

GENERAL DESCRIPTION OF CLASS

The CERTIFIED OCCUPATIONAL THERAPY ASSISTANT performs, under the supervision of an occupational therapist, paraprofessional occupational therapy activities to assist patients having physical and/or mental disabilities in overcoming difficulties and obtaining their maximum functional ability.

DISTINGUISHING FEATURES

This is a single classification and not currently part of a series of classes.

DUTIES AND RESPONSIBILITIES

- 1.Treatment Planning.** Typical tasks: assists occupational therapist in evaluation of patients by administering structured tests to determine functional abilities, observing and recording patients' physical tolerances, body mechanics, and range of motion, and reporting observations to therapist; under direction of occupational therapist, develops treatment program based on results of initial evaluation completed by the therapist; chooses appropriate occupational therapy techniques and activities to meet goals specified by occupational therapist for individual patients.
- 2.Patient Treatment.** Typical tasks: schedules treatment times; provides hands-on treatment such as active range of motion exercises to patient's upper extremities; teaches patients activities of daily living such as dressing, brushing teeth, washing, brushing/combing hair; makes any adaptive equipment needed, as specified by Occupational Therapist, to make these tasks easier for a patient; teaches patients kitchen skills such as how to open cans, clean floors, and some cooking skills; makes and adapts simple communication boards for patients; teaches arts and crafts which provide body movement to patients; adapts games and other leisure time activities so patient can participate; designs and fabricates adaptive equipment and hand splints to meet patient needs.
- 3.Documentation.** Typical tasks: keeps daily attendance records; charts treatment provided and observations of patient's treatment progress; writes progress notes on patients seen; prepares written documentation of any changes to program; compiles data and assists staff in evaluation of service, quality of service reviews, or accrediting reviews as needed.
- 4.Training.** Typical tasks: orients occupational therapy students to therapy program and demonstrates occupational therapy activities; instructs direct care staff on proper feeding techniques; may participate in public presentations and programs to inform others of the purpose and kinds of service in occupational therapy; reads available current literature pertaining to occupational therapy; attends continuing education programs, work shops, and conferences to keep current on occupational therapy procedures and techniques.
- 5.Miscellaneous.** Typical tasks: cleans work area and equipment used and puts all equipment away when not in use; reshapes spoons and adds various handles to spoons and cups to enable patient to perform functional activities independently.

RELATIONSHIPS WITH OTHERS

Employees in this class have regular in-person contact with patients to carry out occupational therapy treatment activities and with direct care staff to provide training or to discuss patient problems related to occupational therapy. Employees in this class meet occasionally with treatment team members or other professional staff to discuss treatment activities, behavior observations, and patient progress.

SUPERVISION RECEIVED

Employees in this class work under the general supervision of an occupational therapy supervisor or manager. Work is reviewed informally on a daily basis by occupational therapist or supervisor to assure that quality of work performed meets occupational therapy standards. New treatment programs or changes in programs are reviewed by occupational therapist to assure that planned activities are appropriate to meet identified goals. Weekly meetings are held with employees to review patient treatment activities and progress.

American Occupational Therapy Association regulations, State and Federal laws and regulations, safety regulations, and administrative policies and procedures are used as guidelines in providing occupational therapy services and to ensure basic patient rights to quality care and safety.

GENERAL INFORMATION

Positions in this class are primarily found in hospitals, clinics, or other health care facilities. They require the willingness to work in the environment associated with the position's location and purpose. In addition, they require the willingness to maintain a sympathetic and understanding attitude towards mentally ill, mentally retarded, handicapped, and/or physically ill patients. Some positions require the willingness to work overtime, on-call, and/or rotating schedules.

KNOWLEDGE, SKILLS, AND ABILITIES (KSA)

Basic knowledge of kinesiology, physiology, and human physical and psychosocial development.

Basic knowledge of occupational therapy principles, theories, and methods.

Basic knowledge of medical terminology, conditions, and recordkeeping.

Basic knowledge of group process.

Basic knowledge of safety precautions related to patients' medical conditions.

Basic knowledge of developmental disabilities and physically disabling conditions.

Skill in identifying therapy activities which will meet individual needs of patient.

Skill in treating hand disfunction.

Skill in planning and implementing treatment programs, under supervision.

Skill in operating and maintaining therapy equipment.

Skill in motivating and sustaining patient's interest.

Skill in observing and reporting reactions and responses of patients.

Skill in keeping accurate patient records.

Skill in preparing written progress reports.

Skill in fabricating adaptive equipment and splints.

Ability to communicate verbally with all levels of agency staff.

Ability to organize and plan work.

Ability to safely lift up to fifty pounds.

Ability to orally feed clients identified as medically-at-risk.

Ability to instruct direct-care staff on application and care of splints and orthoses.

Ability to instruct direct-care staff on proper feeding techniques.

SPECIAL QUALIFICATIONS

Certification with the American Occupational Therapy Association and licensed with Oregon's Occupational Therapy Licensing Board as an Occupational Therapy Assistant.

NOTE: The KNOWLEDGE and SKILLS are required for initial consideration. ABILITIES may be required for initial consideration, at any time during the selection process, or during a trial service period as a final stage of the selection process. Some duties performed by positions in this class may require different KSA's. No attempt is made to describe every KSA required for **all** positions in this class. Additional KSA requirements will be explained on the recruiting announcement.

Adopted 1/89

Revised

Examples of work are typical of duties assigned to this class. No attempt is made to describe every duty performed by all positions in this class.