



# The Neuroscience Group of Northeast Wisconsin, S.C.

## POSITION DESCRIPTION FOR PHYSICAL THERAPIST CHIROPRACTIC & PHYSICAL THERAPY SERVICES SEPTEMBER 2007

**POSITION PURPOSE:** As an integral member of the clinical team, the Physical Therapist provides outpatient physical therapy services for neuroscience patients. This shall include completion of patient histories, physical exams, planning and implementing patient treatment to include manual therapy, exercise prescription, gait analysis and training, balance retraining and neuromuscular re-education. The physical therapist shall provide patient and family education, emotional support, and perform as a patient advocate in relation to the therapeutic needs of the patient.

**POSITION REPORTS TO:** The physical therapist shall report to the Lead Physical Therapist, the CEO, the designated supervising physician, and work in a collaborative team which includes Chiropractic Services.

**RESPONSIBILITIES:**

- Supports and promotes the mission and strategic vision of the organization.
- Supports and promotes the *Ideal Patient Experience* and *Brand Building Basics*.

**1) CLINICAL SERVICES:**

- Coordinates care between physical therapy, physicians and chiropractors.
- Provides physical therapy-related histories, exams and therapeutic treatments.
- Maintains appropriate patient follow-up with office visits, which may include counseling, referring patients, reassurance and education.
- Adheres to documentation standards and systems required to provide patient assessments, physical exams, and therapeutic interventions consistent with training and certification.
- Documents and dictates all patient encounters and/or services.
- Submits charges appropriately and timely to ensure accurate billing for patient accounts.

**2) EDUCATION AND OUTREACH:**

- Actively participates in the marketing and promotion of the Chiropractic and Physical Therapy Service area to internal providers, outside referral sources, and the community.
- Promotes and sets an example for health and wellness with patients, their families, the community, and co-workers. Actively participates in the Neuroscience Group Health and Wellness team.
- Attends Neuroscience Group and other meetings regularly as appropriate.
- Provides appropriate verbal and/or written patient counseling and education for individual disease states and/or illnesses and is available to answer questions/concerns by telephone and in person.

**3) CLINICAL SERVICE DELIVERY AND SERVICE EXCELLENCE:**

- Upholds and endorses the standards, policies, and procedures set by the Neuroscience Group to ensure comprehensive, compassionate, professional therapeutic services are provided.

- Maintains a safe, clean, and professional environment that complies with all local, state and federal regulations.
- Works with staff to develop and maintain effective programs, such as infection control, OSHA, blood borne pathogen and ergonomic programs that promote the health and safety of our patients, physicians, and employees.
- Assists in promoting the most effective and efficient PT care delivery processes.
- Consistently and accurately bills for physical therapy procedures, supplies and services
- Works with staff and physicians to optimize access to services through effective scheduling practices

**KNOWLEDGE/SKILLS REQUIRED TO BE SUCCESSFUL IN THIS POSITION:**

- BS degree required
- Licensed as a physical therapist in the State of Wisconsin
- Prior experience in manual techniques or strong neuro experience and training preferred.

**OTHER SKILLS ESSENTIAL TO THIS POSITION INCLUDE:**

- Effective communication and interpersonal skills and behavior.
- Ability to work independently and organize tasks and duties as assigned.
- Ability to maintain a calm and caring attitude while dealing with patients, family, and other team members.
- Ability to adapt to changing practice needs during the day.
- Ability to adapt to changing position requirements.
- Ability to handle multiple projects with frequent interruptions in a fast-paced environment.

**TYPICAL PHYSICAL DEMANDS AND WORKING CONDITIONS:**

Ambulatory clinic setting. Indoor, temperature-controlled area. Frequent interruptions and/or distractions. Moderate levels of noise are likely to occur. May involve work at off-site locations. Includes lifting, bending and stooping, writing, and computer work.

*\*This job description is a general description of essential job functions. It is not intended as an employment contract, nor is it intended to describe all duties someone in this position may perform. All employees of The Neuroscience Group of Northeast Wisconsin are expected to perform tasks as assigned by The Neuroscience Group of Northeast Wisconsin supervisory/management personnel, regardless of job title or routine job duties*