



**ESTES PARK MEDICAL CENTER
JOB DESCRIPTION**

POSITION: Director of Rehabilitation Services

LOCATION: Physical Medicine

REPORTS TO: Chief Clinical Officer

SUMMARY:

The Director of Rehabilitation Services is directly responsible to the Administrator, or his or her own designee, and has the responsibility for overall direction, utilization, supervision, instruction and evaluation of professional and supportive staff, volunteers and students utilized in the Rehabilitation Services department/facility. Additionally, the Director is responsible for the development, implementation and monitoring of all patient care programs, plans for providing care, Performance Improvement programs, policies and procedures and maintaining adequate qualified and competent personnel, adequate space and adequate equipment to ensure a high degree of quality patient care. The Director will also ensure effective integration of the department/facility and operations plan that complement the organization's plans for continuous performance improvement and the delivery of quality patient care.

DUTIES:

1. Schedule patients for treatment and evaluations.
2. Preparation of reports and records by department/facility personnel.
3. Maintaining inventory of materials and supplies for the department/facility.
4. Use of volunteers who may assist in the department/facility.
5. Oversees Staff and Student training program.
6. Responsible for the evaluation of all patients referred for Physical Therapy.
7. Responsible for completion and submission of reports pertaining to the evaluation.
8. See that all referral sources are advised of department/facility action with the case referred.
9. To practice Physical Therapy consistent with the American Physical Therapy Association Code of Ethics and Standards and Standards of Practice and Standards of Practice policy in this manual.
10. To maintain a patient treatment schedule consistent with the needs of the department/facility.
11. To confer with the person(s) most closely associated with the active management of the patient and to keep the informed of any additional patient needs, treatment modifications and/or progress.
12. To treat patients and function as a Staff Physical Therapist as necessary.
13. To treat patients of all ages (i.e., infants, children, adolescents, adults, geriatrics, elderly, ages 0-120 years), races, creeds, genders and disabilities without bias or prejudice.



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14. Respects and understand the patient's right to treatment and right to involvement in treatment decisions.
15. Practices ethical responsibility based on the cultural, ethnic and religious beliefs of the patients served and applicable law.
16. As per facility guidelines, to be responsible for the authentication, preparation and submitting of department/facility reports, ensuring confidentiality of all records, including:
 - a. Evaluation reports/summaries
 - b. Discharge reports/summaries
 - c. Progress reports to referring physicians and agencies.
 - d. Current progress noted on all patients.
 - e. Special reports requested by the Administrator and/or his designee.
 - f. Daily attendance records and summaries of same.
17. Attend department/facility manager meetings and to hold regular department/facility meetings to report on and
18. discuss activities and needs of department, discuss patient's needs and progress, discuss reports and records and
19. discuss expansion in terms of future goals and needs.
20. Keep abreast of new techniques and trends in the field of Physical Therapy.
21. Attend conventions, meetings or special courses whenever possible and to share information gained thereby with
22. department/facility personnel.
23. Maintain good public relations with all community sources.
24. To delegate portions of the above listed duties to department/facility personnel in line with the best use of time
25. and experience of such personnel.
26. Keep current and adhere to policies and procedures as enumerated in the Policy and Procedures Manual of the department/facility.
27. Participate in committees as assigned;
28. Perform in accordance with all local, state, and federal laws and regulatory agency standards;
29. Perform in accordance with EPMC vision, mission and goals;
30. All other duties as assigned.

COMPETENCIES:

Graduate of an approved school of Physical Therapy with a Masters of Science degree and a minimum of two years department/facility experience, at least one year of which must have been supervisory; or a Bachelor of



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Science degree with a minimum of five years of department/facility experience, at least two years of which must have been supervisory and the knowledge and skills associated with a Masters degree.

QUALIFICATIONS:

Must have, or be eligible for, the State Licensure or Registration. Registration must be obtained within one year, or per State law.

PHYSICAL REQUIREMENTS:

Climbing: Ascending or descending stairs using feet and legs and/or hands and arms as required for ordinary locomotion.

Balancing: Maintains body equilibrium to prevent falling when walking, standing, or crouching as needed for ordinary locomotion and maintenance of body equilibrium.

Stooping: Bending body downward and forward by bending at the waist. This factor is important since it occurs to a considerable degree and requires full use of the lower extremities and back muscles.

Kneeling: Bending legs at the knees to come to a rest on knee or knees.

Crouching: Bending the body downward and forward by bending the leg and spine.

Crawling: Moving about on hands and knees or hands and feet.

Reaching: Extending hand(s) and arm(s) in any direction.

Standing: Standing for sustained periods of time.

Walking: Moving about on foot to accomplish tasks, particularly for long distances.

Pushing: Using upper extremities to press against something with steady force in order to thrust forward, downward, or outward.

Pulling: Using upper extremities to exert force in order to draw, drag, haul, or tug objects in a sustained motion.

Lifting: Raising objects from a lower to a higher position or moving objects horizontally from position-to-position. This factor is important since it occurs to a considerable degree and requires the substantial use of the upper extremities and back muscles.

Fingering: Picking, pinching, typing, or otherwise working, primarily with fingers rather than with the whole hand or arm, as in handling.

Grasping: Applying pressure to an object with the fingers and palm.

Feeling: Perceiving attributes of objects, such as size, shape, temperature, or texture, by touching with the skin, particularly that of fingertips.

Talking: Expressing or exchanging ideas by means of the spoken word. Those activities in which detailed or important spoken instructions must be conveyed to other workers, accurately, loudly, or quickly.

Hearing: Perceiving the nature of sounds with no less than a 40 dB loss @ 500 Hz, 1,000 Hz, and 2,000 Hz with or without correction. The ability to receive detailed information through oral communication and to make fine discriminations in the sound, such as when making fine adjustments on machined parts or distinguishing alarm sounds.

Repetitive motions: Moving the wrists, hands, and/or fingers.



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Light work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects. This position may require the use of arm and/or leg controls requiring exertion of forces greater than that for sedentary work.

Visual acuity: color, depth perception, and field of vision.

Clerical, administrative: This position deals largely with preparing and analyzing data and figures, accounting, transcription, computer terminals, extensive reading.

WORK ENVIRONMENT:

The worker is subject to inside environmental conditions and has protection from weather conditions but not necessarily from temperature changes.

The worker is occasionally subject to outside environmental conditions and has no effective protection from weather.

Must be able to work 8-12 hour shifts, flexibility in scheduling (weekends, days, evenings, nights).

Fluctuation in workload may create feelings of pressure/stress.

Rapidly changing priorities may cause stress and need for flexibility.

Must be able to sustain normal medical center exposure to bacteria, viruses and fungi.

This is a job description, not an implied or expressed contract of employment.

ACKNOWLEDGMENT

I, _____, understand that I am expected to perform the duties listed in the Job Description.

Signature of Employee: _____ Date: _____