

**Job Title:** Occupational Therapist  
**Department:** Rehab Services  
**Classification:** Non-Exempt  
**Reports to:** 1. Associate VP of Operations  
2. CEO/President

### **Summary**

Provide professional occupational therapy service by performing evaluations, establishing treatment programs and administering OT procedures to patients in the areas of inpatient/outpatient, birth to geriatrics.

### **Essential Functions**

- Demonstrates the ability to request clarification of OT services.
- Ability to adjust communication style to suit the patient/significant other at patient's/significant other's level of understanding.
- Communicates with other members of the OT department routinely regarding caseload and the need for assistance and availability to assist on other units based on daily caseload.
- Documents on medical record according to department policies and procedures – evaluation, progress notes, re-evaluations, discharge summaries.
- Ensures all patients have been referred by a physician before rendering OT services.
- Provides detailed assessment; +/- motor and sensory evaluation, +/- analysis of functional status following departmental guidelines.
- Completes assessments in a timely manner per OT policies and procedures.
- Develops a treatment plan and appropriate OT intervention.
- Establishes goals that are functional and measurable.
- Ensures patient/family goal is a component of the treatment plan.
- Completes patient and family caregiver education for HEP.
- Administers appropriate treatments and trains patient/significant other in care.
- Monitors patient progress/response to therapy and alters treatment plan as required and also corresponds with referral source as required.
- Submits accurate charges based on services rendered according to department policies and procedures.
- Assesses the need for and recommends the use of an assistive device(s) to increase a patient's functional independence.
- Fabricates and monitors the use of splints as indicated and according to the department policies and procedures.
- Demonstrates knowledge of standards of OT care when implementing OT interventions.
- Performs other duties as assigned.

### **Education/Experience**

- Must have a degree in Occupational Therapy from an approved school. Must hold or be eligible (new graduates or out-of-state) to obtain licensure in the state of Pennsylvania. Must hold or be eligible for certification with NBCOT.
- Must obtain FIM (functional independence measure) certification within first year of employment and recertification every two years.
- Current BLS Healthcare Provider certification
- Stroke education is required

### **Knowledge, Skills and Abilities**

- **Required to maintain absolute confidentiality of patient care, patient accounts and hospital related matters**
- **Required to abide by, and comply with, the provisions of the TAH Corporate Compliance Policy**
- Required to utilize positive Guest Relations principles in all interactions with patients, families, peers, third party payers and all members of the healthcare team
- Must have communication skills necessary to effectively:
  - Provide education to patient/significant other, explanation of OT treatment/goals
  - Communicate with other members of the health care team professionally and courteously
- Must have analytical skills to develop and implement a plan of OT intervention appropriate to the unique needs of the patient. Problem solving techniques are utilized to determine methods to enhance a patient's functional independence.
- Ability to concentrate, prioritize, plan, perform professional OT care, resolve conflicts, interact with patient/significant other and other team members – often stressful situations.

### **Work Environment**

Normal patient care in a hospital environment with little exposure to temperature variations/noise/dust.

### **Positions Supervised**

None

Date Prepared: 03/09/20