

Job Description: Occupational Therapist

POLICY

The Occupational Therapist provides comprehensive diagnostic services to patients referred for a possible dysfunction in the areas of fine motor development, orthopedic abnormality, or neurological deficits. With physician referral and approval, treatment plans are implemented to address deficits identified in any, or all of these areas. Goals are set to move the individual toward his or her maximum level of independence and/or function.

The following is a summary of major essential functions of the Occupational Therapist. Other duties may be performed as permitted by Texas laws and regulations adopted by the state agencies that are not mentioned here. Specific functions may, from time to time, change. These functions include:

Essential Functions

1. Performs comprehensive evaluations of referred patients using standardized testing tools and/or other accepted assessment methods. Documents results in format approved by facility.
2. Provides occupational therapy for all types of pediatric physical dysfunctions.
3. Monitor equipment to be sure it is safe before using with a patient.
4. Maintain the well-being and safety of the patient during treatment.
5. Completes all documentation that is required for each patient (progress notes, summaries, re-evaluations).
6. Communicates to physicians, appropriate members of staff, patient and family members regarding patient needs and progress, either by documentation or, if necessary, direct contact.
7. Supplies billing information to appropriate staff, in a proper and timely manner for all patient procedures.
8. Participates in and attends rehabilitation team conferences and clinic staff meetings as scheduled.

Carlin Speech Pathology & Associates, Inc.

Job Descriptions

Occupational Therapist

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9. Provides supervision for and co-signs documentation for staff Occupational Therapist Assistants.
10. Provide clinical supervision to any OT or COTA students completing clinical hours in the facility.
11. Observes patient confidentiality and follows HIPAA guidelines.
12. Monitor inventory of supplies and equipment. Request orders of needed supplies and equipment in a timely manner to avoid emergency ordering.
13. Keeps informed of changes and innovation in the field through professional contacts, literature, and workshops.
14. Continually pursue professional growth and act as a Resource for expertise in the field of Occupational Therapy.
15. Assume personal responsibility for professional development and continuing education.
16. Provide education and counseling to patients and their families that will reinforce the therapy provided in the clinic.
17. Provide education related to Occupational Therapy to staff and the general public upon request.
18. Either attends and actively participates in or obtains an excused absence and arranges for make up for all mandatory meetings and in services.
19. Suggests and develops new patient programs and ideas for treatment as appropriate.
20. Demonstrate skills of effective time management.
21. Demonstrate positive interpersonal communications skills while maintaining standards of professional ethics.
22. Perform other duties as delegated, required, or requested.

Qualifications

Practitioner licensed after December 31, 2009:

- (a) Is licensed or otherwise regulated, if applicable, as an occupational therapist by the State in which they are practicing, unless licensure does not apply;
- (b) Is a graduate of an occupational therapy curriculum accredited by the Accreditation Council for Occupational Therapy Education (ACOTE) of the American Occupational Therapy Association (AOTA); or
- (c) Is eligible to take, or has successfully completed the entry-level certification examination for occupational therapists developed and administered by the National Board for Certification in Occupational Therapy, Inc. (NBCOT).

Practitioner licensed on or before December 31, 2009 and after January 1, 2008:

- (a) Is licensed or otherwise regulated, if applicable, as an occupational therapist by the State in which they are practicing, unless licensure does not apply;
- (d) Is a graduate of an occupational therapy curriculum accredited by the Accreditation Council for Occupational Therapy Education (ACOTE) of the American Occupational Therapy Association (AOTA); and is eligible to take, or has successfully completed the entry-level certification examination for occupational therapists developed and administered by the National Board for Certification in Occupational Therapy, Inc. (NBCOT).

Practitioner licensed on or before January 1, 2008 and after December 31, 1977:

- (a) Is a graduate of an occupational therapy curriculum accredited jointly by the Committee on Allied Health Education and Accreditation of the American Medical Association and the American Occupational Therapy Association (AOTA); or
- (b) Is eligible to take the National Registration Examination of the American Occupational Therapy Association or National Board for Certification in Occupational Therapy.

Practitioner licensed on or before December 31, 1977:

- (a) Has 2 years of appropriate experience as an occupational therapist, and has achieved a satisfactory grade on a proficiency examination conducted, approved, or sponsored by the U.S. Public Health Service, except that such determinations of proficiency do not apply with respect to persons initially licensed by a State or seeking initial qualification as an occupational therapist after December 31, 1977.

Practitioner educated outside the United States:

- (a) Graduated after successful completion of an occupational therapist education program accredited as substantially equivalent to occupation therapist entry level education in the United States by one of the following:
 - i. The Accreditation Council for Occupational Therapy Education (ACOTE).
 - ii. Successor organizations of ACOTE.
 - iii. The World Federation of Occupational Therapists.
 - iv. A credentialing body approved by the American Occupational Therapy Association (AOTA).
- (b) Successfully completed the entry-level certification examination for occupational therapists developed and administered by the National Board for Certification in Occupational Therapy (NBCOT).

- (c) On or before December 31, 2009, is licensed or otherwise regulated, if applicable, as an occupational therapist by the State in which they are practicing.

Physical Requirements

1. Capable to lift, guard, transfer, and maneuver patients of all sizes and weights, utilizing assistance or special equipment as needed on a recurring basis and in a safe manner.
2. Manual dexterity and visual acuity to safely apply all necessary modalities and operation of equipment.
3. Must be able to follow written procedures and verbal directives.

Approved

Date

OT Signature

Date