LABORATORY TECHNICIAN, PHYSICAL THERAPY

SALARY GRADE: C1-45

DEFINITION:

Under the direction of an assigned supervisor, perform a variety of technical duties in support of the Physical Therapy Assistant (PTA) Program; participate in laboratory instruction and program coordination; order, receive, maintain and issue laboratory supplies and equipment.

EXAMPLE OF DUTIES AND RESPONSIBILITIES:

Depending upon assignment, duties may include, but are not limited to, the following:

1. Perform a variety of technical duties in support of the PTA Program; participate in laboratory instruction and program coordination.

2. Answer questions regarding the PTA Program; direct inquires to appropriate program faculty and other departments as necessary; provide information to students regarding the appropriate support personnel for counseling and guidance.

3. Participate in student laboratory assignments; set up classroom and laboratory areas; monitor student work; administer practical exams as assigned; assist with correcting assignments and scoring exams as directed.

4. Schedule students for clinical assignments; assist in scheduling conferences with clinic personnel.

5. Maintain master clinic list; participate in maintaining contact with active affiliations to arrange for future activities.

6. Perform a variety of clerical duties including receiving and distributing mail, preparing PTA applicant folders and other assigned duties; prepare, maintain and distribute a variety of forms, records, reports and correspondence as assigned.

7. Maintain the laboratory and equipment in a clean and orderly environment; assure proper security of the laboratory.

8. Order, issue, and maintain supplies as necessary.

9. Monitor and maintain loans from the classroom library.

10. Operate a computer, related office equipment and assigned laboratory equipment.

11. Attend a variety of meetings as assigned.

12. Perform related duties as assigned.

EMPLOYMENT STANDARDS:

Knowledge of:

1. Equipment, materials and supplies utilized in the PTA laboratory.
2. PTA rules, regulations, curriculum, policies and procedures.
3. Operation of a computer and assigned equipment.
4. Technical aspects of field of specialty.
5. Appropriate medical terminology.
6. Record-keeping techniques.
7. Oral and written communication skills.

8. Interpersonal skills using tact, patience, and courtesy.

Ability to:

1. Demonstrate understanding of, sensitivity to, and respect for the diverse academic, socio-economic, ethnic, religious, and cultural backgrounds, disability, and sexual orientation of community college students, faculty and staff.
2. Perform a variety of technical duties in support of the PTA laboratory.
3. Participate in laboratory instruction and program coordination.
4. Order, receive, maintain and issue laboratory supplies and equipment.
5. Assist students in the use and operation of assigned laboratory equipment and materials.
6. Communicate effectively both orally and in writing.
7. Maintain accurate records.
8. Establish and maintain cooperative and effective working relationships with others.
9. Plan and organize work.
10. Interpret, apply and explain rules, regulations, policies and procedures

Education and Experience

Any combination equivalent to:

1. Associate's degree from an accredited PTA Program as a Physical Therapist Assistant .
2. Three (3) years clinical laboratory experience.

LICENSES AND OTHER REQUIREMENTS:

1. Valid Physical Therapist Assistant certificate issued by the State of California.

WORKING CONDITIONS:

Environment:

1. Laboratory environment.

Physical Abilities:

1. Hearing and speaking to exchange information in person and on the telephone.
2. Dexterity of hands and fingers to operate computer keyboard and assigned equipment.
3. Seeing to read various materials.
4. Standing for extended periods of time.
5. Reaching overhead, above the shoulders and horizontally.
6. Bending at the waist, kneeling or crouching.
7. Lifting, carrying, pushing or pulling heavy objects up to 30 lbs.

Date Approved: March 1, 1999
EEO Code: H-50