

New York State Department of Civil Service
DIVISION OF CLASSIFICATION & COMPENSATION

Tentative Classification Standard

Occ. Code 5705700

Director Rehabilitation Hospital Physical Therapy, M-2

Brief Description of Class

Director Rehabilitation Hospital Physical Therapy directs, plans, and manages all professional inpatient therapy services necessary to facilitate the functioning of the Physical Therapy Program at the Department of Health's Helen Hayes Hospital. The incumbent coordinates physical rehabilitation and other patient care services on an inpatient basis.

This position is classified only at Helen Hayes Hospital.

Distinguishing Characteristics

Director Rehabilitation Hospital Physical Therapy: managerial level; functions as the director of Helen Hayes Hospital's inpatient therapy program; manages, directs, and evaluates physical therapy services; develops and implements inpatient physical therapy policies and procedures; and supervises staff in the provision and oversight of physical therapy services.

Illustrative Tasks

Administers and manages programs assuring quality care.

- Ensures the Program's ongoing compliance with codes, rules, regulations, and standards governing the coordination of patient's individual treatment plan and quality assurance.
- Develops/maintains policies and procedures for the program as required by applicable rules and regulations.
- Participates in annual program budget preparation, especially as it relates to service planning, service provision, hours billed and therapy staffing costs.
- Develops, implements, and monitors the Product Line's Performance Improvement/Quality Management (PI/QM) Plan and ensures its integration into the Hospital's PI/QM Plan and the PI activities/projects of the disability teams and clinical therapy practice.

- Accomplishes operating objectives by establishing census goals, program plans/goals, priorities, timetables, and outcome measurements.
- Facilitates decision-making and operations of interdisciplinary team rounds and huddles.
- Recommends programmatic/procedural adjustments to enhance treatment programs and more efficiently meet the needs of the patients with a view to high quality, cost effectiveness and customer satisfaction.

Completes all required documentation and communication as per hospital program guidelines.

- Participates in and contributes to the Hospital's Information Management Plan.
- Prepares and submits Hospital reports, therapy staffing plans, and service activity statistics.
- Compiles and analyzes data and utilizes it to monitor and evaluate their programs efficacy, efficiency, progress towards goals and outcomes of performance improvement program.
- Participates and contributes to established forums (Department Head meeting, Hospital task forces/committees, monthly meeting with supervisor) to provide recommendations, feedback, evaluation of changes/developments, address needs of program, etc.

Increases management effectiveness by implementing and maintaining appropriate human resource goals, procedures, and activities.

- Participates in therapy staff recruitment and retention program in concert with the Human Resources Department, as it applies to the assigned program.
- Develops, maintains, and sets the standards for a competency (age, disability, and skill) based performance evaluation program for all program therapy staff.
- Identifies training needs of therapy staff and sets up/maintains a training and development program designed to improve their job performance.
- Coordinates monthly team business meetings.
- Responsible for identifying and writing all proposals for all equipment needs.

Supervises inpatient Program Directors and other lower-level staff.

Minimum Qualifications

Promotion: possession of a license and current registration to practice physical therapy in New York State; and two years of experience in a rehabilitation therapy title at Grade 23 or higher.

Note: Classification Standards illustrate the nature, extent, and scope of duties and

responsibilities of the classes they describe. Standards cannot and do not include all the work that might be appropriately performed by a class. The minimum qualifications above are those required for appointment at the time the Classification Standard was written. Please contact the Division of Staffing Services for current information on minimum requirements for appointment or examination.

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