

**CENTRAL MONTANA MEDICAL CENTER
POSITION DESCRIPTION**

Position Title	Occupational Therapist	Grade	
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Department	Rehabilitation Services	Exempt	
Immediate Supervisor	Rehabilitation Services Coordinator	Non-exempt	X
Supervisor next in line	Rehabilitation Services Director	Workweek	40

POSITION SUMMARY

Facilitates program development and provides occupational therapy services to include: organizes and conducts occupational therapy programs in various settings (in/out patient hospital, skilled nursing facility, home care, contract agencies as indicated); directs patient participation in selected tasks to restore, reinforce and enhance performance; facilitates the learning of skills/functions essential for adaptation and productivity; provides education & instructions to patients and those individuals involved in their routine care.

Continued employment and raises in this position are dependent upon Central Montana Medical Center's fiscal viability and:

- Actions and communications that contribute to a team concept and create a **positive** environment for **all** customers
- Acceptable performance of essential and all job duties
- Acceptable attendance record
- Accountability for safety to self, patients, visitors and all customers, and care of equipment and building
- Adherence to departmental and facility policies and procedures, education requirements, compliance monitoring and reporting, and CMMC Code of Conduct
- Accountability for the consequences of own actions
- Physical and emotional ability to perform essential functions
- Acceptable background investigation results if required for position

Minimum Education, Experience, Licensure, Certification required:

Bachelor's degree in Occupational Therapy.
Licensure in the State of Montana
CPR certification
Valid driver's license

ESSENTIAL FUNCTIONS/DUTIES:

(Must be able to perform with or without accommodation)

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| 1 | Evaluate patients and establish a written plan of treatment with short and long term goals. |
| 2 | Treat patient within established occupational therapy guidelines. |
| 3 | Keep appropriate and timely documentation records (daily logs, progress notes, discharge notes etc.) |
| 4 | Maintains established departmental policies and procedures, objectives, quality assurance program, safety, environmental and infection control standards. |
| 5 | Supervise Occupational Therapy Assistants (COTA) as required. |
| 6 | Maintain open lines of communication within department, between departments and with the physicians. |
| 7 | Conducts internal training programs for medical and nursing staff on OT techniques and objectives as required. |
| 8 | Consults with physicians and appropriate medical staff on patient's progress. |
| 9 | Provides adaptive equipment, splints, positioning with education/instruction for maximum performance. |
| 10 | Participates in hospital/medical staff committee meetings as required. Attends and serves on professional/civic service organizations as hospital representative as required. |
| 11 | Participates in ensuring the department operates within the established operating budget. |

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| 12 | Ensures the delivery of quality occupational therapy services for patients by identifying patient needs and developing quality OT programs. |
| 13 | Coordinates with other service areas to ensure proper patient care. |
| 14 | Enhances professional growth and development through participation in educational programs, current literature, workshops and inservices, etc. |
| 15 | Assists in training of occupational students and participates in promoting Occupational Therapy services in the community. |
| 16 | Completes other duties as assigned. |

Knowledge, Skills, Abilities:

Knowledge to be able to treat a wide variety of patients in an in-patient, out-patient, nursing home, home health, and school system setting.
Ability to adapt to fluctuations in work loads.
Skills to communicate and work effectively with patients, co-workers, visitors, families, physicians and the general public.

OCCUPATIONAL EXPOSURE for this position:

x	Category I	Direct contact with blood or other bodily fluid to which universal precautions apply
	Category II	Activity performed without blood/bodily fluids exposure, but exposure may occur in emergency
	Category III	Task/activity does not ordinarily entail predictable exposure to blood/bodily fluids

OTHER EXPOSURE for this position:

	Radiation	
	Noise	
	Other (Specify)	

PHYSICAL DEMANDS:

(Essential functions strength rating for position - see Job Analysis)

	Sedentary	Exert up to 10# occasionally or negligible force frequently
	Light	Exert up to 20# occasionally, < 10# frequently or negligible force constantly
X	Medium	Exert up to 50# occasionally, up to 25# or up to 10# constantly
	Heavy	Exert up to 100# occasionally, up to 50# frequently or up to 20# constantly
	Very Heavy	Exert > 100# occasionally, > 50# frequently or > 20# constantly

I HAVE READ AND UNDERSTAND THIS POSITION/JOB DESCRIPTION, AND HAVE BEEN PROVIDED THE OPPORTUNITY TO ASK QUESTIONS AND RECEIVE APPROPRIATE ANSWERS. I ALSO UNDERSTAND THAT REASSESSMENT OF ABILITIES TO MEET POSITION REQUIREMENTS MAY BE PERIODICALLY REEVALUATED.

Employee's Signature	Supervisor's Signature	Date