

AMERICAN PHYSICAL THERAPY ASSOCIATION OF MARYLAND, Incorporated
SPECIAL MEETING ANNOUNCEMENT

Date: Thursday, May 12, 1966 - 7:30 P.M.

Place: Baltimore League for Crippled Children and Adults
1111 Coldspring Lane
Baltimore, Maryland

The meeting will be a continuation of the Annual Business meeting held on Thursday, April 28, particularly for business listed for the 1966 House of Delegates.

The meeting was not scheduled for ^{May} April 19 as had been decided at the April meeting because the facility was not available.

It is suggested that you review the suggested reference material, Appendix C and bring to the meeting the important items.

AGENDA

- A. Election of Delegates to the 1966 House of Delegates
 - B. Unfinished Business of the 1966 House of Delegates for the 1966 House of Delegates
 1. Report of the Ad Hoc Committee to Study the Utilization and Training of Nonprofessional Assistants. Action on items 1 - 4, page 4 Appendix A
Northern California Resolution, 1964
 2. Report of the study of formation of a student group Subcommittee on Education - Lorraine Lake, Chairman
North Carolina Resolution, 1965
 3. Report of the Study of professional lobbyist
The Executive Director - Lucy Blair
Massachusetts Resolution, 1965
 4. Report of the Study of Relocation of the Association Headquarters Subcommittee on Personnel - Eugene Michels
Iowa Resolution, 1965
 - C. New Business for the 1966 House of Delegates
 1. Suggested Changes in the Rules of order of the House of Delegates (to be read at the meeting)
 2. Bylaw Amendments (J.A.P.T.A., April 1966)
 - a. to be presented by the Board's Executive Committee
Change in the fiscal year and transfer of student to active membership
- passed* Bylaw III, Sect. 6, Dues & Special Assessments
Bylaw VIII, Sect. 1, Fiscal Year
Dues as determined by the House of Delegates, p. 37

- Approved*
- b. To be presented by the Louisiana Chapter
Bylaw III, Sect. 3A, Life Members
(Maryland Chapter decided unfavorably at the Feb. meeting)
 - c. To be presented by the Massachusetts Chapter
Bylaw IX, Sect. 1

Whereas, The official publication of the Association should unequivocally identify Physical Therapy in the armamentarium of medical services and to the public; and

Whereas, The possibility exists that other groups in the United States may identify themselves as representing the recognized and accepted profession of physical therapy by appropriating and copy-writing the words Physical Therapy; and

Whereas, Apparently some confusion has been noted regarding the cataloging and display of our official publication in libraries; and

Whereas, The cover and masthead at the present time prominently identifies physical therapy and would solve these other problems; be it

Resolved That the House of Delegates move to amend Bylaw IX, Section 1 by inserting, "Physical Therapy, (comma)" before Journal. The section to read "Physical Therapy, Journal of the American Physical Therapy Association. "

- d. To be presented by the Connecticut Chapter Bylaw X, Sect. 5, Nominating Committee

D. Other Chapter Business

Appendix A

AMERICAN PHYSICAL THERAPY ASSOCIATION 1790 Broadway, New York, N.Y. 10019

Ad Hoc Committee to Study the Utilization and Training of Nonprofessional Assistants

Report to the 1966 House of Delegates.

The Ad Hoc Committee to Study the Utilization and Training of Non-professional Assistants was appointed following the adoption of a resolution presented in the 1964 House of Delegates. The committee was instructed to present an interim report to the House of Delegates in 1965 and a final report in 1966.

During the 1964-1965 year, the committee reviewed all available materials concerning the current use of nonprofessional assistants and existent and proposed programs for training nonprofessional assistants and aides in physical therapy and allied health fields; studied and discussed the influence of health, socio-economic and educational trends. Upon the basis of these deliberations the committee formulated a report and a preliminary proposal which was presented to the membership of the Association in March 1965.

This report was discussed both in caucus and on the floor of the House of Delegates in June 1965. A motion was passed instructing delegates to report to their respective chapters and to prepare specific recommendations concerning the utilization and training of non-professional personnel. The response of the chapters to this request was most gratifying and helpful. Comments and recommendations were received from 35 chapters (61.3%). These suggestions were analyzed and compiled, and a summary report of the responses were sent to the chapters in February 1966.

The committee carefully studied, discussed and restudied these recommendations and additional information concerning national trends and needs. In view of these the committee revised its approach. In the final report, the committee presents recommendations for two levels of nonprofessional workers in physical therapy: Physical Therapy Aide and Physical Therapy Assistant.

The policy statement for the Training and Utilization of the Physical Therapy Aide is presented for final action. The recommended training program is two months in length and contains an appropriate balance of didactic instruction and on-the-job training. The training guidelines have yet to be tested and a complete job description and manual of instruction is to be developed upon the acceptance of the policy statement.

The proposed policy statement concerning education and use of the Physical Therapy Assistant is a preliminary statement which the committee submits for discussion and recommends further development and future action.

For purposes of clarification, the committee presents some of the considerations, still under discussion, which relate to the Physical Therapy Assistant:

Education: Recommendation for placing the preparation at junior college level is two fold. It was felt that an approved program with its implied accreditation would function more practically in this setting. In addition, provision for "open ended" education seemed vital as a source for recruitment for the professional physical therapist.

Regulation: Legal licensing, even with its many variations and weaknesses, would provide a method for identifying the qualifications of the individual as well as establishing relationships and functions.

Affiliation: Groups with similar qualifications and responsibilities tend to organize for a variety of reasons, such as employment benefits, identification of function, status. Since the interests of a newly created worker should be compatible with the basic aims of the profession, an affiliating membership seems desirable.

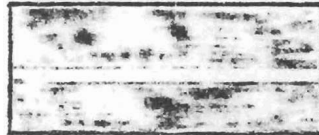
The committee presents both levels of workers with their distinguishing characteristics simultaneously for, by so doing, a comparison of all facets can be made. In some areas there is a clear cut distinction, while in others the differences are noted only in degree. In addition to a careful review of the prepared statements, the accompanying chart helps to identify comparative functions.

COMPARATIVE FUNCTION CHART

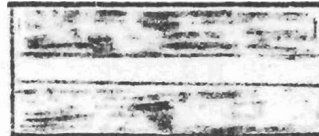
This chart shows the duties and the amount of time that the Physical Therapy Assistant and Physical Therapy Aide spend in the performance of these duties. This chart, also, shows levels of primary responsibilities.

DUTIES

Maintenance
1 a



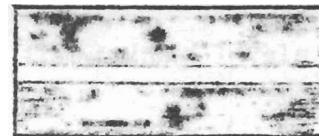
Transportation
1 b



Clerical
1 c



Assists Patients
2 a



Assembles and
Disassembles
2 b



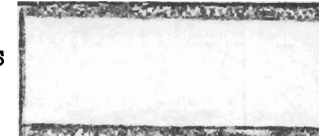
Assists Patients
in Practice
2 c



Aide



Performs Selected
Treatment Procedures
2 d



Assistant



The magnitude of the problem, the amount of work to be done and the need for continued surveillance indicates that an on-going national committee will be needed.

Based on the foregoing information, the Ad Hoc Committee to Study the Utilization and Training of Nonprofessional Assistants recommends that:

- no 1. The proposed policy statement for the Training and Utilization of the Physical Therapy Aide be accepted as the policy of the American Physical Therapy Association.
- yes 2. The preliminary draft for the Training and Utilization of the Physical Therapy Assistant be endorsed in principle and that a final report be presented to the House of Delegates in 1967.
3. The term of the Ad Hoc Committee to Study the Utilization and Training of Nonprofessional Assistants be extended to June 1967.
4. A permanent committee of the House be formed in June 1967 with the Board of Directors appointing members to serve rotating terms.

The Committee members, who have appreciated this opportunity to serve, respectfully submit this report.

Charles Dorando
Thelma Holmes
Beth Phillips
Martha Wroe
Helen Blood, Chairman

Note: Please read the report completely instead of a section at a time because of the inter-relationships between the categorical headings.

Training and Utilization of the Physical Therapy Aide

Proposed Policy Statement

Presented to the 1966 House of Delegates.

TITLE: Physical Therapy Aide

DEFINITION:

The physical Therapy aide is a nonprofessional, nonlicensed worker who has completed an on-the-job training program. The physical therapy aide's primary function is to perform designated routine tasks related to the operation of a physical therapy service but may assist with patient related activities which are predetermined for each patient and assigned by the professional therapist.

PREREQUISITES:

1. Education: High school graduation or the equivalent based on experience and/or vocational training.
2. Age: 18 years minimum.
3. Health Status: Good physical and emotional health as determined by a pre-employment medical examination.
4. Personal Qualifications: History of school and/or work performance which gives evidence of the ability to meet requirements of the job.

TRAINING:

A training program for the physical therapy aide may be established when there is demonstrated a need and reasonable assurance of employment.

1. There shall be active participation of professional physical therapists in the development, implementation, and evaluation of the physical therapy aide training program.
2. The training program shall be located within or affiliated with a health care facility which meets the criteria established by the American Physical Therapy Association.
3. The training program shall follow the guidelines recommended by the American Physical Therapy Association. An outline to be used for the training of aides is available from the American Physical Therapy Association.

4. Upon satisfactory completion of the recommended training program, the nonprofessional trainee is eligible to:
 - a. use the title, Physical Therapy Aide.
 - b. perform the functions which are outlined in this document under the supervision of a legally qualified physical therapist.

SUPERVISORY RELATIONSHIP:

The physical therapy aide may function only with the continuing supervision of the professional physical therapist.

The physical therapy aide may work only in a supervised situation where there is direction, guidance and frequent observation by the professional physical therapist.

DUTIES:

The extent to which the physical therapy aide will participate in the following activities will be dependent upon the organization, structure, and size of the physical therapy service.

1. Operational Activities

- a. Maintenance:
 1. follow established procedures pertaining to the care of equipment and supplies.
 2. prepare, maintain, clean up treatment areas; maintain supportive areas.
- b. Transportation: transport patients, records, equipment, and supplies in accordance with established policies and procedures.
- c. Clerical: perform predetermined general office procedures.
- d. Other: perform special duties as assigned.

2. Patient Related Activities:

The physical therapy aide shall not interpret physician's referrals, perform evaluative procedures, initiate or adjust treatments, assume responsibility for planning patient care, nor make entries in the patients' records, but may:

- a. assist patients in preparation for and, as necessary, during, and at the conclusion of treatment.
- b. assemble and disassemble equipment and accessories.
- c. assist patients in the safe practice of activities related to the development of strength and endurance.
- d. perform treatment procedures predetermined for each patient by the legally qualified physical therapist and in accordance with the training of the worker.

RECOGNITION:

Recognition of the training of the aide shall be left to the discretion of the training institution.

If a certificate is awarded, it is recommended that the document include a statement to the effect that the aide has been trained to work under the supervision of a legally qualified physical therapist.

Proposed policy statement prepared by the A.P.T.A. Ad Hoc Committee to Study the Utilization and Training of the Nonprofessional Assistant, March 1966.

Training and Utilization of the Physical Therapy Assistant

Preliminary Draft of the Proposed Policy Statement

Presented to the 1966 House of Delegates.

TITLE: Physical Therapy Assistant

DEFINITION:

The physical therapy assistant is a licensed, subprofessional worker who has completed a junior college level training program. The physical therapy assistant's primary function is to assist the professional physical therapist in carrying out patient related activities; to perform such procedures delegated to him that are commensurate with his education and training. He carries out tasks related to the routine operation of the service as assigned.

PREREQUISITES:

1. Education: High school graduation or the equivalent. Meet the specific admission requirements of the educational institution.
2. Age: 17 years minimum
3. Health Status: Pass the medical examination of the institution and give evidence of meeting the physical and emotional demands of the job.

TRAINING:

1. There shall be active participation of professional physical therapists in the development, implementation, and evaluation of the training program.
2. The physical therapy assistant training program shall be directed by a professional physical therapist whose qualifications meet the criteria established by the A.P.T.A.
3. The training program shall be located within an accredited educational institution and shall be affiliated with health care facilities which meet the criteria established by the A.P.T.A.
4. The program shall be of junior college level and shall include some course work which may be accepted for advanced standing in a higher institution of learning.

(Guidelines for the development of an acceptable program, including organization, administration, personnel and curriculum are to be developed by the A.P.T.A. with assistance of consultants from appropriate educational groups.

SUPERVISORY RELATIONSHIP:

The physical therapy assistant works only with the continuing supervision and direction of the professional physical therapist and carries out departmental duties and such treatment programs or portions thereof that are delegated to him.

DUTIES:

The extent to which the physical therapy assistant will participate in the following activities will be dependent upon the organization, structure and size of the physical therapy service.

1. Operational Activities: In the absence of aide or clerical personnel, the physical therapy assistant performs such maintenance, transportation and clerical tasks as are required for the efficient operation of the physical therapy service and are assigned to him by the professional physical therapist.
 - a. Maintenance:
 1. follow established procedures pertaining to the care of equipment and supplies.
 2. prepare, maintain, clean up treatment areas; maintain supportive areas.
 - b. Transportation: transport patients, records, equipment, and supplies in accordance with established policies and procedures.
 - c. Clerical: perform predetermined general office procedures.
 - d. Other: perform special duties as assigned.
2. Patient Related Activities: The physical therapy assistant shall not interpret physicians' referrals, perform evaluative procedures, assume responsibility for planning patient care nor write periodic or discharge summary reports. He shall not initiate treatment unless specifically directed to do so by the legally qualified physical therapist, but may:
 - a. assist patients in preparation for and, as necessary, during, and at the conclusion of treatment.
 - b. assemble and disassemble equipment and accessories.
 - c. assist patients in the safe practice of activities related to the development of strength and endurance.

- d. perform selected treatment procedures which are commensurate with his education and training and are assigned to him by the legally qualified physical therapist.
- e. carry out such treatment programs as are predetermined for each patient and delegated to him by the legally qualified physical therapist.
- f. enter daily progress notes in the patient's record.

REGULATION:

The subprofessional trainee who has satisfactorily completed a program of training which is approved by the A.P.T.A.:

- 1. may use the title, Physical Therapy Assistant
- 2. must be legally licensed
- 3. must work under the supervision of the legally qualified physical therapist. (Provision for an accreditation process will be necessary as well as interim regulations while states are securing licensure.)

AFFILIATION:

A membership category should be established and associated officially with the American Physical Therapy Association.

Preliminary draft of the proposed policy statement prepared by the Ad Hoc Committee to Study the Utilization and Training of Nonprofessional Assistants, March 1966.

Publications of the Association

1921-1926 P.T. Review
1926-1948 Physiotherapy Review
1948-1961 Physical Therapy Review
1962-Present Journal of the American Physical Therapy Association

1. Resolution passed at the 1961 House of Delegates and 1963 Bylaw Amendments made this change.
2. 1962-1963 - blue and white cover bearing title, Journal of the American Physical Therapy Association.
3. 1964-present - red and white cover with masthead, Physical Therapy, Journal of the American Physical Therapy Association.
4. Resolution of the North Carolina Chapter defeated at the 1964 House of Delegates.
5. Resolution of the Illinois Chapter passed at the 1965 House of Delegates (Maryland Chapter voted 5 "yes" and 1 "no").
6. At the Board of Directors meeting July 3, 1965, it was voted that a referendum be prepared to reassess the vote on the Illinois Chapter Resolution.
7. Communications regarding the referendum sent from the Association Headquarters and the President October 1966.
8. **The Resolution was rescinded.** At the November 17, 1965 meeting of the Maryland Chapter there were 6 votes to rescind, but expression of disapproval in the manner in which the question was handled.

Reference MaterialAssociation and Chapter Business

1. 1964 House of Delegates
 - a. Report of the Maryland Delegation mailed to membership
 - b. J.A.P.T.A. Sept. 1965, 885-889
2. 1965 House of Delegates
 - a. Report of the Maryland Delegation mailed to membership
 - b. Report by the Secretary of the Association to the House
J.A.P.T.A., Nov. 1965, 1070-1074
 - c. Minutes of the House of Delegates
J.A.P.T.A., Nov. 1965, 1086-1092
- * 3. Communications from the Chapter President, July 19, 1965 and action taken at Chapter Meetings July 28 and Sept. 22 on the Interim Report of the National Committee on Non-Professional Assistants
4. Board of Directors and Executive Committee Meeting
 - a. Nov. 1964 meeting of Executive Committee
J.A.P.T.A., April 1965, 366-369
 - b. Post-Conference Meeting of the Board July 3, 1965
J.A.P.T.A., Nov. 1965, 1093-1097
 - c. Report of the Dec. 1965 Executive Committee
Meeting will appear in J.A.P.T.A. June 1966
- * 5. Proposed Amendments for consideration at 1966 House of Delegates
J.A.P.T.A., April 1966 p. 404
6. Bylaws and Code of Ethics, A.P.T.A.

Other References

7. Reading List, appendix D, on Non-Professional Personnel
(# included in #3)
8. Papers presented at the 1964 Convention
J.A.P.T.A., Feb. 1965
9. Readers Forum
J.A.P.T.A., May, July and Oct. 1965; Jan., Feb. and April 1966
10. The 1965 Presidential Address
J.A.P.T.A., Sept. 1965, 870-876
11. Statement of the 1964 Council of Physical Therapy School Directors
J.A.P.T.A., June 1965, p. 626
12. Articles in J.A.P.T.A., March 1966