in speaking so others will understand.
3. Problem Sensitivity — The ability to tell when something is wrong or is likely to go wrong. It does not involve solving the problem, only recognizing there is a problem.
4. Speech Clarity — The ability to speak clearly so others can understand you.
5. Written Comprehension — The ability to read and understand information and ideas presented in writing.
6. Near Vision — The ability to see details at close range (within a few feet of the observer).
7. Speech Recognition — The ability to identify and understand the speech of another person.

8. Deductive Reasoning — The ability to apply general rules to specific problems to produce answers that make sense.
9. Information Ordering — The ability to arrange things or actions in a certain order or pattern according to a specific rule or set of rules (e.g., patterns of numbers, letters, words, pictures, mathematical operations).
10. Inductive Reasoning — The ability to combine pieces of information to form general rules or conclusions (includes finding a relationship among seemingly unrelated events).
11. Static Strength — The ability to exert maximum muscle force to lift, push, pull, or carry objects.
12. Trunk Strength — The ability to use your abdominal and lower back muscles to support part of the body repeatedly or continuously over time without 'giving out' or fatiguing.
13. Written Expression — The ability to communicate information and ideas in writing so others will understand.
14. Arm-Hand Steadiness — The ability to keep your hand and arm steady while moving your arm or while holding your arm and hand in one position.
15. Category Flexibility — The ability to generate or use different sets of rules for combining or grouping things in different ways.
16. Far Vision — The ability to see details at a distance.
17. Finger Dexterity — The ability to make precisely coordinated movements of the fingers of one or both hands to grasp, manipulate, or assemble very small objects.
18. Fluency of Ideas — The ability to come up with a number of ideas about a topic (the number of ideas is important, not their quality, correctness, or creativity).
19. Manual Dexterity — The ability to quickly move your hand, your hand together with your arm, or your two hands to grasp, manipulate, or assemble objects.
15. Multi-limb Coordination — The ability to coordinate two or more limbs (for example, two arms, two legs, or one leg and one arm) while sitting, standing, or lying down. It does not involve performing the activities while the whole body is in motion.
20. Perceptual Speed — The ability to quickly and accurately compare similarities and differences among sets of letters, numbers, objects, pictures, or patterns. The things to be compared may be presented at the same time or one after the other. This ability also includes comparing a presented object with a remembered object.
21. Visualization — The ability to imagine how something will look after it is moved around or when its parts are moved or rearranged.

Work Styles

1. Concern for Others — Job requires being sensitive to others' needs and feelings and being understanding and helpful on the job.
2. Integrity — Job requires being honest and ethical.
3. Dependability — Job requires being reliable, responsible, dependable, and fulfilling obligations.
4. Cooperation — Job requires being pleasant with others on the job and displaying a good-natured, cooperative attitude.
5. Attention to Detail — Job requires being careful about detail and thorough in completing work tasks.
6. Adaptability/Flexibility — Job requires being open to change (positive or negative) and

considerable variety in the workplace.

7. Self Control — Job requires maintaining composure, keeping emotions in check, controlling anger, and avoiding aggressive behavior, even in very difficult situations.
8. Initiative — Job requires a willingness to take on responsibilities and challenges.
9. Persistence — Job requires persistence in the face of obstacles.
10. Stress Tolerance — Job requires accepting criticism and dealing calmly and effectively with high stress situations.
11. Achievement/Effort — Job requires establishing and maintaining personally challenging achievement goals and exerting effort toward mastering tasks.
12. Independence — Job requires developing one's own ways of doing things, guiding oneself with little or no supervision, and depending on oneself to get things done.
13. Analytical Thinking — Job requires analyzing information and using logic to address work-related issues and problems.
14. Social Orientation — Job requires preferring to work with others rather than alone and being personally connected with others on the job.
15. Innovation — Job requires creativity and alternative thinking to develop new ideas for and answers to work-related problems.
16. Leadership — Job requires a willingness to lead, take charge, and offer opinions and direction.

Psychomotor Capabilities

1. General physical activities - ability to perform activities such as climbing, lifting, balancing, walking, bending, and stooping frequently throughout the workday.
2. Strength - ability to lift up to 25 pounds frequently and up to 50 pounds occasionally throughout the workday; working at the medium physical demand level according to the U.S. Department of Labor (37.02).
3. Manual dexterity - ability to safely grasp and manipulate objects.
4. Speed - ability to respond without hesitation to compromised patients.
5. Endurance – ability to tolerate a 40-hour work week.

Information taken from O*Net website at http://www.onetcenter.org/online.html.

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Student Acknowledgment of Essential Functions

I, _____, acknowledge that I have received information regarding the essential functions for physical therapist assistants. I understand that any accommodations needed must be specified in detail by contacting the ADA Office at Bishop State Community College. Furthermore, I understand that no accommodation may be implemented prior to approval by the ADA Office. Initiation of Accommodations requires the student to present EACH instructor a copy of the ADA letter he/she/they are provided by the ADA Office.

I understand that it is the responsibility of the student to complete the College's process for requesting accommodations for disabilities and to explicitly define the accommodations required. I understand that accommodation does not eliminate the requirement to pass the assessments for each course under the same standards as other students. That is, the passing grade and performance remains the same as stated in the syllabus for the course(s) and the student must be the person to complete the coursework required using the accommodation required.

Student signature: _____ Date: _____