

# Johnson Memorial Health Services

## Job Description

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<b>Position:</b>	Occupational Therapist
<b>Department:</b>	Rehabilitation Services
<b>Reports To:</b>	Director of Rehabilitation Services
<b>Days/Hours:</b>	Monday-Friday, 8-5 pm or varies with patient scheduling
<b>Effective:</b>	June 2009
<b>Reviewed:</b>	February 2013

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### **JOB SUMMARY**

Provides occupational therapy services to all ages (infant to geriatric). Provides individual OT patient evaluation, treatment, and documentation for OT patients at JMHS and with contracted facilities. Communicates effectively with physicians and other referral sources. Assists with program development, marketing, and other duties as assigned.

### **ESSENTIAL FUNCTIONS**

- Performs age appropriate occupational therapy evaluations and documents significant findings, goals and plan of treatment for JMHS including inpatient hospital, nursing home, outpatient and home health clients.
- Performs age appropriate patient treatment and documentation including on-going modification of treatment, function, progress, attitudes, and behaviors as related to rehabilitation potential for JMHS patients (hospital, nursing home, home health and outpatient).
- Works as a rehabilitation team member to help maximize functional recovery and independence. Communication between OT and the other rehabilitation services, medical staff, and nursing is a must.
- Selects activities suited to the individual patients' needs to maximize functional ability and /or independence.
- Plans OT program involving activities such as education/practice in ADL's, therapeutic exercise, sensorimotor or educational activities designed to help maximize function and work toward independence.
- Consults with other members of the rehabilitation team to select the most appropriate activity program consistent with needs and capabilities of each patient and to coordinate OT with other therapeutic activities.
- Assures quality patient care through proper utilization of staff, equipment, and programs offered through JMHS.
- Completes paperwork promptly to meet budgetary guidelines, ensure prompt and efficient handling of the medical record and comply with all state, federal, and departmental guidelines.
- Issues or fabricates appropriate adaptive equipment/splints/tools for the prevention or reduction of contractures, to assist weak muscles, or to maximize function/independence.
- Assures continued professional development through attendance at continuing education and professional conferences per MN state guidelines for Occupational Therapy.
- Adherence to hospital/departmental infection control guidelines.
- Conducts educational programs or participates in educating nursing and other staff in OT techniques and objectives.
- Follows JMHS standards of behavior

**REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES**

- Exhibits good guest relations to patient and their families, visitors, physicians, co-workers, students and volunteers per departmental guidelines.
- Contributes to departmental efficiency and effectiveness by offering specific problem solving suggestions. Assists with implementation and evaluation as needed.
- Participates in department growth through active involvement in program development and marketing efforts.
- Ability to multitask and work with distractions.
- Ability to complete documentation according to AOTA and Medicare standards in a timely manner.
- Ability to work effectively as a rehabilitation team member and to positively promote JMHS.

**MINIMUM TRAINING AND EXPERIENCE REQUIREMENTS**

- Education: Minimum of a bachelor degree from an accredited school of Occupational Therapy.
- Licensure/Registration: State licensure or registration per MN State Guidelines.
- Experience in multiple treatment settings is preferred.
- CPR certification

**SUPERVISORY RESPONSIBILITIES (if applicable):**

\*Provides appropriate supervision of COTA or restorative aides as necessary.

**MINIMUM PHYSICAL REQUIREMENTS (if any):** (The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.)

<b>In an 8 hour workday, employee must:</b>									
	(Hours at full capacity for each activity)								
<b>Position</b>	<b>None</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>	<b>8</b>
Sit			x						
Stand				x					
Walk				x					

<b>Employee's job requires he/she:</b>					
<b>Activity:</b>	<b>Not at All</b>	<b>Occasionally</b>	<b>Frequently</b>	<b>Continuously</b>	<b>Comments</b>
Bend/Stoop			x		Provide treatment and transfers
Squat			x		Provide treatment and transfers
Crawl		x			Reach objects under bed/table
Climb (Height 8 ft)	x				
Reach above shoulder level				x	Reach equipment or linens
Crouch			x		Provide treatment and transfers
Kneel		x			Provide treatment and transfers
Balance				x	Have to balance self to assist with ADL's and transfers
Push/Pull (# of lbs. 30-50 )			x		Have assist with lifting or transferring greater than 30-50 pounds.

<b>Employee's job requires he/she carry:</b>					
<b>Weight Carried:</b>	<b>Not at All</b>	<b>Occasionally</b>	<b>Frequently</b>	<b>Continuously</b>	<b>Comments</b>
Up to 10 lbs.				x	Carry equipment or weights
11-24 lbs.			x		Assist with transfers or testing
25-34 lbs.			x		Assist with transfers or testing
35-50 lbs.		x			Assist with transfers or testing
51-74 lbs.		x			May occasionally assist with heavier transfers or help with worksite testing.
75-100 lbs.	x				Have Assist with lifting greater than 30-50 pounds.
Over 100 lbs.	x				

<b>Job requires employee must use feet for repetitive movements as in operating foot controls:</b>		
<b>Repetitive movements with foot controls:</b>	<b>YES</b>	<b>NO</b>
Right		x
Left		x

<b>Job requires employee use hands for repetitive action such as:</b>							
<b>Hand Repetitive Movements:</b>	<b>Simple Grasping</b>		<b>Firm Grasping</b>		<b>Fine Manipulating</b>		<b>Comments</b>
	<b>YES</b>	<b>NO</b>	<b>YES</b>	<b>NO</b>	<b>YES</b>	<b>NO</b>	
Right Hand	x		x		x		OT testing, charting and treatment
Left Hand	x		x		x		OT testing, charting and treatment
Both Hands	x		x		x		OT testing, charting and treatment

<b>Does the employee's job require:</b>			
<b>Activity</b>	<b>YES</b>	<b>NO</b>	<b>Describe if Yes</b>
Working on unprotected heights?		x	
Working on uneven terrain?	x		May assist with car transfers
Working on wet/damp surfaces?		x	
Operating moving equipment?	x		Therapy equipment
Operating vehicles?	x		Driving to contract sites or home visits
Use of tools?	x		Fix w/c
Use of telephone?	x		scheduling
Use of keyboard/computer terminal?	x		documentation
Working under time pressure?	x		Patient schedule/contracting
Working rapidly for long periods?	x		Depends on patient schedule/contracting
Working alone?	x		One to one with patients
Close work?	x		Chart review
Good vision (close/distance/peripheral & depth perc)	x		Chart review/patient assessment
Good color vision?		x	
Good hearing?	x		communication
Good speaking?	x		communication
Reading?	x		Chart review
Writing?	x		documentation
Simple arithmetic?	x		Therapy minutes
Mathematics?	x		Determine therapy minutes/RUG
Weighing and /or measuring?	x		ROM/strength assessments

<b>The work environment where the job is carried out:</b>			
<b>Job environment:</b>	<b>YES</b>	<b>NO</b>	<b>% of Day Spent</b>
Indoors	x		95-100%
Outdoors	x		May occasionally assist with vehicle transfers or do home safety evaluations or home health visits.
At a desk or bench	x		10%
In a car or truck	x		Depends on contracting
In an office	x		10 10%

<b>Is the employee exposed to:</b>			
<b>Exposed to:</b>	<b>YES</b>	<b>NO</b>	<b>Describe if Yes</b>
Bloodborne Pathogens/Infectious diseases?	x		Hospital or Care Center Clients
Chemicals/respiratory hazards?		x	
Noise?		x	
Dust, fumes & gases?		x	
Extreme heat or cold?		x	
Cramped areas?		x	
Working close to electrical current?		x	
Other hazards?		x	

<b>Exposure Determination: For More Information: See Your Supervisor</b>					
<b>Category I</b>		<b>Category II</b>		<b>Category III</b>	
Tasks that routinely involve exposure or potential exposure to blood, body fluids or tissues.		Tasks that do not routinely involve exposure to blood, body fluids or tissues, but exposure or potential exposure may be required as a condition of employment.		Tasks that do not routinely involve exposure to blood, body fluids or tissues (persons in this category are not called upon to perform or assist in the emergency medical aid or to be potentially exposed in any other way as a condition of employment.	
<b>YES</b>	<b>NO</b>	<b>YES</b>	<b>NO</b>	<b>YES</b>	<b>NO</b>
<b>x</b>					

**MENTAL DEMANDS:**

<b>Does the employee's job require:</b>		
<b>Activity</b>	<b>YES</b>	<b>NO</b>
Ability to plan, organize and delegate responsibilities to subordinates while maintaining quality standards throughout one's own performance.	x	
Excellent communication skills are required for interactions with management, staff, patients, residents, clients, etc.	x	
Must be able to analyze situations and select a course of action.	x	
Must be capable of multi-step and sequential problem solving activities: that include comparing, analyzing and calculating data relevant to the facility.	x	
Must be flexible and willing to undertake a variety of tasks.	x	
Must possess the ability to accept change and respond appropriately.	x	
Must possess the ability to understand and communicate both verbally and in written form in the English language since instructions, labels and other documents are in English.	x	
Must possess visual and mental attention to position content with accuracy.	x	
Must possess excellent memory and organizational skills.	x	
Must possess the ability to work independently and make decisions that require initiative and judgment in order to effectively plan, organize and delegate work assignments.	x	

**DISCLAIMER:**

The above statements are intended to describe the general nature of job duties and responsibilities typically assigned, identify the essential functions, and list the requirements of this job. They are not intended to be an exhaustive list of all supplemental duties, responsibilities, or non-essential requirements; nor should this document limit the supervisor's right to modify assignments as necessary. This document does not create a contract for employment.

**RECEIPT/ACKNOWLEDGEMENT:**

I acknowledge and understand that:

- Receipt of this job description does not imply nor create a promise of employment, nor an employment contract of any kind, and that my employment is at-will.
- The job description provides a general summary of the position in which I am employed, that the contents of this job description are job requirements and, at this time, I know of no limitations which would prevent me from performing these functions with or without accommodation, I further understand that it is my responsibility to inform my supervisor at any time that I am unable to perform these functions.
- Job duties, tasks, work hours and work requirements may be changed at any time.
- I have read and understand this job description.

I, do do not need accommodations under the Americans with Disabilities Act.

Employee Printed Name: \_\_\_\_\_

Employee signature: \_\_\_\_\_

Date: \_\_\_\_\_