

REPORTS TO:	Director of Therapy Services
REVISED:	09/2016, 05/2018, 06/2019, 05/2020, 09/2021, 09/2022
	See current organizational chart for oversight/administrative support information

PRIMARY FUNCTION:

A certified occupational therapist assistant at Clarinda Regional Health Center will perform patient interventions and required documentation in accordance with the facility mission, vision, and values. The occupational therapist assistant will promote preventative care through the education of the patient and associated caregivers. The certified occupational therapist assistant will execute all duties in a manner to maintain a clean, safe and organized facility to advance exceptional care. Will have access to confidential information abiding by the organizations privacy policies and regulations concerning this information.

QUALIFICATIONS:

Education and/or Experience

- Must be a graduate of an accredited School of Certified Occupational Therapy Assistant program
- Must pass the National certification examination

Certificates, Licensure, Registrations

- Must possess current Iowa Certified Occupational Therapist Assistant License
- Basic Life Support (BLS) (or willing to obtain within 60 days of employment)
- Mandatory Reporter of Iowa Certificates (Dependent Adult and Child Abuse) (or willing to obtain within 60 days of employment)

Essential Job Duties and Responsibilities	
1.	<p>Performs various clerical duties to support effective department operations.</p> <ul style="list-style-type: none"> • Responsibility to use health care resources with collaboration of the supervising OT to educate and treat all patients within the ethical standards set by the AOTA • Communicate patient treatment plan with the supervising occupational therapist. • Provide patient interventions utilizing appropriate physiologic rationale. • Document patient interventions and modalities within the occupational therapist's plan of care as required by facility and various regulatory agencies. • Record patient charges.

Essential Job Duties and Responsibilities	
	<ul style="list-style-type: none"> • Educate the public on all benefits provided within occupational therapy and information regarding all treatments and interventions completed. • Correspond with health care providers regarding patient status. • Maintain a clean, safe and organized therapy department, • Attend required departmental and facility meetings. • Assist with scheduling patient appointments as needed. • Supervise students and volunteers. • Complete all continuing education, competencies, and educations to maintain license/certifications within the facility's handbook. • Complete documentation for all patients within a timely and accurate manner. • Contribute to the development of departmental action plans and procedures. • Gather data for quality assurance monitors. • Operate equipment safely and correctly. • Assist with scheduling and/or answering phone calls as needed
2.	<p>Performs modalities and procedures for which the technician is trained, performed under direct supervision of the therapist, and with regards to time duration, frequency and dosage as determined by the therapist.</p> <ul style="list-style-type: none"> • Application of therapeutic modalities that are listed and approved within the patient's plan of care. • Monitors patients during therapeutic interventions and treatments. i.e. NMR, therapeutic exercise, etc. • Provide occupational therapy services under the general supervision of a occupational therapist and communicate with occupational therapist when patient's status required modification to established plan of care and progress within that plan of care.
3.	<p>Promotes and ensures patient safety in performance of all responsibilities.</p> <ul style="list-style-type: none"> • Alerts Director of therapy services or maintenance staff of any possible safety hazards in department. • Demonstrates safe proficient use of all rehabilitation equipment.
4.	<p>Communicates effectively.</p>

Essential Job Duties and Responsibilities	
	<ul style="list-style-type: none"> • Communicate with other healthcare providers involved with the patient’s care to ensure comprehensive patient care • Follows approved shift report format when communicating patient information. • Identifies and recognizes abnormal symptoms/changes in patient condition, established priorities, and takes appropriate action. Appropriately reports condition changes to medical provider.
5.	<p>Promotes and ensures patient safety in performance of all responsibilities.</p> <ul style="list-style-type: none"> • Demonstrates proficient technical/clinical skills and operational knowledge of equipment on unit. • Utilizes proper body mechanics, transfer/lifting techniques and appropriate equipment to minimize fall risk to patient and injury to self.
6.	<p>Presents self in a professional manner and enhances professional growth and development through participation in education programs, current literature, in-service meetings and workshops.</p> <ul style="list-style-type: none"> • Seeks opportunities for continued growth and performance improvement. • Always maintains a professional appearance and manner. • Dependable and completes work in a timely manner. <p>Demonstrates an understanding and emphasis on quantity, quality and knowledge of duties and tasks.</p>
7.	<p>Participates in CRHC’S Quality program, committees, performance and quality improvement initiatives, and activities which support the facility and department operations.</p> <ul style="list-style-type: none"> • Demonstrates a commitment to the practices of Quality Improvement (QI). • Regularly attends Department huddles <p>Completes tasks as outlined on Department Huddle Board</p>
8.	<p>Performs other duties as assigned.</p>

APPLICANT ESSENTIAL FUNCTION FORM

Name (please print): _____

Position Applied For: _____ Date: _____

In compliance with the Americans with Disabilities Act, we are requesting that you read the job description for which you are applying and answer the following question. If you would like assistance with this process, please ask Human Resources.

Can you perform the essential functions of the position with or without reasonable accommodations?

YES

NO

Signature: _____