

ILLINOIS DEPARTMENT OF CENTRAL MANAGEMENT SERVICES  
CLASS SPECIFICATION

PHYSICAL THERAPIST PROGRAM COORDINATOR

POSITION CODE: 32153  
Effective: 3-16-88

DISTINGUISHING FEATURES OF WORK:

Under direction, functions as the chief of a facility-wide physical therapy program, with overall responsibility and accountability for planning, developing, implementing and evaluating the program; and directing therapy aides, interns, volunteers/lower-level professional Physical Therapists; or, functions as an intermediate level Physical Therapist directing two or more full-time, lower-level Physical Therapists in a facility necessitating a sizeable staff to meet the needs of the client population; or, functions as the clinical education coordinator of the facility's physical therapy internship program, directing, instructing and evaluating a minimum of two college interns per year; plans, develops, coordinates and implements an in-service training program; evaluates clients' need for therapy; compiles, prepares and reviews reports; advises multi-disciplinary team members of physical therapy treatments; develops graduated treatment plans, and administers appropriate treatment to clients; evaluates clients' rehabilitative progress; monitors the maintenance, repair and purchase of equipment; serves as a program consultant, facility-wide and within the community, regarding physical therapy issues, treatments, techniques and equipment, coordination of services and identification of program needs.

ILLUSTRATIVE EXAMPLES OF WORK:

1. Plans, coordinates and evaluates a facility-wide physical therapy program, exercising overall responsibility for the program's implementation; assigns caseloads to staff, and delegates responsibility to lower level staff for carrying out individual treatment plans, may serve as the only Physical Therapist at one or more facilities, overseeing the physical therapy programs.
2. Functions as an intermediate level Physical Therapist directing two or more full-time, lower-level Physical Therapists; administers a neurodevelopmental exercise program; administers exercises and splinting to prevent or correct orthopedic abnormalities/deformities; may assume responsibility for the facility-wide physical therapy program in the occasional absences of the Physical Therapist Administrator.

## PHYSICAL THERAPIST PROGRAM COORDINATOR (Continued)

3. Functions as the clinical education coordinator of Illinois Children's Hospital School's physical therapy internship program; directs, instructs and evaluates interns; may designate lower-level therapists to provide direction and guidance to interns; develops and sets-up training seminars; coordinates program with university personnel; schedules time frames so college students can observe Physical Therapists administering treatment to clients; may assume responsibility for the facility-wide physical therapy program in the occasional absences of the Physical Therapist Administrator; carries a reduced caseload due to the time needed to coordinate the education program.
4. Evaluates the client's physical disabilities and/or capabilities, so as to coordinate the results with facility physicians, and devise a suitable system for developing and implementing physical therapy treatment plans; consults with, and provides professional program advice to multi-disciplinary team members regarding physical therapy treatments; participates in clinical and multi-disciplinary staff meetings when a client's physical handicaps are being discussed and/or assessed.
5. Plans, develops and conducts in-service training for physical therapy staff; trains staff to carry out prescribed therapy treatment plans by administering the proper treatment and progression of treatment.
6. Evaluates client's progress by initiating such techniques as: range of motion, manual muscle testing, posture analysis, gait training and basic electrical stimulation; reviews individual treatment plans being administered, and makes changes accordingly; directs and assists therapy staff in carrying out treatment assignments such as: electrical therapy, ultraviolet ray, infrared, diathermy, whirlpool and hubbard tank treatment, cast repair and removal, and specific exercises to improve muscle strength and coordination.
7. Develops written administrative and client care policies and procedures for each of the physical therapy services provided; ensures that all physical therapy treatments given are in compliance with federal, state and local laws and regulations; submits annual budget recommendations for physical therapy staff, equipment and supplies.

## PHYSICAL THERAPIST PROGRAM COORDINATOR (Continued)

8. Monitors the maintenance, repair and purchase of physical therapy equipment and appliances; assesses wheelchairs and recliners for correct type, size and possible modification; instructs clients in the use of crutches and in the employment of slings, braces and other prosthetic or orthotic devices.
9. Communicates the physical therapy program's design, methods and results to interested institutional and community sources; consults with families on the progress of clients receiving physical therapy treatment.
10. Schedules brace and shoe clinics; attends orthopedic clinics; serves as a consultant in various in-service therapeutic programs and seminars; represents and coordinates the physical therapy program with other service modalities.
11. Compiles reports of therapy administered to clients, and evaluates the results obtained; completes progress notes to be included in the individual's clinical folder on all physical therapy treatments, prognosis and recommendations; maintains statistics of physical therapy services provided.
12. Performs other duties as required or assigned which are reasonably within the scope of the duties enumerated above.

### DESIRABLE REQUIREMENTS:

#### Education and Experience

Requires knowledge, skill and mental development equivalent to the completion of four years of college with a bachelor's degree in physical therapy from a recognized school.

Requires possession of a Certificate of Registration as a Physical Therapist in Illinois.

Requires two years of professional experience as a physical therapist.

## PHYSICAL THERAPIST PROGRAM COORDINATOR (Continued)

### Knowledges, Skills and Abilities

Requires extensive knowledge of the principles, practices and techniques of physical therapy.

Requires extensive knowledge of the principles and methods of staff training.

Requires extensive knowledge of departmental regulations, policies and procedures.

Requires extensive knowledge of the overall objectives of the physical therapy program.

Requires extensive knowledge of the muscular, skeletal and nervous systems.

Requires working knowledge of materials and equipment utilized during physical therapy treatments, and their proper care and maintenance.

Requires working knowledge of other disciplines functioning within the facility.

Requires working knowledge of medical terminology.

Requires working knowledge of potential hazards involved in physical therapy treatments and the necessary precautionary methods.

Requires working knowledge of college and university procedures and policies relating to field work or internship programs.

Requires ability to direct and train physical therapy staff.

Requires ability to plan, organize and coordinate the physical therapy program in a facility.

Requires ability to evaluate the needs of the physical therapy program.

Requires ability to establish and maintain effective working relationships with management and other professional and para-professional staff within the facility and in the community.

Requires ability to plan, direct, coordinate and review the work of lower level physical therapy staff.

Requires ability to maintain records, and write clear and concise reports of treatments given, and the progress made.

Requires ability to review records of treatment plans and draw conclusions as to their effectiveness.

Requires ability to communicate effectively.

Requires ability to apply therapeutic concepts, principles and practices necessary to achieve desired rehabilitation of clients.

Requires ability to adapt, adjust, operate and make minor repairs to physical therapy equipment.

Requires ability to plan, organize and coordinate a comprehensive clinical physical therapy education program for college interns.