

JOB DESCRIPTION

TITLE: STAFF OCCUPATIONAL THERAPIST

REPORTS TO: THERAPY DIRECTOR/SUPERVISOR/COORDINATOR

JOB SUMMARY

To provide quality occupational therapy services to all patients including assessment, intervention, program planning and implementation, discharge planning, completion of related documentation and supervision of licensed occupational therapist assistants.

QUALIFICATIONS

- Graduate of an occupational therapy school program approved by the AOTA
- Licensed, certified, or registered to practice in the State of Illinois as an occupational therapist
- Certified by NBCOT as an occupational therapist
- Functions according to the AOTA Code of Ethics and Standards of Practice
- Must speak, write, read and comprehend the English language
- Must be physically able to meet the demands of the position
- Ensure that credentials that are required by CPT/Facility are current according to CPT's policies and procedures
- Must have the ability to work independently and make decisions when circumstances warrant such actions
- Must have the ability to effectively communicate with patients, family, staff, visitors and physicians

RESPONSIBILITIES

- I. **Adhere to the policies and procedures for the provision of therapy services in accordance with the goals of CPT and Facility**
 - Be courteous to all patients and respectful of them, their environment and their culture
 - Provide quality therapy services at every patient contact, including assessment, intervention, program planning and implementation, discharge planning and related documentation and communication
 - Prioritize and maintain a work schedule that is appropriate for the facility and in accordance with your employment with CPT
 - Assist the CPT management staff in maintaining a positive, productive, and beneficial working relationship with the Facility staff

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II. **Maintain the standards for rehabilitation services**

- Screen patients to determine the need for intervention
- Evaluate patients by applying functional ability tests
- Interpret evaluation findings
- Treat patients to relieve pain and develop or restore function to achieve maximum performance
- Develop, document and implement an intervention plan including goals and methods to achieve stated goals
- Adapt activities, environment, tools and materials according to the needs of the patient
- Monitor patient response to intervention and re-evaluate and modify the treatment plan and goals as needed per the policy of the facility
- Complete all required paperwork on a timely basis per the policies of Facility/CPT
- Communicate and collaborate with other team members regarding the care of clients receiving therapy services
- Plan for patient's discharge when maximum benefits have been met, prepare discharge summary and recommend any follow-up services per facility policy
- Supervise the occupational therapist assistant, occupational therapist student as appropriate
- Provide in-service education to rehab staff when requested
- Attend in-service education when provided to rehab staff
- Maintain a neat and well-organized therapy department
- Provide other job-related tasks and duties as assigned

III. **Perform administrative duties necessary for the day-to-day operations of the rehab department**

- Identify all new rehab admissions and verify insurance coverage in order to determine appropriateness for direct therapy services
- Communicate upcoming patient discharges with Facility staff as required
- Attend appropriate care plan meetings when requested
- Provide complete and correct billing summaries as required

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IV. Develop a good rapport with the patient, patient's family members and third party payers and others involved in the total management of the patient

- Communicate weekly updates and discharge planning information to HMO case managers, social services and therapies for involved residents when required
- Provide the patient and family or caregiver with needed information or instructions in the patient's total occupational therapy program, role of OT, and benefits of therapy
- Explain all treatment procedures in understandable terms to the patient and family and address any concerns they may have
- Maintain communication between therapy department, Facility staff and CPT

Signature: _____