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Policy Title: DUTIES AND RESPONSIBILITIES		Section / Department PT AND REHABILITATION MEDICINE
Prepared By: Nico Ryan V. Dayao, PTRP Chief PT, Rehabilitation Medicine	Reviewed By: Redentor P. Alquiroz, MD Head, Medical & Ancillary Services Darius S. Sebastian, MD, MPH, PHSAE Hospital Administrator, Ospital ng Paranaque	Approved by: Jefferson R. Pagsisihan, MD, MHM Hospital Director, OspitalngParanaque

POSITION: PHYSIATRIST

Qualification Standards

Educational Attainment:


Doctor of Medicine specializing in Rehabilitation Medicine

Eligibility:

Must have passed the Medical Licensure Board Examinations and
Diplomate in Physical Medicine & Rehabilitation

Duties & responsibilities:

1. Act as the Section Head along with the Chief Physical Therapist.
2. Responsible in all matters relating to medical policies and practices.
3. Responsible for the rehabilitation care of all patients referred to the Section and makes final decisions regarding the evaluation and management of their patients.
4. Responsible for the initiation and carrying out of the educational training and research program of the Section.
5. Participate in any budget planning as it affects the Section.
6. Develop policies and procedures along with the Chief Physical Therapist consistent with that of the hospital.
7. Supervise all professionals in the Section.
8. Act as the liaison of the Section with the other hospital authority staff as well as the community involved in rehab work.
9. Provide medical consultation and initiate treatment of the patient by forwarding a written order/referral to the Physical Therapy Unit.
10. Include frequency and duration of therapy and schedule of re-evaluation.
11. Re-evaluate patients periodically and adjusts treatment goals and plans whenever necessary.
12. Initiate or authorize any changes in the treatment program.
13. Discontinue physical therapy services.
14. Maintain responsibility for the patient's total medical care.
15. Consult with the therapists regarding any factors that may affect the patient's program and the Section as a whole.

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POSITION: Chief Physical Therapist

Qualification Standards

Educational Attainment:


Bachelor of Science in Physical Therapy from an accredited educational institution.

Eligibility:


Must have passed the Philippine Licensure Board Examination for Physical Therapists

Duties & Responsibilities:

1. Performs clinical physical therapy assessments, procedures, treatments, and needs of patients under his care.
2. Performs initial evaluation, re-evaluation, and documentation of patients under his care.
3. Develop a plan of physical therapy intervention for patients under his care.
4. Assigns and modifies the treatment schedule of patients under his care.
5. Provide direct patient care using Therapeutic Exercises, Electrotherapy, Mechanical Devices, and Therapeutic agents.
6. Participates in activities related to educational training and physical therapy research, seminars, conferences, journal reports, lectures and other activities related to continuing physical therapy education.
7. Act as the Section Head along with the Physiatrist.
8. Oversee day-to-day operations of the Section.
9. Act as the Administrative Officer of the Section.
10. Responsible for all matters relating to administrative policies and practices.
11. Responsible for all the medical, statistical, and accomplishment reports of the Section every quarterly and annually.
12. Responsible for creating/ updating the patients' database and demographics records.
13. Prepares the budget estimates & annual procurement proposal of the Section.

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14. Evaluates the performance of the rehabilitation team members under his supervision through the IPCR.
15. Prepares monthly schedule of the PTRM staff.
16. Manages and executes the Physical Therapy & Rehabilitation Medicine Section's policies, procedures, rules, and regulations and that of the Ospital ng Paranaque.
17. Delegates duties to the Physical Therapy Staff and PT Technician consistent with their education, skill, and experience.
18. Supervises and monitors the Physical Therapy Staff and PT Technician in performing designated functions and duties.
19. Supervises the maintenance and care of physical therapy machines, facilities and equipment.
20. Act as the liaison of the Section with the other hospital authority staff as well as the community involved in rehab work.
21. Attends and represents the Section in the activities of the Ospital ng Paranaque, which includes local meetings and assemblies.
22. Performs other duties and responsibilities as delegated by the Hospital Administration and Division Head.
23. Regularly reviews the Section's policies, procedures, rules and regulations and recommends to the Division Head any revisions or modifications.
24. Acts as the Coordinator of the Physical Therapy Volunteer Program, with the following functions:
 - 24.1. Formulates the PT Volunteer Program
 - 24.2. Screens and evaluates prospective Physical Therapy Volunteers and recommends competent applicants for the volunteer program and eventual employment to the Division Head.
 - 24.3. Implements approved protocols and the standard operating procedures for Physical Therapy Volunteers.
 - 24.4. Supervises and monitors the Physical Therapy Volunteers in the performance of designated functions.

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POSITION: Assistant Chief Physical Therapist

Qualification Standards

Educational Attainment:


Bachelor of Science in Physical Therapy from an accredited educational institution.

Eligibility:


Must have passed the Philippine Licensure Board Examination for Physical Therapists

Duties & Responsibilities:

1. Performs clinical physical therapy assessments, procedures, treatments, and needs of patients under his care.
2. Performs initial evaluation, re-evaluation and documentation of patients under his care.
3. Develop a plan of physical therapy intervention of patients under his care.
4. Assigns and modifies treatment schedule of patients under his care.
5. Provide direct patient care through the use of Therapeutic Exercises, Electrotherapy, Mechanical Devices, and Therapeutic agents.
6. Participates in activities related to educational training and physical therapy research, seminars, conferences, journal reports, lectures and other activities related to continuing physical therapy education.
7. Act as Chief PT if the Chief PT is not around.
8. Perform all duties and functions of the Chief Physical Therapist if the Chief PT is not around.
9. Assist the Chief PT in supervising and monitoring the Physical Therapy Staff and PT Technician
 - 1.1.1. in performing designated functions and duties.
10. Responsible for decking of in-patients and out-patients to Physical Therapy Staff.
11. Helps Chief PT to administers and implements PTRM Section policies, procedures, rules, and regulations and that of the Ospital ng Paranaque.

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12. Regularly reviews the PMRD policies, procedures, rules and regulations and suggests to the Section Head, any revisions or modifications.
13. Functions as the Safety Officer of the Division, with the following functions:
 - 1.2. Ensures the safety of the staff and patients regarding hazards.
 - 1.3. Regularly checks and ensures availability of emergency supplies
 - 1.4. Regularly surveys the Section for presence of any physical hazards (ex. incompetent chairs, assistive devices and foot stools without rubber tips, wet areas)
14. Quality control and assurance and risk management related to physical therapy functions.
 - 14.1. Responsible for Charting Procedures, with the following functions:
 - 14.2. Ensures all active charts are complete, performs daily charting inventory of active outpatient and inpatient charts.
 - 14.3. Organizes and arranges the active charts and forms in the staff room.
 - 14.4. Checks for inactive patients, omits from the active patient list and removes the Corresponding patient record from active charts weekly.
 - 14.5. Put inactive/ discharged in-patients and out-patients in their respective dead file folders.
 - 14.6. Checks the availability of charting forms, Prepares the printing request form to replenish depleted charting forms
 - 14.7. Responsible for the proper disposal of old charts
 - 14.8. Files and stores copies of medical certificates provided to patients
 - 14.9. Monitors the supplies necessary for charting forms
15. Responsible for the proper storage of documents necessary for charting purposes and home exercise protocols.
 - 15.1. Responsible for the maintenance, list, storage and requisition of all office and medical supplies.
16. Assists the Chief PT in all other functions and duties.
17. Performs other duties and responsibilities as delegated by the Chief PT.

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POSITION: Physical Therapist

Qualification Standards

Educational Attainment:


Bachelor of Science in Physical Therapy from an accredited educational institution.

Eligibility:

Must have passed the Philippine Licensure Board Examination for Physical Therapists

Duties & Responsibilities:

1. Performs clinical physical therapy assessments, procedures, treatments, and needs of patients under his care.
2. Performs initial evaluation, re-evaluation and documentation of patients under his care.
3. Develop a plan of physical therapy intervention of patients under his care.
4. Assigns and modifies treatment schedule of patients under his care. Provide direct patient care through the use of Therapeutic Exercises, Electrotherapy, Mechanical Devices, and Therapeutic agents.
5. Participates in activities related to educational training and physical therapy research, seminars, conferences, journal reports, lectures and other activities related to continuing physical therapy education.
6. Perform all duties and functions of the Assistant Chief Physical Therapist if not around.
7. Assist in supervising and monitoring PT Technician in performing designated functions and duties.
8. Responsible for decking of in-patients and out-patients to Physical Therapy Staff if the Assistant Chief PT is not around.
9. Adhere to PTRM Section policies, procedures, rules, and regulations and that of the Ospital ng Paranaque.
10. Suggests any revisions or modifications pertaining to the PMRD policies, procedures, rules and regulations.
11. Supervises the daily after-care activity and inventory of the Section's machines, equipment and facilities along with the Assistant Chief Physical Therapist.
12. Assists the Chief PT in all other functions and duties.
13. Performs other duties and responsibilities as delegated by the Chief PT

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POSITION: PT Technician/ PT Aide

Qualification Standards

Educational Attainment:

College level

Eligibility:

Probably with CSC eligibility

Duties & Responsibilities:

1. Perform his/her duties under the direction and supervision of a physical therapist.
2. Assists the PT staff in the treatment of patients.
3. Maintains overall cleanliness of the Section's machines and all equipment
4. Maintains the orderliness and cleanliness of the storeroom.
5. Perform daily warm-up and shut down of all automated equipment in the physical therapy department.
6. Performs as envoy & Clerical work, with the following functions.
 - 6.1. Logs out communication and correspondence from the PMRD to different departments
 - 6.2. Responsible for picking-up requisitioned supplies
7. Responsible for the orderliness and cleanliness of the treatment cubicles before treatment, with the following functions:
 - 7.1. Checks for the availability of towels, linen and gowns
 - 7.2. Ensures clean and proper placement of bedding
 - 7.3. Performs inventory of linen and requisitions
 - 7.4. Soils and replaces beddings
8. Transports in-patients cleared for rehabilitation at the PMRD from the hospital wards to the rehabilitation center and vice versa.
9. Attends PTRM meetings and participates in other activities of the PHC.
10. Assume other duties as deemed necessary by physical therapist/chief physical therapist.
11. Performs other duties and responsibilities as designated by the Section Head.