

**Effective date:** July 1, 2010

**Customers served (external and internal):** all Patients, any member of the Paradigm Team, all vendors, suppliers and any other members of the public.

**Reports To:** CEO or CAO

## **Role Qualifications:**

**Role Summary:** To manage and supervise the operational and administrative functions, activities, and projects of a Paradigm clinic. Responsibilities include the managing, planning and coordinating the operations of the clinic to include: Supervising all clinic staff, monitoring delivery of patient services, and acting as liaison with patients, staff, hospitals, physicians, insurance companies and other Paradigm departments, locations and leaders. The Clinic Manager is expected to serve in the dual role of Clinic Manager and practicing Physical Therapist.

**Principal Accountabilities:** (essential job functions)

### **Clinic Manager accountabilities:**

- Monitor delivery of patient services to include reviewing patient activity data and forecast and prepare for all changes needed or impacted by patient load, staffing levels, government regulations and policies. Must be current with all payer requirements and policies.
- In conjunction with HR, recruit, supervise, and direct all staff to ensure the clinic operates in an efficient manner and that the patients receive high quality customer service.
- Complete various special projects, which may require reviewing and analyzing information, identifying problems, recommending solutions and writing reports.
- Review internal policies and procedures and update as needed.
- Function as the clinic liaison with patients, physicians, hospitals and other Paradigm leaders and departments.

### **Physical Therapist accountabilities:**

- Perform and document an initial exam, evaluate data to identify problems and determine a diagnosis prior to intervention.
- Plan, prepare and carry out individually designed programs of physical treatment to maintain, improve or restore physical functioning, alleviate pain and prevent physical dysfunction in patients.
- Record prognosis, treatment, response, and progress in patient's chart or enter information into computer.
- Identify and document goals, anticipated progress and plans for reevaluation.
- Administer manual exercises, massage or traction to help administer appropriate modality, increase patient strength, or decrease or prevent deformity or crippling condition and prevent loss of functional mobility.
- Evaluate effects of treatment at various stages and adjust treatments to achieve maximum benefit.
- Test and measure patient's strength, motor development and function, sensory perception, functional capacity, and respiratory and circulatory efficiency and record data.
- Instruct patient and family in treatment procedures to be continued at home.
- Provide general patient information and education related to benefits of physical therapy.

- Confer with the patient, medical practitioners and appropriate others to plan, implement and assess the intervention program.
- Review physician's referral and patient's medical records to help determine diagnosis and physical therapy treatment required.

**Essential Skills and Experience:**

1. Physical therapists must have completed an accredited physical therapy education program and passed the required licensure exam.
2. Must be well organized, an excellent communicator and a proven leader.
3. Certification to practice in New Mexico as evidenced by current licensure as a physical therapist by the New Mexico Board of Physical Therapy Examiners.
4. 1-3 years of experience as a PTA, Intern or other related position.
5. Participation in recent continuing education programs related to PT, per licensing requirements.
6. Fundamental understanding of health care policies.

**Beneficial Skills and Experience:**

1. Previous supervisory experience, preferably in a medical or clinical setting.
2. Time Management: Proven ability to manage one's own time and the time of others well.
3. Monitoring: Proven practice of monitoring/assessing performance of oneself, other individuals, or organization to make improvements or take corrective action.
4. Service Orientation: Actively looking for ways to help people.
5. Experience working in high performance teams and performance as a proven strong team player.
6. Commitment to company values.
7. Ability to read, write and speak Spanish.

**Physical Challenges:**

1. The job can be physically demanding because therapists often have to stoop, kneel, crouch, lift, and stand for long periods. In addition, physical therapists move heavy equipment and lift patients or help them turn, stand, or walk.
2. Regular and consistent use of keyboard and mouse.
3. Ability to climb stairs on occasion.
4. Consistent standing for many hours at one time. Majority of day (80%+) is spent standing or moving.
5. Additional challenges may arise, at which time Paradigm may revise this job description.

**Reporting to the position are:**

All staff in a particular location, others as deemed appropriate

*This job description does not represent an inclusive list of all duties encompassed in this position, but rather serves as a tool to assist the employees in this position. The existence of this job description, or any other job description, does not in any way negate "at will" employment status. The President of Paradigm is the only person who may elect to modify or delete this job description at any time upon giving notice to the HR Rep to do so.*

**I understand the responsibilities associated with this job and I agree to fulfill them to the best of my ability.**

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Employee Signature

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Date

**ONCE SIGNED, PLEASE SEND ORIGINAL TO HR DEPARTMENT  
TO BE ADDED TO THE EMPLOYEE'S PERSONNEL FILE.**

**FLSA Status:** Exempt

**Essential Skills and Experience to Qualify For Promotion:**

1. Proven success in all areas listed above.
2. Commitment to Paradigm's strategic plan and vision for the future.
3. Recommendation from immediate supervisor or other member of Executive Team.