



# New Mexico State Personnel Office

2600 Cerrillos Road  
Santa Fe, New Mexico 87505-0127

## Classification Description

### PHYSICAL THERAPIST AIDES

<u>Class Title</u>	<u>Class Code</u>	<u>Pay Band</u>	<u>Alt Pay Band*</u>
Physical Therapist Aides-B	L2022B	35	
Physical Therapist Aides-O	L2022O	40	
Physical Therapist Aides-A	L2022A	45	

*\*In accordance with SPB Rule 1.7.4.10 NMAC, the assignment to alternative pay bands shall be reviewed annually to determine their appropriateness.*

### Occupation Description

Under close supervision of a physical therapist or physical therapy assistant, perform only delegated, selected, or routine tasks in specific situations. These duties include preparing the patient and the treatment area.

### Nature of Work

Physical therapist aides help physical therapists to provide treatment that improves patient mobility, relieves pain, and prevents or lessens physical disabilities of patients. They help make therapy sessions productive, under the direct supervision of a physical therapist or physical therapist assistant. They usually are responsible for keeping the treatment area clean and organized and for preparing for each patient's therapy. When patients need assistance moving to or from a treatment area, aides assist in their transport. Because they are not licensed, aides do not perform the clinical tasks of a physical therapist assistant in States where licensure is required. The duties of aides include some clerical tasks, such as ordering depleted supplies, answering the phone, and filling out insurance forms and other paperwork. The extent to which an aide or an assistant performs clerical tasks depends on the needs and organization of the facility.

### Distinguishing Characteristics of Levels

*Note: Examples of Work are intended to be cumulative for each progressively higher level of work. The omission of specific statements does not preclude management from assigning other duties which are reasonably within the scope of the duties.*

### Basic

- Employees in this Role perform standardized tasks under supervision in support of a physical therapy program.
- Employees receive instruction from professionals and paraprofessionals in the field of Physical Therapy.

### Recommended Education and Experience for Full Performance

High school diploma or GED and one (1) year of relevant experience.

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### Minimum Qualifications

High school diploma or GED.

### Operational

- Employees in this Role independently perform routine tasks in support of a physical Therapy program.
- Employees prepare patients for treatment; set up and adjust equipment; provide support to patients during ambulation or gait training; administer simple hydrotherapy treatments; monitor patient's condition and behavior and reports to Physical Therapist; transport patients under safety regulations to and from wards.

### Recommended Education and Experience for Full Performance\*

High school diploma or GED and one and a half (1.5) years of relevant experience.

### Minimum Qualifications

High school diploma or GED and three (3) months of relevant experience.

### Advanced

- Employees in this Role perform a variety of tasks in support of a physical therapy program and may work with the most complex physical therapy cases.
- Employees are also responsible for defined aspects of overall program implementation, coordination, and evaluation.
- Employees make recommendations for changes to improve physical therapy programs, are responsible for patient documentation and other record-keeping duties, and act as a point of contact when moving the patient from one treatment center to another.

### Recommended Education and Experience for Full Performance

High school diploma or GED and two (2) years of relevant experience.

### Minimum Qualifications

High school diploma or GED and six (6) months of relevant experience.

### Knowledge and Skills

*Note: This information has been produced by compiling information and documentation provided by O\*NET. O\*NET™ is a trademark of the U.S. Department of Labor, Employment and Training Administration.*

### Knowledge

**Customer and Personal Service** — Knowledge of principles and processes for providing customer and personal services. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction.

**English Language** — Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar.

**Therapy and Counseling** — Knowledge of principles, methods, and procedures for diagnosis, treatment, and rehabilitation of physical and mental dysfunctions, and for career counseling and guidance.

**Psychology** — Knowledge of human behavior and performance; individual differences in ability, personality, and interests; learning and motivation; psychological research methods; and the

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assessment and treatment of behavioral and affective disorders.

**Medicine and Dentistry** — Knowledge of the information and techniques needed to diagnose and treat human injuries, diseases, and deformities. This includes symptoms, treatment alternatives, drug properties and interactions, and preventive health-care measures.

**Public Safety and Security** — Knowledge of relevant equipment, policies, procedures, and strategies to promote effective local, state, or national security operations for the protection of people, data, property, and institutions.

### Skills

**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.

**Social Perceptiveness** — Being aware of others' reactions and understanding why they react as they do.

**Coordination** — Adjusting actions in relation to others' actions.

**Service Orientation** — Actively looking for ways to help people.

**Speaking** — Talking to others to convey information effectively.

**Monitoring** — Monitoring/Assessing performance of yourself, other individuals, or organizations to make improvements or take corrective action.

**Statutory Requirements:** N/A

**Conditions of Employment:** Working Conditions for individual positions in this classification will vary based on each *agency's utilization, essential functions, and the recruitment needs* at the time a vacancy is posted. All requirements are subject to possible modification to reasonably accommodate individuals with disabilities.

**Default FLSA Status:** Non-Exempt. FLSA status may be determined to be different at the agency level based on the agency's utilization of the position.

**Bargaining Unit:** This position may be covered by a collective bargaining agreement and all terms/conditions of that agreement apply and must be adhered to.

**Established:** 07/07/2001

**Revised:** 9/20/2011

*Note: Adapted from the United States Bureau of Labor Statistics and are intended to illustrate the typical education and experience required for this.*

*Note: Classification description subject to change. Please refer to the SPO website [www.spo.state.nm.us](http://www.spo.state.nm.us) to ensure this represents the most current copy of the description.*