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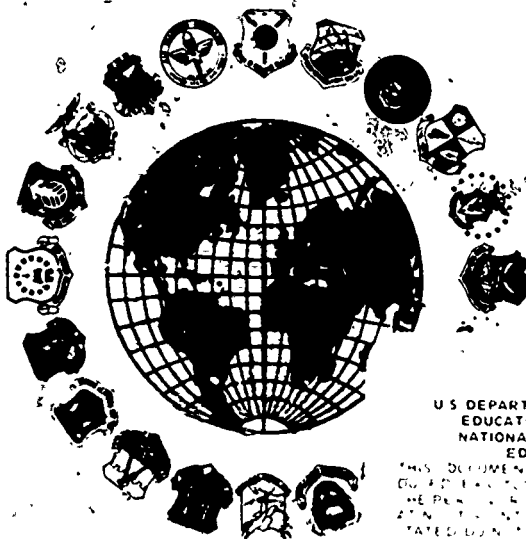
ABSTRACT

The booklet is a checklist to provide information about the tasks of the physical therapist in the Air Force physical therapy career ladder. The first major section is on background information; there are multiple choice questions on job attitudes, places of employment, future plans, and general types of duty. From a list of 137 pieces of physical therapy equipment, the respondent is asked to check those used on the job. The second major section is a job inventory; 444 specific tasks are listed, and the respondent is asked to check those he is currently performing. The tasks inventoried are grouped according to the following areas of responsibility: organizing and planning; directing and implementing; evaluating; training; administrative and supply functions; patient evaluation, consultation, and construction of treatment programs; performing tests; preparing patients for treatments using modalities; administering treatments; instructing patients in exercises, ambulation, gait, and transfer techniques; housekeeping tasks; and emergency or field treatment. (PR)

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# UNITED STATES AIR FORCE JOB INVENTORY



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PHYSICAL THERAPY CAREER LADDER  
AFSCs 91330, 91350, 91370, and 91392

OCCUPATIONAL SURVEY BRANCH  
3700 OCM SQ  
LACKLAND AFB, TEXAS 78236

AFPT 90-913-175  
15 January 1974

2

2

EUCH 282

## INSTRUCTIONS

DO NOT REMOVE ANY CARDS  
FROM THE ENVELOPE UNTIL  
YOU ARE READY TO USE  
ANSWER CARD A. INSTRUCTIONS  
ARE ON PAGE iv.

### GENERAL INSTRUCTIONS

1. Your assistance in completing this inventory is VERY IMPORTANT. Your answers will be used to:
  - a. Write job descriptions of your job
  - b. Develop training materials
2. To qualify for this survey:
  - a. You must have a duty AFSC of 91330, 91350, 91370, or 91392.
  - b. You must have been working in your present job assignment for at least four weeks.
  - c. If your duty AFSC is 91392, you must be supervising AF5 913X0 personnel.
3. This booklet is in three sections. You must complete all three sections in order.

SECTION I PERSONNEL INFORMATION (answer directly in the booklet)

SECTION II BACKGROUND INFORMATION (answer on card A)

SECTION III TASK INFORMATION

Part I, task checking (check directly in the booklet)

Part II, time rating (time rate on attached cards)

## INSTRUCTIONS

### SECTION I

#### PERSONNEL INFORMATION

##### INSTRUCTIONS

Turn to page iii and answer the personnel information questions. Print or check your answer directly into the booklet using a number 2 pencil.

<b>PERSONNEL INFORMATION</b>					CASE CONTROL NUMBER (1-4)								
<b>PLEASE PRINT INFORMATION REQUESTED AND CHECK APPLICABLE BOXES</b>													
LAST NAME - FIRSTNAME - MIDDLE INITIAL									(5-22)				
GRADE									(23)				
E1 <input type="checkbox"/> AB	E2 <input type="checkbox"/> AMN	E3 <input type="checkbox"/> A1C	E4 <input type="checkbox"/> SGT	E5 <input type="checkbox"/> SSGT	E6 <input type="checkbox"/> TSGT	E7 <input type="checkbox"/> MSGT	E8 <input type="checkbox"/> SNSGT	E9 <input type="checkbox"/> CMSGT					
SOCIAL SECURITY ACCOUNT NUMBER							(24-32)	DUTY TELEPHONE EXT					
<input type="text"/> <input type="text"/> <input type="text"/> - <input type="text"/> <input type="text"/> - <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>		(24-26)		(27-28)		(29-32)							
CIRCLE THE HIGHEST EDUCATION LEVEL (OR GEO EQUIVALENT) YOU HAVE COMPLETED									(33-34)				
ELEMENTARY			HIGH SCHOOL				COLLEGE			GRADUATE			
05	06	07	08	09	10	11	12	13	14	15	16	17	18
MAJOR COMMAND									(35)				
A <input type="checkbox"/> AAC	G <input type="checkbox"/> ACIC	C <input type="checkbox"/> ADC	E <input type="checkbox"/> AFAPC	Y <input type="checkbox"/> AFCS	F <input type="checkbox"/> AFLC	M <input type="checkbox"/> AFRES							
H <input type="checkbox"/> AFSC	J <input type="checkbox"/> ATC	K <input type="checkbox"/> AU	P <input type="checkbox"/> HQ COMD	N <input type="checkbox"/> HQ USAF	Q <input type="checkbox"/> MAC	R <input type="checkbox"/> PACAF							
S <input type="checkbox"/> SAC	T <input type="checkbox"/> TAC	B <input type="checkbox"/> USAFA	D <input type="checkbox"/> USAFE	L <input type="checkbox"/> USAFSO	U <input type="checkbox"/> USAFSS*								
PRIMARY AFSC				(36-42)	DUTY AFSC			(43-49)					
PREFIX <input type="checkbox"/>	NUMBER <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>			SUFFIX <input type="checkbox"/>	PREFIX <input type="checkbox"/>	NUMBER <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>			SUFFIX <input type="checkbox"/>				
(36)	(37-41)			(42)	(43)	(44-48)			(49)				
TOTAL MONTHS IN PRESENT JOB			TOTAL MONTHS AT PRESENT BASE			TOTAL MONTHS IN DUTY AFSC							
_____			_____			_____							
(50-52)			(53-55)			(56-58)							
TOTAL MONTHS IN CAREER FIELD			TOTAL MONTHS ACTIVE FEDERAL MILITARY SERVICE			NO. OF SUBORDINATES WHO REPORT TO YOU DIRECTLY FOR SUPERVISION							
_____			_____			_____							
(59-61)			(62-64)			(65-66)							
IF YOU WERE CONVERTED OR RETRAINED, ENTER PREVIOUS AFSC					ORGANIZATION (CARD 2: 5-35)								
PREFIX <input type="checkbox"/>	NUMBER <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>			SUFFIX <input type="checkbox"/>									
(68-72)	(73)												
					PRESENT WORK ASSIGNMENT (CARD 2: 36-73) (Position or Job Title)								

## INSTRUCTIONS

### SECTION II

#### BACKGROUND INFORMATION

#### INSTRUCTIONS

1. Take card A Background Information from your envelope
2. Read the Background Information questions on pages v through vi.
3. Answer each question on answer card A. Blacken the circle that indicates your choice of answers.

BE SURE YOU HAVE THE RIGHT CARD LINE NUMBER TO ANSWER EACH QUESTION

4. When you have finished answering the Background Information questions, check card A, erase any stray marks and replace the card in the envelope.

## BACKGROUND INFORMATION

INDICATE YOUR ANSWERS TO THE BACKGROUND QUESTIONS BY BLACKENING THE APPROPRIATE CIRCLE ON ANSWER CARD A.

1. I FIND MY JOB

- (1) Extremely dull
- (2) Very dull
- (3) Fairly dull
- (4) So-so
- (5) Fairly interesting
- (6) Very interesting
- (7) Extremely interesting

2. MY JOB UTILIZES MY TALENTS AND TRAINING

- (1) Not at all
- (2) Very little
- (3) Fairly well
- (4) Quite well
- (5) Very well
- (6) Excellently
- (7) Perfectly

3. I WAS ASSIGNED TO MY PRESENT CAREER LADDER BY

- (1) Completion of resident technical training course
- (2) Reclassification without completion of resident technical training or on-the-job training (OJT)
- (3) Direct duty assignment (DDA) from basic military training to OJT without bypass test
- (4) DDA from basic military training by bypass test
- (5) Conversion from another AF specialty without training
- (6) Retraining from another AF specialty
- (7) Reenlistment from another branch of service

4. DO YOU PLAN ON LEAVING THE AIR FORCE WITHIN THE NEXT FIVE YEARS?

- (1) Yes
- (2) No

IF YES, GO TO QUESTION 5.

IF NO, GO TO QUESTION 6.

## BACKGROUND INFORMATION

5. INDICATE WHICH YEAR YOU PLAN ON LEAVING THE AIR FORCE  
(1) 1973 (2) 1974 (3) 1975 (4) 1976 (5) 1977 or later
6. DO YOU PLAN TO REENLIST?  
(1) No, I plan to retire  
(2) No, I plan to separate without retirement benefits  
(3) Uncertain, probably no  
(4) Uncertain, probably yes  
(5) Yes
7. ARE YOU COMPLETING THIS USAF JOB INVENTORY UNDER THE DIRECT SUPERVISION OF THE CBPO OCCUPATIONAL SURVEY CONTROL OFFICER?  
(1) Yes  
(2) No
8. ARE YOU COMPLETING THIS JOB INVENTORY AT YOUR HOME OR BARRACKS?  
(1) Yes  
(2) No
9. ARE YOU COMPLETING THIS JOB INVENTORY AT THE ORGANIZATION AT WHICH YOU WORK?  
(1) Yes  
(2) No
10. HAVE THE INSTRUCTIONS FOR COMPLETING THIS SURVEY BEEN READ OR EXPLAINED TO YOU?  
(1) Yes  
(2) No



**-BACKGROUND INFORMATION**

11. ARE YOU PRESENTLY LOCATED AT AN INSTALLATION WHICH IS INSIDE THE CONTINENTAL U.S. (ZONE OF THE INTERIOR)?

(1) Yes (2) No

12. ARE YOU PRESENTLY LOCATED AT AN INSTALLATION WHICH IS OUTSIDE THE CONTINENTAL U.S. (INCLUDING ALASKA AND HAWAII)?

(1) Yes (2) No

13. DO YOU WORK IN ANY OF THE FOLLOWING TYPES OF HOSPITAL OR CLINIC

(1) Yes (2) No

IF YES, BLACKEN ANSWER NUMBER NEXT TO THE NUMBER ON ANSWER CARD A THAT CORRESPONDS TO THE TYPE OF HOSPITAL OR CLINIC YOU WORK IN.

14. Class A Clinic

15. Class B Clinic

16. USAF Hospital

17. USAF Medical Center

18. USAF Regional Hospital

19. DO YOU WORK IN ANY OF THE FOLLOWING DUTIES?

(1) Yes (2) No

IF YES, BLACKEN ANSWER NUMBER NEXT TO THE NUMBER ON ANSWER CARD A THAT CORRESPONDS TO THE TYPE OF DUTY YOU WORK IN.

20. Duty as Physical Medicine Superintendent

21. Duty under a Civilian Physical Therapist

22. Duty under a Military Physical Therapist

23. Independent Duty

24. Militar, Training Instructor

25. Recruiting Duty

(Continued next page)

## BACKGROUND INFORMATION

26. Technical School

27. DO YOU USE ANY OF THE FOLLOWING EQUIPMENT ON YOUR PRESENT JOB.

(1) Yes

(2) No

IF YES, BLACKEN ANSWER NUMBER 1 ON ANSWER CARD A THAT CORRESPONDS TO THE NUMBER OF THE PIECES OF EQUIPMENT YOU USE IN YOUR PRESENT JOB.

### SHORT WAVE DIATHERMY EQUIPMENT

28. Auto Therm

29. Birtcher Shortwave

30. Burdick Shortwave

31. Dallons-1600 Meditherm

32. Elmed Shortwave Unit

33. Fisereitherm Varipulse Model 1600

34. Fisereitherm Varipulse Model 1800

35. Magnatherm SWD Unit

36. Seimans Ultratherm 303

37. Seimans Ultratherm 608

### ULTRASOUND DIATHERMY EQUIPMENT

38. Birtcher Megason XV

39. Daltons Ultrasound Model 1000 34 Watt Output

40. Daltons Ultrasound Portable, 15 Watt Output

41. Daltons Ultrasound Portable, 20 Watt Output

42. Burdick Ultrasound (UR/420A)

43. Burdick Ultrasound (UT-400)

(Continued next page)

## BACKGROUND INFORMATION

44. Dia-Sonic Ultrasound
45. Elmed Ultrasound Unit
46. Medco Dublett IJS Unit
47. Seimans Sonostat
48. Sonicator Ultrasound
49. Tomac Ultrasound Unit

### ULTRASOUND/ELECTRICAL STIMULATOR EQUIPMENT

50. Birtcher Megason XII
51. Burdick Ultra Sound/Stimulator UT/4300A
52. Medco-Sonlator Mark V
53. Medco-Sonlator Twin
54. Siemens Sonodylator
55. Synchrosonic Console

### MICROWAVE DIATHERMY EQUIPMENT

56. Burdick Diathermy Equipment
57. Elmed Microwave Unit
58. Siemens Radiotherm.305

### ELECTRICAL STIMULATION EQUIPMENT

59. Birtcher Myosynchron
60. Burdick Low Volt Stimulator (MS 300)
61. Ballons Medi-Sine Muscle Stimulator Model 1400 MGF
62. Elmed Low Voltage Unit
63. Medcolator Model G
64. Medcolator Model K

(Continued next page)

## BACKGROUND INFORMATION

65. Medcotherm
66. Myofasciatron
67. Bitter Vitron LIDC Generator
68. Siemens Neodylator
69. Siemens Neurotron 621
70. Siemens Neurotron 626
71. TECA CH 3
72. TECA Model CD4PS
73. TECA Model SP5
74. Tomac Low Voltage Unit

### ULTRAVIOLET EQUIPMENT

75. Aero Kromayer Lamp
76. Birtcher Spot Quartz
77. Burdick Ultraviolet
78. Hanovia Luxor UV
79. Hanovia Ultraviolet Lamp

### INFRARED EQUIPMENT

80. Burdick Infrared Lamp
81. Globete Infrared Lamp
82. Hanovia Ultraviolet Lamp
83. Peri Lamp

### HYDROTHERAPY EQUIPMENT

84. whirlpool-Arm

(Continued next page)

## BACKGROUND INFORMATION

85. Whirlpool-Leg
86. Whirlpool-Low Boy
87. Whirlpool-Full Body (Hubbard Tanks)
88. Hydrocollator Moist Heat
89. Moisture Heat Therapy Unit
90. Mobile Sitz Bath
91. Colpac Cold Therapy
92. Paraffin Bath

### TRACTION EQUIPMENT

93. Hausted Tractionaid
94. Lumbartrak
95. Over-Door Cervical Traction
96. Traction Table
97. True-Trac Portable Intermittent and Continuous Traction Machine
98. Unitrac Intermittent Traction

### COMPRESSION EQUIPMENT

99. ITI Percussor
100. Jobst Intermittent Compression, 4 Channel Hospital Unit
101. Jobst Intermittent Compression, Clinical Unit
102. Jobst Intermittent Compression, Home Unit
103. Jobst Intermittent Compression, Hospital Unit
104. Seimans G-5 Apparatus

(Continued next page)

## BACKGROUND INFORMATION

### EXERCISE EQUIPMENT

105. Ankle and Leg Exerciser
106. Axial Resistance Exerciser
107. Bicycle Exerciser
108. Cybex Exerciser-Dynamometer, Lower Extremity Unit
109. Cybex Exerciser-Dynamometer, Upper extremity Unit
110. Electric Bicycle Exerciser
111. Elgin Exercise Table
112. Exercise Mats
113. Exercise Skate (Skate Board)
114. Exer-Geni Exerciser
115. Hydraulic Exerciser, Flexion Extension Unit
116. Hydraulic Exerciser, Multiple Exercise Unit
117. Iron Dumbells, Various Weights
118. Mat Platform
119. N-K Exercise Unit, Full Size
120. N-K Exercise Unit, Standard Size
121. Overhead Pulley
122. Powder Board
123. Pulley Weights, Chest Type
124. Pulley Weights, Duplex Type
125. Pulley Weights, Triplex Type
126. Quad Table
127. Restorator

(Continued next page)

## INSTRUCTIONS

128. Rotary Wrist Machine
129. Sand or Shot Bag Weights
130. Shoulder (Finger) Ladder
131. Shoulder Wheel
132. Sling Suspension Apparatus
133. Selected Weights, Various Heights
134. Stair Bars
135. Treadmill
136. Wrist Roll

### AMBULATION AND TRANSFER EQUIPMENT

137. Cane
138. Corner Type Staircase
139. Crutches, Auxillary
140. Crutches, Forearm
141. Hospital Wheelchair (Wooden)
142. Hoyer Adjustable Lift
143. Parallel Bars
144. Posture Training Mirror
145. Quad Cane
14. Straight Type Staircase
147. Suspension Ambulator
148. Tilt Table, Electric
149. Tilt Table, Manual

(Continued next page)

## BACKGROUND INFORMATION

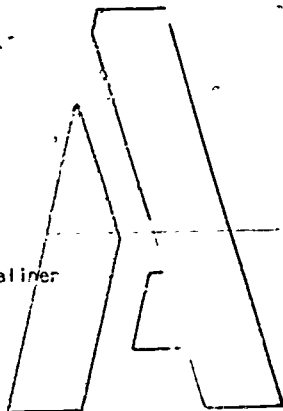
- 150. Transfer Board
- 151. Walkerette
- 152. Wheelchair, Traveller Model
- 153. Wheelchair, Universal Model

### MEASUREMENT INSTRUMENTS

- 154. Back, Leg, Chest Dynamometer
- 155. Cervigon
- 156. Chest Depth Caliper
- 157. Flexometer
- 158. Goniometer
- 159. Hand Dynamometer
- 160. Pinch Gauge
- 161. Shoulder Breadth Caliper
- 162. Tape Measure

### MISCELLANEOUS EQUIPMENT

- 163. Dynawave
- 164. NU-MASO Tractic Therapy Table





## INSTRUCTIONS

### SECTION III

#### TASK INFORMATION

#### INSTRUCTIONS

1. Read each task in the booklet. IF YOU DO THE TASK IN YOUR PRESENT JOB, check the space in the right hand column.
2. If a task you do is NOT LISTED anywhere in the entire booklet, write it on the blank page at the end of the booklet. DO NOT ADD TASKS THAT ARE CLASSIFIED

## INSTRUCTIONS

### TIME RATING TASKS

#### INSTRUCTIONS

1. Take the white TIME SPENT card and task response cards 1, through 4, from the envelope.
2. The white card has the time scale you are to use for your time ratings.
3. TIME RATE ONLY THE TASKS YOU CHECKED IN YOUR BOOKLET.
4. Cards 1, through 4, are for marking your time ratings.
5. To time rate the tasks you checked in your booklet:
  - a. Go back to the first task you checked.
  - b. Decide the time rating you think the task should have.
  - c. Find the card and card line with that task number.
  - d. Blacken the circle corresponding to your time rating with a number 2 pencil.

BE SURE YOU ARE ON THE CORRECT CARD LINE FOR EACH TASK YOU ARE TIME RATING.

EXAMPLE: Suppose you do tasks 1 and 3 below, you would check them in your booklet and then time rate them on your cards.

Evaluate charts or graphs	1	2
Exempt personnel from routine duties	2	3
Fill supply requisition	3	4

If you decided you spend a VERY MUCH ABOVE AVERAGE amount of time at task 1 (compared to the other tasks you do) you would blacken circle number 7, on card line 1.

If you DID NOT check task 2 in your booklet, you would leave card line 2 blank.

If you decided you spend an ABOUT AVERAGE amount of time at task 3, you would blacken circle number 4 on card line 3.

```

1  ( ) ( ) ( ) ( ) ( ) ( ) ( ) ( )
2  ( ) ( ) ( ) ( ) ( ) ( ) ( ) ( )
3  ( ) ( ) ( ) ( ) ( ) ( ) ( ) ( )
    
```

When you are through time rating the tasks check your cards. Erase any stray marks and put the cards in the envelope.

JOB INVENTORY (DUTY - TASK LIST)		PAGE 1 OF 28 PAGES	V IF DONE NOW
AFSC 913X0			
ORGANIZING AND PLANNING			
Advise superiors on status and adequacy of physical therapy operations		1	
Assign personnel to duty positions		2	
Compose local physical therapy clinic policies or regulations		3	
Determine scheduling priorities		4	
Coordinate physical therapy activities with other agencies or organizations		5	
Design and develop organizational charts		6	
Determine or analyze equipment requirements		7	
Determine or analyze facility space requirements		8	
Determine or analyze manning requirements		9	
Determine or analyze requirements for supplies		10	
Draft budget estimates		11	
Establish performance standards or requirements for job performance		12	
Establish routine procedures		13	
Establish sanitation standards		14	
Plan filing systems		15	
Plan or establish administrative methods and procedures		16	
Plan safety procedures		17	
Plan work priorities		18	
Plan workloads		19	
Schedule leaves		20	

(Continued next page)

JOB INVENTORY (DUTY - TASK LIST)		PAGE 2 OF 28 PAGES	IF DONE NOW
AFSC	913X0		<input checked="" type="checkbox"/>
B. DIRECTING AND IMPLEMENTING			
Assign duties to subordinates		21	
Attend staff or unit meetings		22	
Conduct clinic tours		23	
Conduct safety briefings		24	
Conduct staff meetings		25	
Counsel personnel on personal or military related problems		26	
Direct preparation and maintenance of records		27	
Direct utilization of equipment		28	
Draft correspondence or messages		29	
Draft, revise, or examine specialty training standards (STS)		30	
Indoctrinate newly assigned personnel		31	
Initiate personnel actions		32	
Interpret policies, directives, or procedures for non-physical therapy personnel		33	
Maintain status boards or charts		34	
Research directives and reference materials		35	
Resolve technical problems		36	
Schedule or post duty rosters		37	
Serve on boards or committees		38	
Supervise apprentice Physical Therapy Specialists (AFSC 91330)		39	
Supervise Occupational Therapy Personnel (AFS 913X1)		40	
Supervise Orthopaedic Appliance Personnel (AFS 913X2)		41	
(Continued next page)			

JOB INVENTORY (DUTY - TASK LIST)		PAGE 3 OF 28 PAGES	✓ IF DONE NOW
AFSC			
913X0			
Supervise Physical Therapy Specialists (AFSC 91350)		42	
Supervise Physical Therapy Technicians (AFSC 91370)		43	
Supervise work therapy program patients		44	
C. EVALUATING			
Accompany preventive maintenance teams inspecting equipment		45	
Answer inspection reports		46	
Evaluate individuals for promotion, demotion, or reclassification		47	
Evaluate job descriptions		48	
Evaluate physical therapy clinic administrative functions		49	
Evaluate procedures for storing, inventory, or inspection of property items		50	
Evaluate training programs		51	
Evaluate work of subordinates		52	
Evaluate work standards		53	
Investigate clinic accidents or incidents		54	
Review budget summaries		55	
Review physical therapy clinical procedures		56	
Review workload and schedules		57	
D. TRAINING			
Administer oral, written, or practical tests		58	

(Continued next page)

JOB INVENTORY (DUTY - TASK LIST)		PAGE 4 OF 28 PAGES	✓ IF DONE NOW
AFSC			
913X0			
Arrange for training aids or training materials		59	
Arrange for training facilities		60	
Assign specific training tasks to trainees		61	
Conduct in-service training		62	
Conduct on-the-job training (OJT)		63	
Conduct resident technical courses		64	
Conduct qualification training		65	
Conduct safety training		66	
Construct or fabricate training aids such as slides		67	
Construct test or examination items		68	
TURN CARD OVER			
Demonstrate use of physical therapy equipment		69	
Demonstrate use of technical publications		70	
Determine individual training needs		71	
Maintain training records		72	
Plan, direct, or schedule OJT programs		73	
Plan, direct, or schedule resident technical courses		74	
Prepare formal training documents		75	
Prepare or maintain OJT training materials and documents		76	
Prepare student rotation rosters		77	
Prepare suggested reading assignments for OJT		78	
(Continued next page)			

JOB INVENTORY (DUTY - TASK LIST)		PAGE 5 OF 28 PAGES	IF DONE NOW
AFSC	913X0		
E. PERFORMING ADMINISTRATIVE AND SUPPLY FUNCTIONS			
Assign patients to technicians		79	
Compile and maintain workload data		80	
Complete and submit Report of Patients forms (AF Forms 235 or 235a)		81	
Destroy outdated records and reports		82	
Locate and interpret information on physical therapy technical procedures		83	
Maintain daily patient treatment and visit count		84	
Maintain documentation files		85	
Maintain linen supply level using Linen Supply Record forms (AF Forms 581)		86	
Maintain log of physical therapy procedures		87	
Maintain or distribute Clinical Record-Consultation Sheet forms (SF Form 513)		88	
Maintain or distribute Physical Treatment Record forms (AF Form 1412)		89	
Maintain publications files		90	
Maintain report files		91	
Maintain stock levels		92	
Order central supply items		93	
Prepare call rosters		94	
Prepare monthly, bimonthly, quarterly, or annual reports		95	
Prepare recommendations for changes in policies or procedures		96	
Prepare requisitions for technical publications or manufacturers' manuals		97	
Relay messages or page doctors		98	
Requisition Air Force equipment or supplies		99	
(Continued next page)			

JOB INVENTORY (DUTY-TASK LIST)		PAGE 6 OF 28 PAGES	✓ IF DONE NOW
AFSC			
913X0	Requisition local purchase equipment or supplies	100	
	Requisition medical equipment or supplies	101	
	Schedule patients for treatments	102	
	Transfer notes from AF Form 1412 to AF Form 513	103	
	Turn In equipment for repairs	104	
	Type forms or correspondence	105	
F. EVALUATING PATIENTS, MAKING CONSULTATIONS, AND CONSTRUCTING TREATMENT PROGRAMS			
	Consult with physical therapist on diagnosis and proposed treatment of patients	106	
	Consult with physical therapist on patients' progress	107	
	Consult with physician on diagnosis and proposed treatment of patients	108	
	Consult with physician on patients' progress	109	
	Evaluate patients condition at termination of treatment program	110	
	Evaluate patients' condition during treatment program	111	
	Evaluate patients' condition prior to treatment	112	
	Interview patients to determine treatment schedule	113	
	Participate in ward rounds with physicians	114	
	Plan or demonstrate in-clinic treatment programs	115	
	Record discharge notes on Clinical Record-Consultation Sheet forms (SF Form 513)	116	
	Record discharge notes on Physical Treatment Record forms (AF Form 1412)	117	
	Record initial notes on Clinical Record-Consultation, Sheet forms (AF Form 513)	118	
	Record initial notes on Physical Treatment Record forms (AF Form 1412)	119	
	Record progress notes on Clinical Record-Consultation Sheet forms (SF Form 513)	120	
(Continued next page)			



JOB INVENTORY (DUTY-TASK LIST)		PAGE 7 OF 28 PAGES	✓ IF DONE NOW
AFSC	913X0		
Record progress notes on Physical Treatment Record forms (AF Form 1412).		121	
G. PERFORMING TESTS AND TAKING MEASUREMENTS			
Conduct endurance tests		122	
Measure breadth of shoulders using shoulder breadth caliper		123	
Measure depth of chest using chest depth caliper		124	
Measure girth of limbs or trunk		125	
Measure joint range of motion using goniometers, flexometers, or cervigon		126	
Measure length of limbs or spine		127	
Measure limbs for Jobst venous pressure gradient supports		128	
Measure muscle strength using hand dynamometer		129	
Measure muscle strength using manual muscle testers		130	
Perform activities of daily living tests		131	
Perform circumference or longitudinal measurements of extremity amputations		132	
Perform joint motion strength tests and grade results		133	
Perform minimal erythermal dose tests using UV lamps		134	
Perform sweat tests		135	
Perform vital capacity measurements		136	
Test patients' coordination abilities		137	
Test patients for proper body mechanics		138	
USE CARD 2 ON THE FOLLOWING TASKS			

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**H: PREPARING PATIENTS FOR PHYSICAL THERAPY TREATMENTS  
USING MODALITIES**

Dress patients' wounds after hydrotherapy	139
Instruct patients in home program of cervical traction	140
Instruct patients in home program of paraffin baths	141
Prepare direct current (DC) electric generators for iontophoresis	142
Prepare DC electric generators for diagnostic procedures	143
Prepare DC electric generators for electrical stimulation of muscles	144
Prepare DC electric generators for treatments	145
Prepare patients for arm whirlpool treatments	146
Prepare patients for Baker lamp treatments	147
Prepare patients for cold pack treatments	148
Prepare patients for contrast baths	149
Prepare patients for contrast packs	150
Prepare patients for diathermy treatments	151
Prepare patients for Hubbard tank treatments	152
Prepare patients for ice massage	153
Prepare patients for infrared (IR) treatments	154
Prepare patients for Jobst compression unit treatments	155
Prepare patients for leg whirlpool treatments	156
Prepare patients for low boy treatments	157
Prepare patients for medcolator treatments	158
Prepare patients for medcotherm treatments	159

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Prepare patients for moist air cabinet treatments		160	
Prepare patients for moist heat pads or towels		161	
Prepare patients for paraffin treatments		162	
Prepare patients for tilt table treatments		163	
Prepare patients for traction		164	
Prepare patients for treating plantar warts		165	
Prepare patients for ultrasound treatments under water		166	
Prepare patients for ultrasound treatments using direct contact methods		167	
Prepare patients for ultraviolet (UV) treatments		168	
Prepare traction machines for use		169	
Transfer patients using motorized hoist		170	
I. ADMINISTERING PHYSICAL THERAPY TREATMENTS USING MODALITIES			
Administer arm whirlpool treatments		171	
Administer Baker lamp treatments		172	
Administer contrast packs		173	
Administer contrast whirlpool treatments		174	
Administer cervical traction in sitting position		175	
Administer cervical traction in supine position		176	
Administer hot quartz UV treatments		177	
Administer Hubbard tank whirlpool treatments		178	
Administer hydrotherapy in therapeutic pools		179	
Administer ice massage		180	
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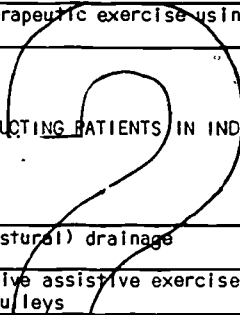
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Administer IR treatments using caburundum lamps		181	
Administer IR treatments using non-luminous lamps		182	
Administer IR treatments using quartz lamps		183	
Administer iontophoresis		184	
Administer Jobst compression unit treatments		185	
Administer leg whirlpool treatments		186	
Administer low boy whirlpool treatments		187	
Administer luminous 250 watt IR lamp treatments		188	
Administer luminous 500 watt IR lamp treatments		189	
Administer luminous 1000 watt IR lamp treatments		190	
Administer massage using effleurage technique		191	
Administer massage using friction technique		192	
Administer massage using kneading technique		193	
Administer massage using petrissage technique		194	
Administer massage using tapotement technique		195	
Administer medcolator treatments		196	
Administer medcosonolator treatments		197	
Administer medcotherm treatments		198	
Administer pelvic traction		199	
Administer steroids using ultrasound		200	
Instruct patients in use of Jobst venous pressure gradient supports		201	
Shave or treat plantar warts		202	
J. PERFORMING AND INSTRUCTING PATIENTS IN EXERCISE ROUTINES			

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JOB INVENTORY (DUTY - TASK LIST)		PAGE 12 OF 28 PAGES	✓ IF DONE 12/9
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Administer exercise to above elbow amputees		203	
Administer exercise to above knee amputees		204	
Administer exercise to below elbow amputees		205	
Administer exercise to below knee amputees		206	
TURN CARD OVER.			
Administer proprioceptive neuromuscular facilitation (PNF) exercises		207	
Compose handouts for home program routines		208	
Instruct above elbow amputees in stump care		209	
Instruct above knee amputees in stump care		210	
Instruct below elbow amputees in stump care		211	
Instruct below knee amputees in stump care		212	
Instruct patients in abdominal breathing exercises		213	
Instruct patients in balance exercises		214	
Instruct patients in Codman's exercises		215	
Instruct patients in coordination exercises for lower extremities		216	
Instruct patients in coordination exercises for upper extremities		217	
Instruct patients in diaphragmatic breathing exercises		218	
Instruct patients in home program in back extension exercises		219	
Instruct patients in home program in bronchial (postural) drainage		220	
Instruct patients in home program in cardiac care routines		221	
Instruct patients in home program of dorsal hyperextension exercises		222	
Instruct patients in home program in isometric knee routines		223	
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Instruct patients in home program of Milwaukee brace routines				224	
Instruct patients in home program in post-operation thoracic exercises				225	
Instruct patients in home program pre-operation thoracic exercises				226	
Instruct patients in home program of progressive resistive exercises (PRE)				227	
Instruct patients in home program for rheumatoid spondylitis				228	
Instruct patients in hyperextension exercise to back				229	
Instruct patients in intercostal breathing exercises				230	
Instruct patients in isometric trunk exercises				231	
Instruct patients in post-ear, nose, and throat (ENT) surgery routines				232	
Instruct patients in post-general surgery routines				233	
Instruct patients in post-gynecology surgery routines				234	
Instruct patients in post-neurosurgery routines				235	
Instruct patients in post-open heart surgery routines				236	
Instruct patients in post-plastic surgery routines				237	
Instruct patients in post-partum exercises				238	
Instruct patients in post-surgical hip routines				239	
Instruct patients in post-surgical knee routines				240	
Instruct patients in post-surgical shoulder routines				241	
Instruct patients in post-vascular surgery routines				242	
Instruct patients in pre-ENT surgery routines				243	
Instruct patients in pre-general surgery routines				244	
Instruct patients in pre-gynecology surgery routines				245	
Instruct patients in pre-neurosurgery routines				246	
Instruct patients in pre-open heart surgery routines				247	
Instruct patients in pre-partum exercises				248	

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Instruct patients in pre-plastic surgery routines	249	
Instruct patients in pre-surgical hip routines	250	
Instruct patients in pre-surgical knee routines	251	
Instruct patients in pre-surgical shoulder routines	252	
Instruct patients in pre-vascular surgery routines	253	
Instruct patients in segmental breathing exercises	254	
Instruct patients in therapeutic exercise using nonpowered bicycles	255	
Instruct patients in therapeutic exercise using powered bicycles	256	
 K. PERFORMING AND INSTRUCTING PATIENTS IN INDIVIDUAL EXERCISES		
Administer bronchial (postural) drainage	257	
Instruct patients in active assistive exercise to elbows using overhead pulleys	258	
Instruct patients in active assistive exercise to shoulders using finger ladders	259	
Instruct patients in active assistive exercise to shoulders using overhead pulleys	260	
Instruct patients in active exercise to ankles	261	
Instruct patients in active exercise to elbows	262	
Instruct patients in active exercise to feet	263	
Instruct patients in active exercise to fingers	264	
Instruct patients in active exercise to forearms	265	
Instruct patients in active exercise to hallux	266	
Instruct patients in active exercise to hands	267	
Instruct patients in active exercise to hips	268	
Instruct patients in active exercise to knees	269	
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TASKS CONTINUED ON NEXT PAGE FOR CARD 3

JOB INVENTORY (DUTY - TASK LIST)		PAGE 17 OF 28 PAGES	✓ IF DONE NOW
AFSC	913X0		
Instruct patients in mechanical assistive exercise to elbows	277		
Instruct patients in mechanical assistive exercise to feet	278		
Instruct patients in mechanical assistive exercise to fingers	279		
Instruct patients in mechanical assistive exercise to forearms	280		
Instruct patients in mechanical assistive exercise to hallux	281		
Instruct patients in mechanical assistive exercise to knees	282		
Instruct patients in mechanical assistive exercise to hands	283		
Instruct patients in mechanical assistive exercise to hips	284		
Instruct patients in mechanical assistive exercise to necks	285		
Instruct patients in mechanical assistive exercise to shoulders	286		
Instruct patients in mechanical assistive exercise to thumbs	287		
Instruct patients in mechanical assistive exercise to toes	288		
Instruct patients in mechanical assistive exercise to trunks	289		
Instruct patients in mechanical assistive exercise to wrists	290		
Instruct patients in mechanical resistive exercise to ankles	291		
Instruct patients in mechanical resistive exercise to elbows	292		
Instruct patients in mechanical resistive exercise to feet	293		
Instruct patients in mechanical resistive exercise to fingers	294		
Instruct patients in mechanical resistive exercise to forearms	295		
Instruct patients in mechanical resistive exercise to hallux	296		
Instruct patients in mechanical resistive exercise to hands	297		
Instruct patients in mechanical resistive exercise to hips	298		
Instruct patients in mechanical resistive exercise to knees	299		
Instruct patients in mechanical resistive exercise to necks	300		
Instruct patients in mechanical resistive exercise to shoulders	301		

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Instruct patients in mechanical resistive exercise to thumbs	302		
Instruct patients in mechanical resistive exercise to toes	303		
Instruct patients in mechanical resistive exercise to trunks	304		
Instruct patients in mechanical resistive exercise to wrists	305		
Perform or instruct patients in active assistive exercises to ankles using ankle exercisers	306		
Perform or instruct patients in active assistive exercises to elbows using powder or skate boards	307		
Perform or instruct patients in active assistive exercises to elbows using wall pulleys	308		
Perform or instruct patients in active assistive exercises to hips using powder or skate boards	309		
Perform or instruct patients in active assistive exercises to knees using NK table	310		
Perform or instruct patients in active assistive exercises to knees using powder or skate boards	311		
Perform or instruct patients in active assistive exercises to shoulders using powder boards	312		
Perform or instruct patients in active assistive exercises to shoulders using shoulder wheels	313		
Perform or instruct patients in active assistive exercises to shoulders using skate boards	314		
Perform or instruct patients in active assistive exercises to shoulders using wall pulleys	315		
Perform or instruct patients in manual assistive exercise to ankles	316		
Perform or instruct patients in manual assistive exercise to elbows	317		
Perform or instruct patients in manual assistive exercise to feet	318		
Perform or instruct patients in manual assistive exercise to fingers	319		
Perform or instruct patients in manual assistive exercise to forearms	320		
Perform or instruct patients in manual assistive exercise to hallux	321		
Perform or instruct patients in manual assistive exercise to hands	322		
Perform or instruct patients in manual assistive exercise to hips	323		
Perform or instruct patients in manual assistive exercise to knees	324		
Perform or instruct patients in manual assistive exercise to necks	325		
Perform or instruct patients in manual assistive exercise to shoulders	326		

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JOB INVENTORY (DUTY - TASK LIST)		PAGE 19 OF 28 PAGES	✓ IF DONE NOW
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Perform or instruct patients in manual assistive exercise to trunks	327		
Perform or instruct patients in manual assistive exercise to thumbs	328		
Perform or instruct patients in manual assistive exercise to toes	329		
Perform or instruct patients in manual assistive exercise to wrists	330		
Perform or instruct patients in manual resistive exercise to ankles	331		
Perform or instruct patients in manual resistive exercise to elbows	332		
Perform or instruct patients in manual resistive exercise to feet	333		
Perform or instruct patients in manual resistive exercise to fingers	334		
Perform or instruct patients in manual resistive exercise to forearms	335		
Perform or instruct patients in manual resistive exercise to knees	336		
Perform or instruct patients in manual resistive exercise to hallux	337		
Perform or instruct patients in manual resistive exercise to hands	338		
Perform or instruct patients in manual resistive exercise to hips	339		
Perform or instruct patients in manual resistive exercise to necks	340		
Perform or instruct patients in manual resistive exercise to shoulders	341		
Perform or instruct patients in manual resistive exercise to thumbs	342		
Perform or instruct patients in manual resistive exercise to toes	343		
Perform or instruct patients in manual resistive exercise to trunks	344		
TURN CARD OVER			
Perform or instruct patients in manual resistive exercise to wrists	345		
Perform or instruct patients in post-surgery hand exercises	346		
Perform passive range of motion to ankles	347		

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Perform passive range of motion to elbows	348		
Perform passive range of motion to feet	349		
Perform passive range of motion to fingers	350		
Perform passive range of motion to forearms	351		
Perform passive range of motion to hallux	352		
Perform passive range of motion to knees	353		
Perform passive range of motion to hands	354		
Perform passive range of motion to hips	355		
Perform passive range of motion to necks	356		
Perform passive range of motion to shoulders	357		
Perform passive range of motion to thumbs	358		
Perform passive range of motion to toes	359		
Perform passive range of motion to trunks	360		
Perform passive range of motion to wrists	361		
Perform passive stretching exercise to ankles	362		
Perform passive stretching exercise to elbows	363		
Perform passive stretching exercise to feet	364		
Perform passive stretching exercise to fingers	365		
Perform passive stretching exercise to forearms	366		
Perform passive stretching exercises to hands	367		
Perform passive stretching exercises to hallux	368		
Perform passive stretching exercises to hips	369		
Perform passive stretching exercises to knees	370		
Perform passive stretching exercises to necks	371		
Perform passive stretching exercises to shoulders	372		
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	Perform passive stretching exercises to thumbs	373	
	Perform passive stretching exercises to toes	374	
	Perform passive stretching exercises to trunks	375	
	Perform passive stretching exercises to wrists	376	
L. INSTRUCTING PATIENTS IN AMBULATION, GAIT, AND TRANSFER TECHNIQUES			
	Instruct above-knee amputees in ambulation	377	
	Instruct below knee amputees in ambulation	378	
	Instruct patients in ambulation in braces	379	
	Instruct patients in ambulation using parallel bars	380	
	Instruct patients in body casts in activities of daily living (ADL)	381	
	Instruct patients in drag-to three point crutch gait	382	
	Instruct patients in four-point alternate crutch gait	383	
	Instruct patients in full weight bearing three-point crutch gait	384	
	Instruct patients in gait training	385	
	Instruct patients in hip spicas in ADL	386	
	Instruct patients in long leg casts in ADL	387	
	Instruct patients in partial weight bearing three-point crutch gait	388	
	Instruct patients in stair climbing with crutches	389	
	Instruct patients in swing-through three point crutch gait	390	
	Instruct patients in swing-to three-point crutch gait	391	
	Instruct patients in three point non-weight bearing crutch gait	392	
	Instruct patients in transfer techniques from bed to chair	393	

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JOB INVENTORY (DUTY - TASK LIST)		PAGE 22 OF 28 PAGES	✓ IF DONE NOW
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Instruct patients in transfer techniques from bed to wheelchair	394		
Instruct patients in transfer techniques from gurnie to hydrotherapy tank	395		
Instruct patients in transfer techniques from hydrotherapy tank to gurnie	396		
Instruct patients in transfer techniques from wheelchair to bed	397		
Instruct patients in transfer techniques from wheelchair to chair	398		
Instruct patients in transfer techniques from wheelchair to table or plinth	399		
Instruct patients in two-point alternate crutch gait	400		
Instruct patients in unassisted ambulation	401		
Instruct patients in use of aluminium forearm cuff crutches	402		
Instruct patients in use of canes	403		
Instruct patients in use of quadcanes	404		
Instruct patients in use of shelf crutches	405		
Instruct patients in use of walkers	406		
Instruct patients in use of waikie-standees	407		
Measure or adjust length of canes	408		
Measure or adjust length of crutches	409		
M. PERFORMING HOUSEKEEPING AND EXTRA DUTIES			
Act as projectionist	410		
Administer orthopedic traction	411		
Administer aerobics programs	412		
Administer weight reducing programs	413		
Apply or remove casts	414		
USE CARD 4 ON THE FOLLOWING TASKS			



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Chaperone patients for specialties or services other than physical therapy		415	
Clean hydrotherapy equipment		416	
Clean, wax, or buff floors		417	
Clean work area		418	
Direct activities of ambulance sections		419	
Drive ambulances		420	
Give immunizations		421	
Inspect equipment for safety hazards		422	
Order, turn-in, pick-up, fold and store linen		423	
Paint equipment		424	
Paint facilities		425	
Run electrocardiograph (EKG) machines		426	
Schedule patients for eye appointments		427	
Serve as physical conditioning technician		428	
Serve on disaster teams		429	
Take cultures from hydrotherapy equipment		430	
Transport equipment to wards		431	
Transport patients to or from clinics		432	
Wash hands, don gown, mask, and gloves before treating patients in isolation		433	
N. PERFORMING EMERGENCY OR FIELD TREATMENT			
Apply splints or field dressings in settings outside physical therapy clinics		434	
Control for insects or rodents		435	
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Perform emergency treatments of chest or abdominal injuries	436	
Perform emergency treatment of head or back injuries	437	
Perform emergency treatment of thermal injuries or heat disorders	438	
Perform or practice resuscitation	439	
Purify and test water	440	
Set up emergency field treatment facilities	441	
Set up or maintain field latrines	442	
Take vital signs of patients	443	
Treat shock	444	

GO TO PAGE xvi AND FOLLOW INSTRUCTIONS FOR TIME RATING TASKS.

WHEN YOU HAVE COMPLETED ALL RATING ON CARD 1-4 YOU WILL HAVE COMPLETED THIS JOB INVENTORY.

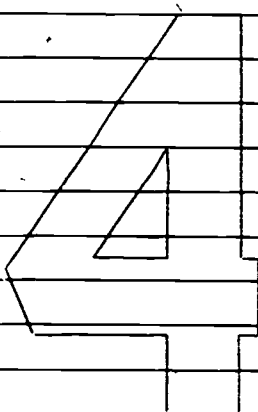
PLACE THE CARD IN THE ENVELOPE PROVIDED AND TURN THIS BOOKLET IN TO YOUR OCCUPATIONAL SURVEY CONTROL OFFICER.

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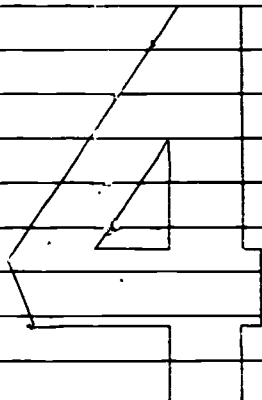


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