

**Sacred Heart Hospital
Eau Claire, Wisconsin**

Position Description

Title: CERTIFIED OCCUPATIONAL THERAPY ASSISTANT **Division:** PATIENT SERVICES

Supervisor OCCUPATIONAL THERAPY SUPERVISOR **Department:** REHAB OCCUPATIONAL THERAPY

Core Expectations -- This group of expectations applies to any individual who is employed by Sacred Heart Hospital.

Expectations	Competencies/Behaviors
<i>Delight your patients, customers and co-workers.</i>	<ol style="list-style-type: none"> 1. Demonstrates a team/collaborative approach with colleagues. <ol style="list-style-type: none"> a. Seeks win-win solutions. b. Helps and supports co-workers and physicians. c. Actively participates in team discussions and activities. 2. Demonstrates the core values of care, joy, respect and competence in interactions with peers, patients, family members, physicians and others. 3. Demonstrates behaviors consistent with Service Excellence Standards (as delineated in the Service Excellence Standards Book). 4. Practices effective communication skills: <ol style="list-style-type: none"> a. Active listening. b. Gives clear and concise information. c. Constructive interactions (verbal, nonverbal and written). 5. Seeks and supports a non-violent climate.
<i>Be reliable.</i>	<ol style="list-style-type: none"> 1. Reports to work on time. Provides proper notification and advance notice of absence/tardiness. 2. Complies with lunch and break periods in accordance with Hospital Policy and department staffing needs. 3. Is punctual for appointments and meetings. 4. Demonstrates good time management skills; utilizes work hours efficiently to avoid unnecessary overtime. 5. Serves on committees, teams, task forces, etc., as assigned. 6. Meets project deadlines. 7. Follows up on matters requiring additional attention.
<i>Grow and learn.</i>	<ol style="list-style-type: none"> 1. Attends and participates in annual mandatory inservices and other required inservices and meetings. 2. Attends and participates in continuing education as appropriate. 3. Shares expertise and knowledge with others and demonstrates openness to learn from other staff. 4. Participates in orientation preceptorship and mentoring of students, volunteers and other staff as appropriate. 5. Participates in projects, clinic and community programs as appropriate.
<i>Support organizational success.</i>	<ol style="list-style-type: none"> 1. Demonstrates awareness, understanding and support of the Hospital Philosophy, Mission and strategic direction. 2. Follows established Hospital and Departmental policies and procedures. 3. Promotes new ideas and adapts to change in a constructive manner. 4. Supports good stewardship through effective use of resources. 5. Understands, supports and participates in performance improvement processes at Sacred Heart Hospital. 6. Uses basic performance improvement tools, such as problem solving, brain storming, etc. 7. Suggests ideas for performance improvement and barrier removal. 8. Reads and acts on Hospital information and communication, i.e., memos, communication boards, communication log, newsletters, etc. 9. Demonstrates knowledge and behaviors that support a safe environment (infection control, fire safety, utilities management, etc.)

Professional Expectations --. This group of expectations applies to any position in which a certification or license is required.

Expectations	Competencies/Behaviors
<i>Maintain required licensure, registration and/or certification as required.</i>	<ol style="list-style-type: none"> 1. NBCOT Certification. 2. State of Wisconsin Certification. 3. Basic Life Support Certification.

Job Specific Expectations --. This group of expectations relates to the specific responsibilities of the position.

Expectations	Competencies/Behaviors
<i>Provides patient treatment appropriate to age, education, cultural and spiritual needs of the patient, which are consistent with professional standards of practice and under the supervision of an Registered Occupational Therapist.</i>	<ol style="list-style-type: none"> 1. Performs and documents timely and accurate patient observations based on patient history, needs assessment, tests and measures. 2. Provides treatment in a manner that is consistent with the evaluation and treatment plan. 3. Makes specific recommendations to supervising therapist for alteration of treatment program consistent with patient needs. 4. Provides individualized education/training for patient and caregivers(s). 5. Ensures that patient's discharge needs are met.
<i>Communicates collaboratively with patients, caregivers and other team members to promote optimal patient treatment.</i>	<ol style="list-style-type: none"> 1. Communicates with patient, caregiver and team members regularly regarding patient status, treatment and discharge goals. 2. Communicates pertinent patient information to other department staff to ensure efficient continuity of care. 3. Communicates regularly with supervising therapists regarding assigned patients.
<i>Contributes to effective department/ Program operations.</i>	<ol style="list-style-type: none"> 1. Exhibits professional responsibility to ensure high quality of patient care and clinical productivity. 2. Works in collaboration with other department staff to ensure that the therapy needs of all patients are met. 3. Demonstrates fiscal accountability.

Implement direct patient observation and treatment procedures appropriate to age and individual educational, cultural and spiritual needs of the patient.

1. Performs patient observation and treatment according to Hospital policy/procedures and professional standards.
 - a. Upper extremity observation, standardized tests and treatment.
 - b. Perception observation standardized tests and treatment.
 - c. Cognition observation and treatment.
 - d. Activities of daily living evaluation and treatment.

DEPARTMENT DIRECTOR _____ DATE _____

DIVISION DIRECTOR _____ DATE _____

DIVISION DIRECTOR/HUMAN RESOURCES _____ DATE _____

This position description contains the facts necessary to evaluate and distinguish it adequately from other positions. It is not intended to be a detailed description of every duty and responsibility.

PHYSICAL PROFILE OF THE JOB

Department: REHAB OCCUPATIONAL THERAPY

Job Title: OCCUPATIONAL THERAPY ASSISTANT

<u>PHYSICAL DEMANDS</u>	<u>NEVER</u>	<u>RARE</u>	<u>OCCASIONAL 0-33% OF DAY</u>	<u>FREQUENT 34-66% OF DAY</u>	<u>CONTINUOUS 67-100% OF DAY</u>
Stand				X	
Sit				X	
Walk				X	
Climb Stairs			X		
Kneeling			X		
Climbing		X			
Twisting			X		
Stoop/Bend at Waist				X	
Reach below Shoulders				X	
Reach above Shoulders			X		
Manipulate objects with both hands					X
with one hand				X	
Squatting			X		
Normal Hearing					X
Normal Sight					X
Work Indoors					X
Work Outdoors		X			
Expose Hands to Water				X	
To hand-washing				X	
To irritants		X			

LIFTING

0-15 pounds				X	
16-30 pounds				X	
30-50 pounds			X		
More than 50 pounds		X			

PUSH

0-25 pounds			X		
More than 25 pounds (includes carts and wheelchairs)				X	
				X	
				X	

PULL

0-25 pounds			X		
More than 25 pounds			X		

CARRYING

0-20 pounds				X	
21-40 pounds			X		
40-60 pounds		X			
More than 60 Pounds	X				

<u>ENVIRONMENTAL FACTORS</u>	<u>NEVER</u>	<u>RARE</u>	<u>OCCASIONAL 0-33% OF DAY</u>	<u>FREQUENT 34-66% OF DAY</u>	<u>CONTINUOUS 67-100% OF DAY</u>
Exposure to Biohazards		X			
Exposure to Radiation	X				
Exposure to Noise				X	
Hearing Protection Required	X				
Exposure to Heat		X			
Exposure to Cold		X			
Exposure to Toxic Chemicals		X			
Exposure to Fumes		X			
Exposure to Dust		X			
Operate Motor Vehicle		X			
Operate Hand/Power tools			X		
Operate Machinery		X			
Wear Protective Clothing		X			