

HAWAII HEALTH SYSTEMS CORPORATION

Job Description **Certified Occupational Therapy Assistant**

(Job Description, Class Specification & Minimum Qualification Requirements)

Entry	Pay Grade	HE-08	Job Code	6.264
Full Performance	Pay Grade	HE-10	Job Code	6.266

Function and Location

This position works in the occupational therapy unit of a hospital, clinic, long-term care facility or adult day health unit and is responsible for assisting an Occupational Therapist in the evaluation and treatment of patients referred for occupational therapy and in planning, coordinating, and implementing an ongoing therapeutic occupational therapy program. The position may be required to work on shifts, including evenings, and weekends and holidays.

Key Duties and Responsibilities

1. Using a structured format, interview patients by collecting general data to determine patient's occupational therapy needs.
2. Assist the Occupational Therapist Registered (O.T.R.) in the development of long- and short-term patient treatment goals.
3. Carry out the treatment plan independently using a variety of therapeutic techniques and activities (e.g., maintenance -- just to maintain patient's present level of functioning, and skilled -- to improve patient's level of functioning).
4. Identify the need to request change or discontinue treatment and confer with the O.T.R. to determine plan of action. Identify the need to adapt activities/treatment techniques to each patient and is responsible for modifications according to the patient's performance.
5. Confer with the O.T.R. for guidance and to discuss and evaluate functional performance, progress and plans.
6. Record pertinent evaluative information, associated recommendations, program plans and progress notes.

Other Duties

In addition to the key duties and responsibilities, this position may be assigned to:

Assist O.T.R. in the fabrication/application/use of splints, adaptive devices, and other orthotics; schedule, coordinate and adjust treatment sessions with the rest of

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the multi-disciplinary team; participate in educational programs, in-service training, and departmental meetings; when working in an activity program, the position may plan, develop, organize, coordinate and implement a patient's activity program for assigned patients; and perform other related duties as assigned. For certain positions, may operate a motor vehicle.

Knowledge and Abilities used in Performing Key Duties at the Full Performance Level

Demonstrated proficiency in the application of all of the knowledge and abilities, specified below for the Full Performance level, in providing the full range of services to the patients of the work site, independently. Knowledge of the policies, procedures and work rules of the work site.

Supervision Provided By

An Occupational Therapist or program director through consultation with an Occupational Therapist provides supervision to the position.

Instructions Provided: Entry level employees are provided specific and detailed instructions; full performance employees are provided general instructions, and specific instructions in new and unusual situations.

Assistance Provided: Entry level employees are provided close guidance in performing tasks; full performance employees perform work independently, receiving specific guidance only in new and unusual situations.

Review of work: Entry level employees receive close and frequent review of work performed; the work of full performance employees is reviewed periodically to ensure that acceptable practices are followed.

Prerequisite Qualifications Required for the Entry Level

Education: Applicants must meet all the following minimum education requirements:

1. Associate of Science or Associate of Applied Science degree from an accredited Occupational Therapy Assistant program accredited by the Accreditation Council for Occupational Therapy Education (A.C.O.T.E.); and
2. Successful completion of the required supervised field work.

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Experience: None required.

Knowledge and Abilities: Knowledge of life skills from infancy through aging; medical terminology; anatomy and physiology; human growth and development; physical and psycho-social dysfunctional conditions; the role of occupational therapy in health care delivery; theories, methods, media, activities and adaptive equipment used in occupational therapy to develop, improve and/or restore the performance of necessary functions, compensate for dysfunction and/or minimize debilitation; interviewing techniques; structured occupational therapy tests and techniques; and the ability to read, write, speak, understand and communicate effectively with others in English; interview patients and others to obtain information on family history, self-care abilities, etc.; use occupational therapy techniques and tests to assess client's level of functioning in independent living skills and performance and in other areas; provide baseline data for patient program planning; apply standard sensorimotor and cognitive occupational therapy treatment components; identify the need for, design, construct and/or modify adaptive equipment and aids; inform others about patient's program/progress and instruct them in implementing supportive activities; work effectively with children, adults, aged; participate as a member of an interdisciplinary team; and learn applicable hospital/facility/program policies and procedures.

Prerequisite Qualifications Required for the Full Performance Level

In addition to the qualifications required at the entry level:

Experience: One year of experience in working with patients in a hospital, facility, or program which involved occupational therapy assessment and treatment.

Knowledge and Abilities: Knowledge of the application of accepted methods of obtaining assessment data (through testing and observation) and reporting own baseline data in various assessment areas including independent living skills and performance; a broad range of standard therapeutic methods and techniques; applicable hospital/facility/program policies and procedures; the ability to modify standard treatment techniques and equipment in working with varied patients; apply purposeful activity to enhance independent living/daily living skills; prepare and maintain work setting, equipment and supplies; maintain records; explain services; participate in patient program planning; identify and discuss the need for and carry out evaluation/assessment procedures for patients in treatment; monitor client's progress in consultation with registered therapist; and provide input on discontinuation of services and/or referral to other services.

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Substitutions Allowed:

- a. A bachelor's degree or higher in occupational therapy from an educational program approved at the time of graduation, by the Accreditation Council for Occupational Therapy Education (A.C.O.T.E.) and successful completion of the national certification examination for occupational therapists substitutes for the experience required for the full performance level.
- b. In the case of foreign-trained person, a report from a credential evaluation agency, recognized by the appropriate licensing agency of the State of Hawaii, indicating completion of an education program that has been determined to be equivalent to an accredited occupational therapy program in the United States substitutes for the experience required for the full performance level.

License Required:

1. A valid Occupational Therapy Assistant license issued by the State of Hawaii Board of Occupational Therapy at the time of appointment.
2. For certain positions, possession of a valid State of Hawaii Driver's license(Class 3) or any other valid comparable driver license may be required.

Certification Required:

1. National certification examination administered by the National Board for Certification in Occupational Therapy (N.B.C.O.T.) for occupational therapy assistants at the time of appointment.
2. Basic Life Support (BLS) for Healthcare Workers must be obtained within six months of employment.

Desirable Qualifications: People oriented; positive attitude; "team player"; and self-motivated.

Health and Physical Requirements: All employees must meet the health and physical requirements deemed necessary to effectively and safely perform the essential functions of the position with or without reasonable accommodation.

ADDENDUM ATTACHED

Yes No