**TITLE OF POSITION: OCCUPATIONAL THERAPIST**

**TITLE OF IMMEDIATE SUPERVISOR: DIRECTOR OF NURSING**

**RISK OF EXPOSURE TO BLOODBORNE PATHOGENS – HIGH**

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| **DUTIES** | |
| Provide skilled occupational therapy service, on an intermittent basis, to patients, in their homes, in accordance with the physician's orders. | |
| **RESPONSIBILITIES** | |
| Assist the physician in evaluating the patient's level of function by applying diagnostic, and prognostic, procedures. | |
| Conduct initial, and ongoing, comprehensive assessments of the patient’s needs, including Outcome and Assessment Information Set (OASIS) assessments. | |
| Evaluate the patient's significant other(s), and the home situation, to determine what instruction will be required and what family assistance will be available, in caring for the patient, as well as what other Agency and community services will be required. | |
| Ensure that the physician's orders are appropriate and discuss necessary changes. | |
| Assist in development, and implementation, of the interdisciplinary patient care plan to include Occupational Therapy, in consultation with the physician. | |
| Guide, and instruct, the patient in prescribed therapeutic self-care and creative activities that are directed toward improving independence and physical and mental functioning. | |
| Instruct patient in care, and use, of wheelchairs, braces, splints, and prosthetic and orthotic devices. | |
| Teach, supervise, and counsel the family, and patient, in the total Occupational Therapy program and other related problems of the patient, at home. | |
| Establish goals, based on the patient's current level of functioning, and potential for improvement and performs re-evaluations, as indicated. | |
| Makes arrangement for outpatient services when procedures are required that cannot be given in the home. | |
| Evaluate the effectiveness of occupational therapy intervention and update the patient care plan, as needed. | |
| Prepare clinical/progress notes, on the day of the visit, which are incorporated into the chart, within 72 hours. | |
| Communicate with the physician, on a regular basis, regarding patient's status, obtaining additional orders, if necessary. | |
| Communicate with other team members and, when appropriate, instruct them in Occupational Therapy techniques that they may use while working with the patient. | |
| Supervise the Home Health Aide, per agency policy, when Occupational Therapy is the only professional discipline involved in the patient's care. | |
| Supervise the Occupational Therapy Assistant, every 60 days, per Agency policy. | |
| Participate in Agency activities, in-services, and meetings, when appropriate. | |
| Confirm, on a weekly basis, the scheduling of visits with the Clinical Manager in order to coordinate Agency visits. | |
| Participate with the staff, the patient, and the physician, in discharge activities and completes an Occupational Therapy Discharge Summary. | |
| Assume responsibility for self-development by continually striving to improve his/her health care knowledge through educational programs, attendance at workshops and conferences, active participation in professional and related organizations, and individual research and reading. | |
| **ASSISTS IN THE AGENCY ADMISSION PROCESS** | |
| Obtain a medical history, particularly as it relates to the present condition. | |
| Evaluate the patient, the patient’s significant other(s), and the home situation to determine what instruction will be required, what assistance will be available from the family in caring for the patient, and what other Agency and community services will be required. | |
| Ensure that the physician’s orders are appropriate and discuss necessary changes. | |
| **JOB CONDITIONS** | |
| The ability to drive and the ability to access patients’ homes, which may not be routinely wheelchair accessible, are required. | |
| Hearing, eyesight, and physical dexterity must be sufficient to perform a physical assessment of the patient's condition and to perform patient care. | |
| On occasion, may be required to bend, stoop, reach, and move patient weight up to 250 pounds; lift and/or carry up to 30 pounds. | |
| Must be able to effectively communicate in English. | |
| **EQUIPMENT OPERATION** | |
| Occupational therapy equipment and other medical equipment will be utilized. Hand washing materials. | |
| **COMPANY INFORMATION** | |
| Has access to all patient medical records, which may be discussed with Clinical Manager the Administrator, the Executive Director, and the Quality Assurance department staff, and government agencies. | |
| **QUALIFICATIONS** | |
| 1. Must be a graduate of an Occupational Therapy school, accredited by the Accreditation Council for Occupational Therapy Education (ACOTE) of the American Occupational Therapy Association or successor organizations of ACOTE; and 2. 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.    1. (NBCOT) | |
| 1. Preferably, should be a member of the American Occupational Therapy Association. | |
| 1. Must be licensed, or registered, by the state of Florida. | |
| 1. Must have at least one year of institutional experience. | |
| 1. Must have a criminal background check. | |
| 1. Must have current CPR certification. On-line certification is not accepted. | |
| **ACKNOWLEDGMENT** | |
| **Employee NAME:** | |
| **Employee Signature** | **DATE:** |