

Core
Resource
Set for
PACE


CRSP

SAMPLE JOB DESCRIPTIONS


PACE OCCUPATIONAL
THERAPIST



National
PACE
Association

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SAMPLE A

11/02

Job Title: Occupational Therapist

Reports To: Center Director

Revised: (Date)

JOB OBJECTIVES:

Within an Interdisciplinary Care Team setting, incumbent promotes and maintains the functional status, physical mobility and well-being for participants, both in the Center and at home if needed. Conducts assessment, treatment, teaching and counseling. Trains restorative aides, center health aides and home care aides to support restorative care plans.

JOB RESPONSIBILITIES:

I. Using all information sources available, assesses participants' physical mobility and restorative potential

- A. Completes assessments at admission and for quarterly care planning according to regulatory requirements and as condition change indicates.
- B. Determines participant and family needs related to function and physical mobility.
- C. Confers with participant and family to identify participant goals and expectations.
- D. Coordinates with the interdisciplinary team to develop a comprehensive care plan for each participant.
- E. Assesses participant home environment and makes recommendations for adaptations to improve independence or enhance safety.

II. In cooperation with the Care Team, plans and performs therapeutic interventions designed to keep the participant in the community and enhance quality of life to the greatest extent possible.

- A. Provides individual therapy for participants as needed or prescribed in the care plan to increase or maintain strength, range of motion, endurance or dexterity in the upper extremities.
- B. Assesses and provides treatment to improve perceptual-motor deficits, facial weakness, sensory deficits and cognitive limitations.
- C. Provides treatment to increase self-care skills including bed mobility, feeding, hygiene, grooming, dressing, transfer ability, communication and homemaking as needed.
- D. Carries out accepted principles and practices of occupational therapy for prevention of deformities and functional decline, and support improved function whenever possible.
- E. Instructs participants, family members and other caregivers regarding the occupational therapy and rehabilitative procedures according to individual care plans.
- F. Constructs or arranges for orthotic and adaptive equipment as needed.

III. Facilitates continuity in care management through communication and education with related agency providers and caregivers

- A. Instructs family caregivers and caregivers from home care and home health agencies for therapeutic continuity.
- B. Instructs caregivers (staff and informal) in proper body mechanics for safety and improved participant mobility.

- C. May participate in inter-agency meetings as needed.
- D. Facilitates or participates in family meetings, support groups and Family Caregiver meetings as required.

IV. In cooperation with Physical Therapy, provides leadership within the Care Team to ensure continuity and coordination of care

- A. Ensures the Service Coordinator is informed of care plan changes related to mobility, durable medical equipment, orthotics or home modifications.
- B. Works with Center Director to provide orientation and in-service programs for Care Team to: enhance staff understanding of mobility, activities of daily living and other occupational therapy issues; meet regulatory requirements and support performance improvement.
- C. Coordinates with medical equipment and orthotics providers to arrange appointments and share pertinent information.
- D. Coordinates with home modification program for installation of equipment and other changes to support independence and safety.
- E. Ensures the proper ordering, labeling and maintenance of durable medical equipment and other devices.

V. In cooperation with the Coordinator of Quality Management, participates in the Quality Management Program to support continued performance improvement

- A. Completes and ensures completion of documentation of clinical services, reviewing medical record to continuity and completeness.
- B. Participates in quality studies according to the quality plan.
- C. Recommends studies for the annual quality plan.
- D. Participates in committees that support performance improvement.

PREPARATION AND TRAINING

Graduate of an accredited Occupational Therapy Program; current (State) License in Occupational Therapy.

CONSEQUENCE OF ERROR

Poor judgment could lead to participant, family or staff injury or loss of function. Involves attention to detail and high levels of responsibility

LEVEL OF SUPERVISION

A high level of autonomy is required for clinical and management decisions. Reports to Center Director.

DIRECTS WORK OF OTHERS /# OF EMPLOYEES SUPERVISED

Trains other staff

EXPERIENCE

Experience in clinical practice with the frail elderly. Working knowledge of the interdisciplinary model of care. Experience working with cognitively impaired seniors is important. Must be able to relate well with seniors and their families to deal with sensitive issues and facilitate problem solving. Must be flexible and able to change easily. Multi-cultural experience.

CONFIDENTIAL DATA

Has full and complete access to participant medical records and reports, requiring utmost integrity to protect participants and the program.

MENTAL/VISUAL DEMANDS AND PHYSICAL EFFORT

The physical and mental demands of this position can be high, with varied care needs of participants in the management of frail seniors in a community setting. Frequently required to manage many details within a distracting environment. Must be able to handle crisis situations.

ENVIRONMENT

While most of the work will be in the day center, the work environment will include a variety of clinical settings from day center to hospitals to nursing homes. Some exposure to odors, fumes, infections, dirt and other undesirable conditions may occur in the center.

SAMPLE B

Job Title: Occupational Therapist

Exempt/Nonexempt Status: Exempt

Job Grade

Reports to (title): Center Manager

Prepared by (signature) _____

Approved by (signature) _____

Current Date: _____

JOB SUMMARY

The Occupational Therapist will evaluate and reassess participants upon referral from the Interdisciplinary Team. Provides and recommends therapeutic exercises. Responsible for the overall Occupational Therapy program at (*PACE Program*).

GENERAL DUTIES

- Conducts initial assessments and reassessments, upon referral from team, of participant's condition and functional status.
- Develops treatment program when indicated, sets goals and provides treatment.
- Records and signs treatments in participant's medical record; records, signs and dates "Progress Notes."
- Reviews assessments and discharges participants when appropriate.
- Actively functions as a member of the Interdisciplinary Team; participates in case conferences when necessary.
- Provides training to family members, friends, representatives and staff for those parts of the treatment plan that will need to be carried out by them.
- Provides supervision to program aides and other staff who are implementing the OT treatment plan.
- Performs other duties as assigned.

A review of this description has excluded the marginal functions of the position that are incidental to the performance of fundamental job duties. All duties and requirements are essential. This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by their supervisors and/or other management as required. (*PACE Program*) reserves the right to revise or change job duties and responsibilities as the need arises. This job description does not constitute a written or implied contract of employment for any term.

SPECIFICATIONS:

1. **Education:** Graduate of an OT curriculum accredited by the Committee on Allied Health Education and the Accreditation of the American Medical Association and the American Occupational Therapy Association.
2. **Experience:** Have 2 years experience as an OT, minimum 1 year experience working with a frail/elderly population.
3. **Number & Type of Employees Supervised:** Aides and PTAs as program needs indicate
4. **Licensure, Registry or Certification Required:** Be eligible for the National Registration Examination of the American Occupational Therapy Association. Must have achieved a satisfactory grade on a proficiency exam conducted, approved or sponsored by the US Public Health Service, unless initially licensed after December 31, 1997.
5. **Special Training:** Must be able to work effectively within a team environment. Must be able to treat patients of all ages, including geriatric patients.
6. **Physical Demands:** Must be able to move about freely, have manual dexterity and visual acuity to see, be able to hear and orally communicate. Frequent travel within service area and occasional travel beyond service area.
7. **Working Conditions:** Primarily inside climate controlled area with travel between sites regularly.
8. **Other (specify):** Employee must be aware of and fully support the Hospital's Policy on Service Excellence as well as his/her department's commitment to Service Excellence. Must have demonstrated ability to deliver service to physicians, patients and fellow employees with compassion and in a responsive, courteous and concerned manner in accordance with Policy on Service Excellence.
Must attend mandatory training on an annual basis.

Evaluation Date: _____ **Signature:** _____