

**FULTON COUNTY MEDICAL CENTER
POSITION DESCRIPTION**

POSITION TITLE: CERTIFIED OCCUPATIONAL THERAPY ASSISTANT (COTA/L)
REPORTS TO: STAFF OCCUPATIONAL THERAPIST REGISTERED (OTR)
DIRECTOR OF OCCUPATIONAL THERAPY
REVISION DATE: JUNE 2006

I. POSITION SUMMARY:

Provides quality occupational therapy services to assigned individuals under the supervision of an OTR.

II. EDUCATION REQUIREMENTS/LICENSURE/CERTIFICATION/REGISTRATION:

Graduate of an accredited occupational therapy assistant program. Certification by the AOTCB as a COTA with successful completion of a national board delivered by the National Board of Certification of Occupational Therapy (NBCOT).

III. CUSTOMER FOCUSED EXPECTATIONS:

While performing the essential functions of this position, the staff member must strive to keep the mission, vision, and values of the Fulton County Medical Center, and be committed to the improvement and best interests of the facility and the services the Occupational Therapy Department provides.

IV. MISSION:

Occupational Therapy's mission is to provide the use of purposeful/occupational activity with individuals limited by physical, cognitive, or psychosocial dysfunction due to injury, illness, developmental delay, disability, or aging to maximize independence, maintain health, increase function, and enhance quality of life. Service is delivered by the registered, licensed occupational therapist or the certified occupational therapy assistant.

IV. TYPICAL PHYSICAL DEMANDS: (Subject to modification or accommodation as required).

The ability to lift, move, and transport patients. Therapists must bend, stand, kneel, and be able to stoop.

V. TYPICAL MENTAL DEMANDS (Subject to modification or accommodation as required):

The ability to respond quickly and appropriately, adapt to diverse situations, compensate when necessary, and react with sensitivity to the needs of the patient. The capability to receive, comprehend, and carry out instructions, think abstractly, and process thoughts and information in a timely manner. There is continuous collaboration and communication with other disciplines. The ability to make appropriate, sometimes immediate, medically based decisions to best serve the needs of the client.

VI. WORKING CONDITIONS:

There is exposure to infectious and physical hazards. Travel outside of the facility may be necessary. Personal transportation may be required for these incidents.

VII. EQUIPMENT TO BE USED:

An understanding of evaluation tools, exercise equipment, modalities, calibrated instruments, medical supplies and equipment, office equipment, and measuring tools are required. Initial demonstration and documentation of competency by a supervising OTR will be required prior to use of physical agent modalities. Periodic reviews and competency assessments can be implemented by the OTR as deemed necessary.

VIII. FACILITY WIDE COMPETENCY REQUIREMENTS (See Attached): Annual mandatory training is accessible online and must be completed prior to designated date. Direct and indirect interaction in facility wide as well as departmentally focused PI projects to continuously improve the quality of care provided to clients as well continued professional growth.

- IX. ESSENTIAL FUNCTIONS (See Attached):** The attached master competency statement details the essential functions of the position. It is recognized that additional review or development of requisite job skills may be required as roles and departmental treatment settings evolve.
- X. NON-ESSENTIAL FUNCTIONS (See Attached):** Occupational therapy services are provided for outpatients, inpatient (acute/swing), long term care, and home health care. Clerical and organization of these areas are required to maintain proper functioning and follow through of required documentation. Participate in team meetings to continuously improve the quality of care to our clients.

Signature

Date

FULTON COUNTY MEDICAL CENTER
Competency Program – Certified Occupational Therapy Assistant
FACILITY WIDE COMPETENCY REQUIREMENTS

Name: _____
 Start Date: _____
 Date of Eval: _____

Signatures: _____

COMPETENCY EXPECTATIONS INCLUDE:	Needs Review <i>Date/initials</i>	Competency Validated <i>Date/initials</i>	COMMENTS:
I. Demonstrates professional responsibility			
A. Demonstrates leadership skills			
B. Demonstrates communication skills with other Professionals/patients/family			
C. Complies with personnel policies.			
D. Takes responsibility for self development.			
E. Creates an environment that fosters professional behavior.			
F. Verbalizes expectations related to: 1. Organizational Mission 2. Department Expectation 3. Department Standards 4. Performance Improvement			
G. Demonstrates fiscal responsibility.			
H. Demonstrates team building skills.			
I. Demonstrates advocacy towards patient/family 1. Awareness of customer satisfaction. 2. Identifies policies/procedures related to healthcare ethics. a. Patient Rights and Responsibilities b. Confidentiality c. Informed Consent d. Advanced Directives e. Withholding/Withdrawing Life Sustaining treatment (end-of-life decisions) f. Organ/Tissue Donation g. Process for Resolution of Conflict in Care or Treatment Decisions h. Organizational Ethics (Code of Ethics) i. Do Not Resuscitate (DNR) Plan			
II. Performs observations designed to assist in the gathering of data relevant to patients, residents, clients, individual needs. A. Age-Specific Observation 1. Pediatric Observation a. 0-3 months b. 3 months – 2 years c. 2-4 years d. 4-7 years e. 7-11 years			

f. 11-17 years 2. Young Adult (18-44 years) 3. Adult/Middle-Age (45-65 years) 4. Later Adult (Geriatric) >65 years			
COMPETENCY EXPECTATIONS INCLUDE:	Needs Review <i>Date/initials</i>	Competency Validated <i>Date/initials</i>	COMMENTS:
III. Demonstrates organizational skills			
A. Describes shift routine, including priorities.			
B. Adapts to unexpected events.			
C. Completes assignments within specified time frame.			
IV. Demonstrates communication responsibilities.			
A. Reports changes in customer to other health Care providers.			
B. Documents work.			
C. Demonstrates communication via: 1. Mailboxes 2. Staff Meetings 3. Bulletin Boards 4. Phone System 5. Electronic Mail 6. Other			
D. Demonstrates how to place STAT calls.			
V. Complies with health and safety standards.			
A. Maintains a safe environment.			
B. Follows procedures for reporting and recording of health and safety related incidents.			
C. Describes Unusual Event Report.			
D. Demonstrates knowledge of emergency plan 1. Describes alarm system. 2. Describes emergency response procedures a. describes fire procedure b. describes tornado procedure c. describes bomb threat procedure d. describes flood procedure e. describes violent situation procedure			
E. Complies with policies and procedures on Fire safety. 1. Demonstrates knowledge of fire prevention activities 2. Explains policy regarding the use of fire extinguishers			
F. Complies with standards/guidelines on Electrical safety			
G. Complies with standards/guidelines on fall prevention/protection.			
H. Complies with standards and guidelines for Ergonomic safety. 1. Demonstrates safe body mechanics. 2. Follows guidelines for setting up work stations. 3. Assist in selecting equipment and tools.			
I. Manages equipment safety. 1. Operates equipment. 2. Describes procedure for reporting			

<p>equipment breakdowns.</p> <p>3. Complies with facility's policies and procedures for checking emergency equipment.</p>			
<p>COMPETENCY EXPECTATIONS INCLUDE:</p>	<p>Needs Review <i>Date/initials</i></p>	<p>Competency Validated <i>Date/initials</i></p>	<p>COMMENTS:</p>
<p>J. Complies with standards and guidelines on Chemical safety.</p> <p>1. Complies with policies and procedures on use of gases under pressure.</p> <p>2. Defines chemical labeling system.</p> <p>3. Utilizes chemical products.</p> <p>4. Utilizes chemical protective equipment.</p> <p>5. Describes immediate first aid measures for chemical exposure.</p>			
<p>K. Complies with standards and guidelines for Radiation safety.</p>			
<p>L. Complies with biohazard safety guidelines.</p> <p>1. Utilizes engineering controls.</p> <p>2. Utilizes work practices.</p>			
<p>M. Complies with bloodborne pathogen exposure Control guidelines.</p>			
<p>N. Complies with Tuberculosis (TB) standards and guidelines.</p>			
<p>O. Complies with respiratory protection standards and guidelines.</p>			
<p>P. Complies with personal protective equipment (PPE) standards/guidelines.</p>			
<p>Q. Complies with physical restraint standards and guidelines.</p>			
<p>R. Complies with standards/guidelines on violence.</p>			
<p>S. Complies with all OSHA, CLIA, and HIPAA regulations.</p>			

FULTON COUNTY MEDICAL CENTER
Competency Program – Certified Occupational Therapy Assistant
ESSENTIAL FUNCTIONS

Name: _____ Signatures: _____
 Start Date: _____
 Date of Eval: _____

COMPETENCY EXPECTATIONS INCLUDE:	Needs Review <i>Date/initials</i>	Competency Validated <i>Date/initials</i>	COMMENTS:
Review patient's medical record prior to treatment intervention.			
Perform ADL portion of evaluation upon request of the OTR.			
Design and administer treatment programs in collaboration with the OTR.			
Recommend adaptive equipment under the supervision of the OTR and provide instructions in use/care.			
Recommend splinting interventions in collaboration with the OTR and provide instructions on wearing schedule and to the patient/family/staff after developed by the OTR.			
Continuously reassess appropriateness and effectiveness of the splint.			
Monitor patient activity level and adapt treatment intervention to meet the patient's need and ability under the supervision of the OTR.			
Administer standardized tests under the supervision of the OTR after competency has been established.			
Create a therapeutic treatment environment.			
Coordinate discharge and follow up plans under the supervision of the OTR.			
Supervise OTA students and volunteers under the direction of the OTR.			
Complete appropriate documentation according to facility policy.			
Participate in continuing education to pursue professional growth and development.			
Provide education/inservicing to the facility staff and the community as indicated.			
Attend and participate in committee meetings.			
Participate in hospital wide quality improvement process.			
Function according to AOTA <u>Code of Ethics</u> (AOTA, 2005) and <u>Standards of Practice</u> (AOTA, 2005).			
Perform other job duties as assigned or			

required.			
-----------	--	--	--

FULTON COUNTY MEDICAL CENTER
Competency Program – Certified Occupational Therapy Assistant
NON-ESSENTIAL FUNCTIONS

Name: _____ Signatures: _____
 Start Date: _____
 Date of Eval: _____

COMPETENCY EXPECTATIONS INCLUDE:	Needs Review <i>Date/initials</i>	Competency Validated <i>Date/initials</i>	COMMENTS:
1. Participates in professional development activities: a. Inservice classes or on-line courses b. Shares knowledge with others c. Reads in-house communications			
2. Work Habits: a. Complies with attendance policies b. Dresses according to the departmental dress code c. Organizes time, sets priorities d. Spends free time in a constructive manner			
3. Initiative and Judgment: a. Makes necessary work related judgments based upon factual information. b. Completes assignments with minimal direction and in a timely manner c. Adapts to a changing work load			
4. Maintains a cooperative relationship among team members by communicating, responding to requests, building rapport, and participating in problem-solving.			
5. Adheres to facility/department policy.			
6. Maintains good attendance.			
7. Arrives to work punctually.			
8. Complies with facility department policies and procedures.			
9. Complies with occupation-based interventions consistent with an occupational therapy client-centered approach			
10. Bases documentation and professional terminology on the Occupational Therapy Framework: Domain and Process (AOTA, 2002)			

STRENGTHS:

AREAS FOR IMPROVEMENT:

OBJECTIVES AND PLANS:

RECOMMENDATIONS:

Evaluated By: _____ Date: _____

Reviewed By: _____ Date: _____

This evaluation was discussed with me. I wish to make the following comments in regard to this evaluation:

Employee's Signature

Date