

**Sacred Heart Hospital  
Eau Claire, Wisconsin**

***Position Description***

**Title:** OCCUPATIONAL THERAPIST

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

**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"> <li>1. NBCOT Certification.</li> <li>2. State of Wisconsin Certification.</li> <li>3. Basic Life Support Certification.</li> </ol>

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

Expectations	Competencies/Behaviors
<i>Provides patient evaluation and treatment appropriate to age, education, cultural and spiritual needs of the patient, which are consistent with professional standards of practice.</i>	<ol style="list-style-type: none"> <li>1. Provides timely and complete documentation of patient evaluation based on patient history, needs assessment, tests and measures.</li> <li>2. Develops and documents treatment plan based on evaluation and discharge goals of the patient.</li> <li>3. Delegates or supervises treatment in a manner that is consistent with the evaluation and treatment plan.</li> <li>4. Documents evidence of individualized education/training for patient and caregiver(s) according to treatment plan and discharge goals.</li> <li>5. Ensures that patient's discharge needs are met.</li> </ol>
<i>Communicates collaboratively with patients, caregivers and other team members to promote optimal patient evaluation and treatment.</i>	<ol style="list-style-type: none"> <li>1. Communicates with patient, caregiver and team members regularly regarding patient status, treatment and discharge goals.</li> <li>2. Communicates pertinent patient information to other department staff to ensure efficient continuity of care.</li> </ol>
<i>Contributes to effective department/program operations.</i>	<ol style="list-style-type: none"> <li>1. Exhibits professional responsibility to ensure high quality of patient care and clinical productivity.</li> <li>2. Works in collaboration with other department staff to ensure that the therapy needs of all patients are met.</li> <li>3. Demonstrates fiscal accountability.</li> </ol>

<b><i>Implement direct patient evaluation and treatment procedures appropriate to age and individual educational, cultural and spiritual needs of the patient.</i></b>	<ol style="list-style-type: none"><li>1. Performs patient evaluation and treatment according to hospital policy/procedures and professional standards.<ol style="list-style-type: none"><li>a. Upper extremity observation, standardized tests and treatment.</li><li>b. Perception observation, standardized tests and treatment.</li><li>c. Cognition observation and treatment.</li><li>d. Activities of daily living evaluation and treatment.</li></ol></li></ol>
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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: LICENSED OCCUPATIONAL THERAPIST

<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			