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| WI Youth Apprenticeship Logo | Physical Therapy Aide  Youth Apprenticeship |

# PHYSICAL THERAPY AIDE

Physical therapy aide youth apprentices clean and setup the treatment area, move patients, and performing clerical duties. They also assist physical therapists in training and treatment.

**Length of Apprenticeship:** One year

# required Competencies

Youth apprentices must become proficient in both general employability and occupation-specific competencies. All of these, and examples of how each can be demonstrated, are found in the following pages. A total of 13 occupational competencies must be learned for this occupation. Employers may substitute out one of these and should write in the competency they are adding. Youth apprentices must be evaluated on these competencies at least two times each year of their apprenticeship.

|  |
| --- |
| **Competencies** |
| 1. Practice infection control and safety 2. Setup treatment area 3. Assist to explain treatment to patient 4. Position client on therapy equipment 5. Measure vital signs 6. Assist client with performing range of motion exercises 7. Assist client with prescribed exercise program 8. Assist client with gait training 9. Administer active and passive treatments 10. Clean and restock after procedure 11. Maintain inventory 12. Apply compression stockings and/or tubi-grips 13. Use isolation techniques |

# Post-Secondary Pathway Opportunities

There are several post-secondary pathway opportunities in this area. The following is a partial list.

* Physical Therapist Assistant
* Physical Therapist

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| --- | --- |
| WI Youth Apprenticeship Logo | Physical Therapy Aide  Youth Apprenticeship  On-the-Job Learning Performance Standards Guide |

# Youth Apprentice information

|  |
| --- |
| Youth Apprentice Name |
| YA Coordinator |
| YA Consortium |
| School District |

# SIGNATURES

The On-the-Job Learning Performance Standards Guide includes a list of competencies youth apprentices learn through mentoring and training at the worksite.

Instructions for the Worksite Employers/Mentors and School-Based or YA coordinators: This document should be reviewed with the employer/mentor, school-based or YA coordinator on a regular basis with the youth apprentice to record progress and plan future steps to ensure completion of the required competencies. Mentors, school-based/YA coordinator, and the apprentice sign below.

**Employer/Mentor**

**1st Evaluation (Required) 2nd Evaluation (Required)**

|  |  |
| --- | --- |
| Employer/Mentor Signature | Employer/Mentor Signature |
| Employer/Mentor | Employer/Mentor |
| Business/Company | Business/Company |
| Date Signed | Date Signed |

**3rd Evaluation (Optional) 4th Evaluation (Optional)**

|  |  |
| --- | --- |
| Employer/Mentor Signature | Employer/Mentor Signature |
| Employer/Mentor | Employer/Mentor |
| Business/Company | Business/Company |
| Date Signed | Date Signed |

**School-Based and/or YA Coordinator**

**1st Evaluation (Required) 2nd Evaluation (Required)**

|  |  |
| --- | --- |
| School-Based and/or YA Coordinator Signature | School-Based and/or YA Coordinator Signature |
| School-Based and/or YA Coordinator | School-Based and/or YA Coordinator |
| School District or Organization | School District or Organization |
| Date Signed | Date Signed |

**3rd Evaluation (Optional) 4th Evaluation (Optional)**

|  |  |
| --- | --- |
| School-Based and/or YA Coordinator Signature | School-Based and/or YA Coordinator Signature |
| School-Based and/or YA Coordinator | School-Based and/or YA Coordinator |
| School District or Organization | School District or Organization |
| Date Signed | Date Signed |

**Youth Apprentice**

**1st Evaluation (Required) 2nd Evaluation (Required)**

|  |  |
| --- | --- |
| Youth Apprentice Signature | Youth Apprentice Signature |
| Youth Apprentice | Youth Apprentice |
| School District / High School | School District / High School |
| Date Signed | Date Signed |

**3rd Evaluation (Optional) 4th Evaluation (Optional)**

|  |  |
| --- | --- |
| Youth Apprentice Signature | Youth Apprentice Signature |
| Youth Apprentice | Youth Apprentice |
| School District / High School | School District / High School |
| Date Signed | Date Signed |

# employability Skills (To be completed by ya employer/mentor)

All youth apprentices must demonstrate the key employability skills listed below in order to complete the YA program. They do so by earning at least a "Meets Expectation" rating in each. **At least two evaluations are required each year of a youth apprenticeship.**  More columns are included below for those who choose to conduct more frequent reviews.

|  |  |
| --- | --- |
| **1** | ***Working to Meet Expectations:*** Needs improvement; requires much assistance and supervision; rarely displays this behavior |
| **2** | ***Meets Expectations:***  Meets entry-level criteria; requires some supervision; often displays this behavior |
| **3** | ***Exceeds Expectations:*** Exceeds entry-level criteria; requires minimal supervision; consistently displays this behavior |

|  | **Employability Skills** | **Rating** | | | |
| --- | --- | --- | --- | --- | --- |
| **Competency and Rating Criteria** | | ***Minimum Rating of 2 for EACH***  ***Check Rating*** | | | |
| **Competency and Rating Criteria** | | **Initial** | **Mid Year 1** | **Mid Year 2** | **Final** |
| 1. Develops positive work relationships with others.   *Examples of qualities and habits that the employee might exhibit include . . .*   * Interacts with others with respect and in a non-judgmental manner * Responds to others in an appropriate and non-offensive manner * Helps co-workers and peers accomplish tasks or goals * Applies problem-solving strategies to improve relations with others * When managing others, shows traits such as compassion, listening, coaching, team development, and appreciation | | **1**  **2**  **3** | **1**  **2**  **3** | **1**  **2**  **3** | **1**  **2**  **3** |
| 1. Communicates effectively with others   *Examples of qualities and habits that the employee might exhibit include . . .*   * Adjusts the communication approach for the target audience, purpose, and situation to maximize impact * Organizes messages/information in a logical and helpful manner * Speaks clearly and writes legibly * Models behaviors to show active listening * Applies what was read to actual practice * Asks appropriate questions for clarity | | **1**  **2**  **3** | **1**  **2**  **3** | **1**  **2**  **3** | **1**  **2**  **3** |
| 1. Collaborates with others   *Examples of qualities and habits that the employee might exhibit include . . .*   * Works effectively in teams with people of diverse backgrounds regardless of sex, race, ethnicity, nationality, sexuality, religion, political views, and abilities * Shares responsibility for collaborative work and decision making * Uses the problem-solving process to work through differences of opinion in a constructive manner to achieve a reasonable compromise * Avoids contributing to an unproductive group conflict * Shares information and carries out responsibilities in a timely manner | | **1**  **2**  **3** | **1**  **2**  **3** | **1**  **2**  **3** | **1**  **2**  **3** |
| 1. Maintains composure under pressure   *Examples of qualities and habits that the employee might exhibit include . . .*   * Uses critical thinking to determine the best options or outcomes when faced with a challenging situation * Carries out assigned duties while under pressure * Acts in a respectful, professional, and non-offensive manner while under pressure * Applies stress management techniques to cope under pressure | | **1**  **2**  **3** | **1**  **2**  **3** | **1**  **2**  **3** | **1**  **2**  **3** |
| 1. Demonstrates integrity   *Examples of qualities and habits that the employee might exhibit include . . .*   * Carries out responsibilities in an ethical, legal and confidential manner * Responds to situations in a timely manner * Takes personal responsibility to correct problems * Models behaviors that demonstrate self-discipline, reliability, and dependability | | **1**  **2**  **3** | **1**  **2**  **3** | **1**  **2**  **3** | **1**  **2**  **3** |
| 1. Performs quality work   *Examples of qualities and habits that the employee might exhibit include . . .*   * Carries out written and verbal directions accurately * Completes work efficiently and effectively * Performs calculations accurately * Conserves resources, supplies, and materials to minimize costs and environmental impact * Uses equipment, technology, and work strategies to improve workflow * Applies problem-solving strategies to improve productivity * Adheres to worksite regulations and practices * Maintains an organized work area | | **1**  **2**  **3** | **1**  **2**  **3** | **1**  **2**  **3** | **1**  **2**  **3** |
| 1. Provides quality goods or services (internal and external)   *Examples of qualities and habits that the employee might exhibit include . . .*   * Shows support for the organizational goals and principles by own personal actions * Displays a respectful and professional image to customers * Displays an enthusiastic attitude and desire to take care of customer needs * Seeks out ways to increase customer satisfaction * Produces goods to workplace specifications | | **1**  **2**  **3** | **1**  **2**  **3** | **1**  **2**  **3** | **1**  **2**  **3** |
| 1. Shows initiative and self-direction   *Examples of qualities and habits that the employee might exhibit include . . .*   * Prioritizes and carries out responsibilities without being told * Responds with enthusiasm and flexibility to handle tasks that need immediate attention * Reflects on any unsatisfactory outcome as an opportunity to learn * Improves personal performance by doing something different or differently * Analyzes how own actions impact the overall organization * Supports own action with sound reasoning and principles * Balances personal activities to minimize interference with work responsibilities | | **1**  **2**  **3** | **1**  **2**  **3** | **1**  **2**  **3** | **1**  **2**  **3** |
| 1. Adapts to change   *Examples of qualities and habits that the employee might exhibit include . . .*   * Shows flexibility and willingness to learn new skills for various job roles * Uses problem-solving and critical-thinking skills to cope with changing circumstances * Modifies own work behavior based on feedback, unsatisfactory outcomes, efficiency, and effectiveness * Displays a "can do" attitude | | **1**  **2**  **3** | **1**  **2**  **3** | **1**  **2**  **3** | **1**  **2**  **3** |
| 1. Demonstrates safety and security regulations and practices   *Examples of qualities and habits that the employee might exhibit include . . .*   * Follows personal safety requirements * Maintains a safe work environment * Demonstrates professional role in an emergency * Follows security procedures * Maintains confidentiality | | **1**  **2**  **3** | **1**  **2**  **3** | **1**  **2**  **3** | **1**  **2**  **3** |
| 1. Applies job-related technology, information, and media   *Examples of qualities and habits that the employee might exhibit include . . .*   * Applies technology effectively in the workplace * Assesses and evaluates information on the job * Assesses training manuals, website, and other media related to the job | | **1**  **2**  **3** | **1**  **2**  **3** | **1**  **2**  **3** | **1**  **2**  **3** |
| 1. Fulfills training or certification requirements for employment   *Examples of this requirement may include . . .*   * Participation in required career-related training and/or educational programs * Passing certification tests to qualify for licensure and/or certification * Participation in company training or orientation | | **1**  **2**  **3** | **1**  **2**  **3** | **1**  **2**  **3** | **1**  **2**  **3** |
| 1. Sets personal goals for improvement   *Examples of this requirement may include . . .*   * Setting goals that are specific and measurable * Setting work-related goals that align with the organization's mission * Identifying strategies to reach goals * Reflecting on goal progress to regularly evaluate and modify goals | | **1**  **2**  **3** | **1**  **2**  **3** | **1**  **2**  **3** | **1**  **2**  **3** |

# OCCUPATIONAL Competencies (to be completed by ya employer/mentors)

Youth apprentices must earn a rating of at least "MEETS EXPECTATIONS" in each competency by the conclusion of the apprenticeship. A total of 13 competencies, 12 must be from the list below. If necessary, employers can substitute one competency with another occupationally appropriate skill. That skill should be added to the competency list for assessment. **At least two evaluations are required each year of a youth apprenticeship**. More columns are included below for those who choose to conduct more frequent reviews.

|  |  |
| --- | --- |
| **1** | ***Working to Meet Expectations:*** Needs improvement; requires much assistance and supervision; rarely displays this behavior |
| **2** | ***Meets Expectations:***  Meets entry-level criteria; requires some supervision; often displays this behavior |
| **3** | ***Exceeds Expectations:*** Exceeds entry-level criteria; requires minimal supervision; consistently displays this behavior |

| **Occupational Competencies** | **Rating** | | | |
| --- | --- | --- | --- | --- |
| **Competency and Rating Criteria** | **Year 1 Evaluation**  ***Minimum Rating of 2 for EACH***  ***Check Rating*** | | | |
| **Initial** | **Mid Year 1** | **Mid Year 2** | **Final** |
| Practice infection control and safety  * maintain a clean work environment * clean up spills * follow sanitation procedures * wear appropriate personal protective equipment (PPE) * handle chemicals safely | **1**  **2**  **3** | **1**  **2**  **3** | **1**  **2**  **3** | **1**  **2**  **3** |
| Setup treatment area  * verify procedure to be performed * gather appropriate equipment and supplies * ensure the cleanliness of the procedure equipment and room * check equipment for malfunction or damage * confirm solutions and supplies are correct and not expired * arrange the equipment and supplies in proper order or location | **1**  **2**  **3** | **1**  **2**  **3** | **1**  **2**  **3** | **1**  **2**  **3** |
| Assist to explain treatment to patient  * review the purpose and the steps of the treatment * verify client identity * provide privacy for the client * assist the worksite professional in outlining any preparatory steps that must be taken by the client before the test * assist worksite professional to obtain consent for procedure | **1**  **2**  **3** | **1**  **2**  **3** | **1**  **2**  **3** | **1**  **2**  **3** |
| Position client on therapy equipment  * verify client * provide privacy for the client * explain procedure to the client * secure assistance, if needed, before beginning to move and turn client * change client position on schedule or as needed for a procedure * seek client input to determine their comfort with the position | **1**  **2**  **3** | **1**  **2**  **3** | **1**  **2**  **3** | **1**  **2**  **3** |
| Measure vital signs  * take temperature * take blood pressure * measure height * measure weight * perform respiratory tests | **1**  **2**  **3** | **1**  **2**  **3** | **1**  **2**  **3** | **1**  **2**  **3** |
| Assist client with performing range of motion exercises  * verify client * provide privacy for client * explain each exercise to client * instruct client to verbalize any pain while exercising * follow guidelines for range of motion exercises noting client safety and proper body mechanics * take each joint through the full available range of motion of client's ability * encourage client to help with exercises as appropriate * communicate appropriately with client during the range of motion exercises * relay key information to the therapist | **1**  **2**  **3** | **1**  **2**  **3** | **1**  **2**  **3** | **1**  **2**  **3** |
| Assist client with prescribed exercise program  * verify client * provide privacy for client * assist worksite professional with explanation of exercises to be performed * verify that the area, equipment, and supplies are prepared for the exercise program * assist worksite professional with performance of client exercise program * remain attentive to client safety during the exercise program * communicate appropriately with client during the exercise program * relay key information to the therapist | **1**  **2**  **3** | **1**  **2**  **3** | **1**  **2**  **3** | **1**  **2**  **3** |
| Assist client with gait training  * obtain information from the therapist about the specific gait to be taught to the client * verify that the area, equipment, and supplies are prepared for the gait training * build own proficiency with the gait before working with the client * verify client * provide privacy for client * use gait transfer belt to support client as required * remain alert to client safety throughout the ambulation activities * relay key information to the therapist | **1**  **2**  **3** | **1**  **2**  **3** | **1**  **2**  **3** | **1**  **2**  **3** |
| Administer active and passive treatments  * confirm treatment order * verify client * provide privacy for client * explain procedure to client * measure or verify temperature of any fluids * administer heat or cold applications * administer traction * frequently check the area of application for discoloration, numbness, or other symptoms * relay key information to the therapist | **1**  **2**  **3** | **1**  **2**  **3** | **1**  **2**  **3** | **1**  **2**  **3** |
| Clean and restock after procedure  * gather the equipment and supplies * clean equipment and room according to protocol * dispose of contaminated materials as required * return reusable supplies to proper locations * restock supplies as indicated | **1**  **2**  **3** | **1**  **2**  **3** | **1**  **2**  **3** | **1**  **2**  **3** |
| Maintain inventory  * keep all assigned items and areas stocked with supplies * clean storage areas * stock ingredients and food * monitor inventory * open and date items | **1**  **2**  **3** | **1**  **2**  **3** | **1**  **2**  **3** | **1**  **2**  **3** |
| Apply compression stockings and tubi-grips  * turn stocking inside out * place foot of sticking over toes, foot, and heel * pull top of stocking over foot, heel, and leg * pull stocking up leg gently avoiding force and over-extension of joints | **1**  **2**  **3** | **1**  **2**  **3** | **1**  **2**  **3** | **1**  **2**  **3** |
| Use isolation techniques  * put on gown, gloves, and mask as required by the type of isolation used for this client * transfer equipment and supplies into the isolation unit * provide care for the client according to guidelines noting standard precautions * give client extra attention to help offset the client's feelings of abandonment * transfer soiled linen, contaminated equipment, and trash out of the isolation unit as required and per standard precautions * remove contaminated gown and gloves without contaminating self or clean areas | **1**  **2**  **3** | **1**  **2**  **3** | **1**  **2**  **3** | **1**  **2**  **3** |
| Competency Substitute (if you replaced a competency above, note the competency and rating) | **1**  **2**  3 | **1**  **2**  3 | **1**  **2**  3 | **1**  **2**  3 |
| **Comments**: | | | | |

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