

 <p>CHATHAM ORTHOPAEDIC ASSOCIATES, P.A.</p>	<p>Job Description</p> <p>Certified Occupational Therapist Assistant</p>	<p>Effective Date: 01/01/13</p> <p>Reports To: Supervisor of Occupational Therapy</p> <p>Revised:</p>
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I. Job Summary

Under the general direction of the Supervisor of Occupational Therapy plans, evaluates and provides skilled hand and occupational therapy to patients in the outpatient clinic. Therapists plan, organize and conduct occupational therapy programs and plans of care to rehabilitate patients impaired by injury, illness, psychological or developmental problems.

The goal of all Chatham Sports Medicine and Therapy Services therapists is to restore, maintain, and promote optimal physical function and optimal wellness, fitness and quality of life as it relates to movement and health for patients; strives to prevent the onset, symptoms, and progression of impairments, functional limitations, and disabilities that may result from diseases, disorders, conditions, or injuries

Therapists will strive to continually improve patient satisfaction and exceed expectations for service.

II. Essential Job Responsibilities

Contributes to the evaluation and tests patients’ mental and physical abilities as well as analyze medical data to determine realistic rehabilitation goals under the direction of the OT.

Selects activities to help patients learn work and life-management skills within the limits of their physical and mental capabilities.

Plans and implements programs specific to the patients’ needs.

Adheres to protocols to best suit the needs of the patient and physician preference.

Contributes to the reevaluation and documents the patients’ progress; prepares reports to detail progress.

Fabricates splints for upper extremities under the direction of the OT.

Educates patients' caregivers on how to provide for their needs.

Recommends changes in the patients' living and work environments that are specific to their needs and capabilities.

Develops and implements discharge plans with direction from the OT.

Assures patient care documentation is completed and entered accurately into electronic medical record.

Assures documentation for charge capture is entered completely and accurately.

Develops and participates in health promotion programs, discussions or group activities to promote client health, alleviate stress, facilitate social adjustment and prevent physical or mental disability.

Develop and implement specialty programs as directed by clinic director.

Maintains good collaborative working relationship and communications with multidisciplinary team including physicians, physical therapists, prosthetic/orthotic providers, athletic trainers, mid-level providers, medical assistants, and third party payers.

Maintains current active patient lists.

Coordinates care and refer patients to appropriate community resources.

Attends staff meetings and provides constructive ideas to improve quality of treatment, patient education and efficiency of clinic.

Contributes to the safe environment of patients and staff including notifying persons if equipment needs to be repaired or is broken, utilizing personal protective equipment and good infection control practices.

Maintains current cardiopulmonary resuscitation certification.

Maintains current state of Georgia license.

Complies with all applicable state and federal regulations.

III. Other Job Responsibilities

Performs other related duties as assigned.

Maintains collaborative working relationship with all other employees.

Upholds strictest confidentiality.

IV. Minimal Qualifications

Education

Certified Occupational Therapy Assistant schooling

Experience

At least 2 years of occupational therapy experience is preferred. Experience treating hand and upper extremity patients with a variety of diagnosis and medical conditions; CPR training and validation, basic first aid training and infection control knowledge

Certification / License

Georgia license including all modalities certification, registered through NBCOT

Physical demands

Must be able to use upper extremities for reaching, manipulation and lifting up to 50 lbs. on occasion, perform sitting, standing constantly (all day), walking and/or moving frequently; manipulate machines and tools for patients as needed, manipulate a variety of splint components, tolerate environmental changes in the clinic with some exposure to heat and cold and loud noises on occasion.

V. Independent Action

Under general direction, functions independently in coordination of assigned duties. Refers to manager as appropriate on clarification of practice policy and procedure.

VI. Supervisory Responsibility

Assist in the supervision of technicians.

VII. Human Relations/Customer Communications

Communicate verbally and written with employees, physicians, patients, patient family members and public as a representative of the practice.

VIII. Personal Protective Equipment

Personal Protective Equipment (PPE) is provided by practice, and must be worn when there is a reasonable risk of occupational exposure to blood or body fluids.

IX. Occupational Exposure Statement

Category I Exposure Statement: High risk for contact with blood and body fluids for this position. Use of PPE and Universal Precautions required.

X. Americans with Disability Act Statement

External and internal applicants, as well as position incumbents who become disabled, must be able to perform the essential job functions either unaided or with assistance of a reasonable accommodation to be determined on a case by case basis.

XI. Statement

The above statements are intended to describe the nature and level of work performed. They are not intended to be construed as an exhaustive list of all required of personnel so classified.

Review/Approvals:

Alison Walmsley, OTR/L, CHT
Supervisor, Hand and Occupational Therapy

Date

As an employee in the above referenced position, I have read, understand, and agree to abide by the job description stated within.

Employee

Date