

Advanced Physical Therapy Centers

Job Description

Job Title: Occupational Therapist
Reports To: Clinic Director
FLSA Status: Salaried
EEO Job Category: 02
Prepared By: V.P. Administration
Date Revised: June 2012

SUMMARY

Evaluate and treat each patient relative to Occupational Therapy and make recommendations to physician or other allied health personnel for optimal treatment. Upon patient discharge, assist with discharge planning including referrals, family education, or home equipment use. Maintain quality control in both patient treatments and record keeping. Maintain good working relationship with inter-departmental personnel and physicians.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Maintain a high standard of safe patient treatment in accordance with departmental policies and treatment procedures as directed by the American Occupational Therapy Association
- Evaluate assigned patients to determine appropriate methods of rendering occupational therapy
- Develop therapeutic and rehabilitative treatment programs for patients based on evaluations. Use available equipment and appropriate modalities
- Instruct patients in ADL, joint protection, posture control, and other therapeutic procedures to be continued by the patient during and after therapy
- Assign specific treatment programs to assistants and aides, based on their capabilities and patient's needs and supervise accordingly
- Apply the use of orthotic fabrication/modification
- Instruct patient and document such instruction of home exercise programs
- Attend inter-departmental business or education meetings
- Complete records (including billing of services) to organizational standards
- Be an ambassador for Advanced Physical Therapy Center and Advanced Hand Rehab in the community in accordance with companies community initiatives
- Make presentations to small groups and meet with board certified hand surgeons to promote Advanced Hand Rehab
- Maintain contact with patient from evaluation through discharge to ensure that prescribed treatment is completed
- Maintain communication between Patient Representative and Receptionists to ensure patients are scheduled appropriately
- Monitor weekly stats to remedy/maintain established productivity levels
- Maintain work area in compliance with department standards
- Exercise due respect for patients, visitors and co-workers
- Other duties as assigned

EDUCATION/EXPERIENCE/LICENSURE

- Must hold Bachelor of Science degree in occupational therapy (O.T.) from an accredited institution
- Must hold current, unexpired license to practice occupational therapy in the state of Michigan

* The license must be provided to APTC for display

OTHER SKILLS AND ABILITIES

- Must be able to build rapport and gain trust from patients, co-workers, and board certified hand surgeons
- Must work well in teams and communicate effectively the needs of patients in his/her care
- Discretion and integrity are required as therapist works regularly with protected health information. Must operate within company policies/procedures regarding compliance with HIPPA
- Must be detail oriented as the therapist is responsible for the accuracy and completeness of patient charts according to company policy
- Possess ability to show empathy towards patient while finding effective ways to motivate and help reach functional goals
- Must be able to adequately navigate a computer in order to learn companies' electronic medical recordkeeping and exercise program

SUPERVISORY RESPONSIBILITIES (If applicable)

- Responsible for providing direction to assigned COTA(s), aides, exercise specialists, and massage therapists to ensure proper care and treatment is provided for his/her patients
- Conduct periodic observation of assistant's treatment to ensure safety and quality of care being given
- Review and ensure the accuracy of charting and billing is completed consistent with treatment and company policy/procedure

TYPICAL PHYSICAL DEMANDS

Must have ability to stand/walk for long periods of time up to 10 hours. Individual must be physically able to adequately support patients during exercises. Individual will be required to reach, bend, push, pull, manipulate, and hold therapeutic tools and affected patient body parts. Must be able to use fine and gross motor bilateral upper and lower extremities without restriction. Individual must be able to lift in the medium range of the U.S. Department of Labor Physical Demand Characteristics of Work: Occasionally lift up to 50lbs, Frequently lift up to 25lbs, Constantly up to 10lbs.

REPORTING RELATIONSHIPS

In questions of direct patient care/clinic operation the individual reports directly to Clinic Director, then V.P. Operations if necessary.

TYPICAL MENTAL DEMANDS

Individual is responsible for maintaining positive, productive relationships with all patients and co-workers. Individual is required to make critical decisions regarding patient care. Must possess sound decision making skills when treating patients if any signs of distress or signs of injury are present. Make decisions that maximize patient recovery while minimizing liability. Must be able to prioritize and practice good time management skills to complete all job duties in a timely manner.

WORKING CONDITIONS

Work inside under normal room temperatures; in adequate light; in a well ventilated, clean area. Work around others with low to moderate noise due to radio and normal conversation with patients. Work around exercise equipment and free weights. No unusual hazards or risks.

COMMENTS

Must be able to work flexible hours and take on additional responsibilities when asked. Must adhere to company policies regarding strict confidentiality

The above statements are intended to describe the general nature and level of work performed by people assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified. Management retains the right to add or to change the duties of the position at any time. Any qualifications to be considered an equivalent in lieu of stated minimums require prior approval of the Vice President of Administration.

Signature _____ Date _____

Copy to: Employee
File

Executive Approval: _____ (Date) _____

Print Name: _____

Initial _____