

T h e N a t i o n a l C e n t e r f o r  
**EQUINE FACILITATED THERAPY**

---

A California Non-Profit Corporation  
Established 1971

POSITION DESCRIPTION (10/15)

Title: Staff Physical/Occupational/Speech Therapist

Status: Non Exempt

Reports to: NCEFT Program Director

Supervises: volunteer sidewalkers for safety during sessions in the arena

Direct Responsibilities:

1. Review potential client screening forms and determine appropriateness for NCEFT programs.
2. Evaluate HPOT and potential Adaptive Riding/Adaptive Driving clients on an as needed basis.
3. Determine treatment plan including long and short-term goals.
4. Maintain up to date charts for all patients. Each patients chart must contain the following signed and dated documents:
  - a. Initial evaluation report and appropriate re-evaluation reports
  - b. Daily treatment progress notes
  - c. Current physician's referral and prescription
  - d. Authorization to arrange medical care and release of medical records
  - e. General liability and photo release
  - f. Discharge summary
5. Implement treatment plan.
6. Re-evaluate patients every 3-6 months, or on an as-needed basis to review treatment plan and goals or change patient status.
7. Write progress reports for patients as required by physicians, insurance companies, parents, etc.
8. Collaborate with Adaptive Riding/Adaptive Driving instructors to establish a training program for any patients participating in these recreational programs upon discharge from the HPOT program. Complete transfer of services forms.
9. Respond to problems, complaints, and suggestions of sidewalkers and/or horse handlers.
10. Communicate scheduling needs/changes to the HPOT Program Director (horses, horse handlers, equipment and/or patient, sidewalkers).

T h e N a t i o n a l C e n t e r f o r  
**EQUINE FACILITATED THERAPY**

---

A California Non-Profit Corporation  
Established 1971

11. Practice emergency procedures/dismounts at least once during the first week of every month.
12. Document the execution of a monthly practice emergency dismount/procedure.
13. Fulfill the role of clinical instructor when students attend NCEFT for clinical affiliation.
14. Complete a final check of girth and side reins prior to mounting patients.
15. Participate in fundraisers, demonstrations and events, which support the NCEFT programs.
16. Provide 1 case study per session for publication in the NCEFT Newsletter and other publications PRN.
17. Ensure that NCEFT is provided with documentation to support current legal status as a practicing therapist in this state.
18. Maintain professional liability insurance.
19. Maintain continuing education as required by license.
20. Other duties as assigned.

Qualifications:

1. Education/License: Current license as a Physical, Occupational or Speech Therapist.
2. Experience:
  - a. Completed or planned continuing education of two approved American Hippotherapy Association courses.
  - b. Knowledgeable of the standards and requirements of the Professional Association of Therapeutic Horsemanship International, (PATH), accredited program.
  - c. Current or planned membership in American Hippotherapy Association (AHA).
  - d. Completion or planned completion of AHA registered therapist status.
3. Ability to demonstrate:
  - a. Competency in the provisions of their discipline's services in accordance with specific standards of practice.
  - b. A thorough understanding of the principles and practice of hippotherapy.
  - c. Advocacy for NCEFT.
4. Must acknowledge resources and ideas from all therapy personnel, foster teamwork and conduct themselves as professional at all times.