



# Occupational Therapist Job Description

**Effective Date:** 06/08/2000

**Date of Last Revision:** 2/12/2014

**Position Summary**

Under the general direction and leadership of the Rehabilitation Services Director/Manager, works in collaboration with the patient care team to achieve identified patient care goals through cost-effective care delivery practice. Provides ongoing teaching/education to patients, family and health care team to optimize understanding and achievement of the patient's full potential. Performance related duties as assigned. Understands and complies with Practice Standards from discipline-specific professional organization.

**Principal Accountabilities and Essential Functions of the Job**

*(Listed in order of importance and percent of time; described as what must be accomplished, not how it must be done):*

**Major Areas of Responsibility/Essential Function**

**% of Time**

Patient Care:

- Evaluates/re-evaluates patients to ensure appropriate treatment and discharge planning.
  - Interprets physician referrals, identifying rehabilitation precautions and contraindications.
  - Reviews all pertinent information prior to initial evaluation.
  - Accurately chooses, utilizes and applies appropriate evaluation procedures per patient history and diagnosis.
  - Demonstrates assessment of general mental, emotional and cognitive abilities.
  - Obtains pertinent subjective information.
  - Completes evaluation and places in medical records according to established timeframes.
- Interprets evaluation results to establish appropriate functional, measurable goals.
- Designs and implements treatment plan to achieve goals.
  - Progresses treatment in a timely manner utilizing and monitoring appropriate therapy interventions, procedures, equipment and support staff for patient treatment.
  - Revises treatment plan and goals as appropriate. Documents changes in patient chart.
  - Recognizes and/or seeks advice regarding abnormal physiological or psychological signs and takes appropriate action.
  - Incorporates safety, infection control and emergency procedures into treatment.
- Involves/instructs patient, family and other healthcare personnel in treatment and discharge planning.
  - Provides written materials as appropriate as an adjunct to verbal instruction. Is aware of and utilizes audiovisual resources to enhance instruction. Assesses outcome of teaching and modifies appropriately.
- Actively participates in discharge planning process and makes appropriate recommendations for discharge site, equipment, or community resources.
- Participates in individual patient care and team conferences/rounds to ensure coordination of patient care plan.
- Shows initiative to seek resources in effective treatment of the more complex patient as needed.
- Responsible for regular physician interactions and communications related to patient care and relationship building.

67-73%

Contributes to the efficiency and effectiveness of patient care and department operations.

- Consistently completes charges accurately, complying with authorization procedures for reimbursement.
- Responds to fluctuating volumes and modifies schedule accordingly in collaboration with leader.
- Follows all policies and procedures. Is knowledgeable of location of policy and procedure books.
- Participates actively in goal setting and achievement of department and system goals.
- Observes safety procedures, reporting safety hazards and faulty equipment to appropriate personnel.
- Demonstrates competence with all equipment as documented on the competency checklist.
- Demonstrates competency in specific population-specific groups that are consistent with caseload.
- Understands responsibility related to delegation of patient care services. Demonstrates delegation skills related to patient care services consistent with discipline-specific practice standards.
- Treats patients wherever assigned and accepts assignments based on departmental and organizational need. Maintains reliable transportation, valid driver's license, and auto insurance.

15%

<p><u>Demonstrates active involvement in the teaching/education process to enhance patient care and promote rehabilitation.</u></p> <ul style="list-style-type: none"> <li>• Staff and Other Interdepartmental Personnel <ul style="list-style-type: none"> <li>○ Participates in orientation, teaching and mentoring program as directed by leader.</li> <li>○ Provides timely in-service education to staff after attending an outside continuing education course.</li> </ul> </li> <li>• Students: Supervises students with input from clinical education coordinator. Seeks assistance in problem situations and offers suggestions for resolutions.</li> </ul>	7-13%
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**Education and Experience:** (Check the minimum requirements for education and experience for this position.)

<b>Required Education</b> (Checked box)		<b>Experience Level</b> (Checked box)	
<input checked="" type="checkbox"/>	Bachelor's or Masters Degree in Occupational Therapy	<input checked="" type="checkbox"/>	0 – 2 years -
<input type="checkbox"/>	Masters Degree:	<b>Knowledge, Skills &amp; Abilities required:</b> Ability to communicate effectively verbally and in writing with staff, patients and families. Must possess a level of analytical skills necessary to determine need for physical assessments, to develop individual therapy treatment plans, to evaluate patient response to therapy and to modify treatment plan and interventions as appropriate.	
<input type="checkbox"/>	PhD:		
<input type="checkbox"/>	MD/DO		
<input type="checkbox"/>	Other:		

**Certification/Licensure Required for Job:**  
Current licensure in the State of Wisconsin in OT.  
BLS for Healthcare Provider through American Heart Association.

**Potential exposure to blood and body fluids:**  
 **Category I** – Performs tasks which involve exposure to blood, body fluid, or tissue.

**Equipment Operated:** Fax, printer, personal computer, telephone, pager.  
Extensive use of therapeutic equipment incorporated into daily patient care.

**Physical Activity:** (all that apply are checked)

Activity	N/A	0-25%	26-75%	76-100%	Avg. lbs.
Lift/Carry	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	50-100# (0-25%), 25-50# (26-75%), up to 25# (76-100%)
Push/Pull	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	50-100# (0-25%), 25-50# (26-75%), up to 25# (76-100%)
Reach Overhead	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>Comments:</b>
Climb	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Squat/Bend/Kneel	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Sit	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Stand	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Walk/Move About	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	

**Working Conditions:** Describe the environment and fill in appropriate information (i.e., temperature, noise, chemicals, or hazardous materials/waste handled or present)  
Temperature: Normal indoor temperatures. Noise: Normal to patient care areas.  
White out, alcohol, chlorazene, flourimethane, toner, body fluids, cleaning solutions

The most significant duties have been included in this description. Other duties may be assigned as necessary. Staff One HealthCare reserves the right to modify this job description as needed to accurately reflect the duties assigned.

Signature \_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_\_  
Full Name (print)



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