



## **OCCUPATIONAL THERAPIST**

## **JOB DESCRIPTION**

**DEPARTMENT:** Therapy  
**REPORTS TO:** Rehab Director

### **JOB SUMMARY**

An occupational therapist evaluates, develops a treatment plan, and provides general occupational therapy treatments to physician referred in-patients, out-patients, and home health patients utilizing standard treatments including exercise, manual therapy techniques, therapeutic exercise, ADL training and use of assistive devices. This includes pediatric, adolescent, geriatric patients and the general patient population.

### **QUALIFICATIONS STANDARDS**

#### Education & Experience:

- High school diploma or G.E.D.
- Graduate from an accredited college/university
- BS, Masters, or doctoral degree required
- Completed and passed licensure exam within 6 months of hire date

#### License:

- Current Illinois license

#### Physical requirements:

- Requires frequent walking and standing.
- Ability to bend or stoop frequently.
- Frequent lifting of light object, up to 25 pounds.
- Occasional lifting of medium weight objects, up to 75 pounds

#### Mental requirements:

- Must be able to convey information and ideas clearly.
- Must have good verbal skills.

### **DUTIES & FUNCTIONS**

#### Essential:

- An occupational therapist adapts treatments according to the patient's level of improvement.
- Will provide instruction and home programs to patients and their families to continue the recovery process once the patient is out of the OT's direct care.

- Will demonstrate appropriate knowledge of occupational therapy modalities including heat, cold, massage, mobilization, hydrotherapy, light/thermal therapy, electricity and patient education as per physician orders.
- Participates in on-going continuing education, assists in the supervision of support staff, and in the on-site education of student observers and pre-occupational therapy and therapy students on clinical internship.
- Interacts and practices in collaboration with doctors, nurses, social workers, physical therapists, speech therapists, and other personnel involved with the patient.
- Provides consultation and education to colleagues, businesses, schools, and community organizations through in-services, health fairs, etc.
- Will complete HealthStream education within the scheduled month
- Responsible for scheduling patients when treating home health/NSG home patients.
- Responsible for verbal and written direction and supervision of the Occupational Therapy Assistants and contracted OT services treating patients for which they evaluated and are responsible for their POC.
- Complete discharge summaries on all patients in a timely manner.
- Document appropriately for charges billed including justifying statements and appropriate subjective information including pain levels and objective information with each visit.
- Will complete appropriate timed and untimed minutes within the patient chart.
- Will complete daily dictations involving patient care including: dictating inpatient and home health notes, outpatient initial evaluations along with daily notes for outpatients and notes within ECS for the nursing home.
- Completes required progress notes and re-certifications as required by insurance.
- Demonstrates an ability to be flexible, organized and function under stressful situations.
- Will demonstrate competency and participation in educating and training patients on dressing/bathing and self-care activities to return home.
- Evaluate and treat effectively outpatient diagnoses of elbow, wrist and hand.
- Maintains a good working relationship both within the department and with other departments.
- Schedules staff in-service following completing of a hospital paid CEU course.
- Documentation meets the requirements of chart auditing of each standard as described on departmental chart audit procedures.
- Participates in discharge planning and rehab interdisciplinary meetings with patients/ caregivers, physicians, nurses and social services personnel to promote timely and safe discharge arrangements.
- Maintains knowledge of current trends and developments in the field by reading appropriate books, journals and other literature and attending related conferences and in-services.
- Utilizes time efficiently and productively to enhance patient care, department operations and the financial success of the department and organization.
- Completes all competency/skills assessment requirements.

- Demonstrates sound judgment in decision-making and effectively communicates these decisions both verbally and in writing.
- Demonstrates flexibility in response to unexpected changes in work volume, emergencies, staffing and scheduling change.

Marginal:

- Attend meetings/training as required by management.
- Perform other duties as requested by management.
- Demonstrates a commitment to the maintenance of positive effective working relationships with other hospital departments.
- Attend outside marketing activities are required by management

I HAVE READ AND UNDERSTAND THE JOB DESCRIPTION AS STATED ABOVE AND ACCEPT THAT ANY OF THE TASKS MAY BE MODIFIED OR CHANGED. I ACCEPT RESPONSIBILITY FOR KNOWING THE MODIFICATIONS AND/OR CHANGES IN THIS JOB DESCRIPTION.

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Employee Signature                      Date

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Supervisor Signature                      Date