**TITLE OF POSITION: OCCUPATIONAL THERAPY ASSISTANT**

**TITLE OF IMMEDIATE SUPERVISOR: OCCUPATIONAL THERAPIST**

**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, under the supervision of the Occupational Therapist. | | |
| **RESPONSIBILITIES** | | |
| Under the direction of the Occupational Therapist (OT), provide patient care services, which have been delegated by the Occupational Therapist. | | |
| Under the direction of the OT, assist in evaluation, and development, of the rehabilitative plan of care and in periodic re-evaluation, as required. | | |
| Participate in the preparation of clinical and daily progress notes. All notes are reviewed by the OT and submitted, within 72 hours. Also, prepare periodic summary reports. | | |
| Together with the OT, instruct the patient and family; assist in teaching them exercise programs. | | |
| Guide and instruct the patient in prescribed therapeutic self-care and creative activities that are directed toward improving independence and physical and mental functioning and assist the patient in the use of self-help devices. | | |
| Identify possible ineffective drug therapy or adverse reactions, significant side effects, drug allergies, and contra-indicated medication and reports same to the OT. | | |
| Observe, and record, activities and findings, in the clinical record and report to the OT, and the physician, the patient's reaction to treatment and any changes in the patient's condition. | | |
| Consult with OT regarding the outcome of home visits and report physical findings, in written form. | | |
| Under the supervision of the OT, assist in evaluation, and development, of the rehabilitative plan of care and in periodic re-evaluation, as indicated. | | |
| Instruct other health team personnel, as appropriate, including Home Health Aides, as well as family members, with respect to certain phases of occupational therapy, so that they may work with the patient. | | |
| Write daily progress notes on patients and submit same, within 72 hours; prepares periodic summary reports, as indicated. | | |
| Attend rehabilitation department staff meetings and case conferences. | | |
| Instruct patient in care and use of wheelchairs, braces, splints, and prosthetic and orthotic devices. | | |
| Participate with staff, patients, and physicians, in discharge activities, and assist the Occupational Therapist in completing the Occupational Therapy Discharge Summary. | | |
| Confirm, on a weekly basis, the scheduling of visits, with the Supervisor/ Clinical Manager in order to coordinate Agency visits. | | |
| 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. | | |
| Assume other duties, deemed appropriate, and necessary, by the OT. | | |
| **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. Graduated after successful completion of an Occupational Therapy Assistant education program accredited by: 2. The Accreditation Council for Occupational Therapy Education (ACOTE) of the American Occupational Therapy Association, Inc. (AOTA), or its successor organizations; 3. Is eligible to take, or successfully completed, the entry-level certification examination for Occupational Therapy Assistants developed, and administered, by the National Board for Certification in Occupational Therapy, Inc.   (NBCOT) | | |
| 1. Must be licensed or registered by the state of Florida | | |
| 1. Must have a criminal background check. | | |
| 1. Must have current CPR certification. Online certification is not accepted | | |
| **ACKNOWLEDGMENT** | | |
| **Employee NAME:** | | |
| **Employee Signature** | **DATE:** | |
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