

POSITION DESCRIPTION

SECTION A: Position Identification POSITION TITLE: Occupational Therapy Assistant		CLASSIFICATION	
DEPARTMENT		DIVISION	
POSITION #	MANAGEMENT	EXCLUDED	BARGAINING UNIT

SECTION B: Reporting Structure

Your Supervisor's Title:

His/Her Supervisor's Title:

Other positions that report to your immediate supervisor:

SECTION C: Program/Functional Area

(Provide a brief description of the Program Area or Organizational Unit in which the position is located. This Section should include whether services are multi-site, multi-disciplinary, site, district, provincially or regionally focused; nature of population served, etc.)

SECTION D: Position Summary

The Occupational Therapy Assistant (OTA) participates in the provision of holistic, comprehensive care to meet the needs of patients/clients. As a member of the team, the Occupational Therapy Assistant participates in the overall plan of care by gathering information

and providing Occupational Therapy interventions and education under the supervision of and as assigned by the Occupational Therapist. The Occupational Therapy Assistant provides care in collaboration with the patient/client, family, care providers and other health team members throughout all stages of health and complexities of illness. The Occupational Therapy Assistant participates in the provision of safe, competent, patient/client and family centered, ethical care, ensuring the goals and needs of the patient/client are prioritized and individualized. The Occupational Therapy Assistant is responsible for specific, assigned occupational therapy services, matching with their training, skill, knowledge, and ability.

SECTION E: MAJOR RESPONSIBILITIES: (indicate approx % of time spent on each)

Direct Patient Care:

1. Carries out assigned activities/intervention as per the parameters set by the Occupational Therapist following professional standards of the discipline and evidence informed practice. Examples of interventions that may be assigned to the Occupational Therapy Assistant include, but are not limited to: education to patients/clients, families and caregivers; engagement in self care, leisure, and / or productivity occupations; functional, physical cognitive and sensory skills and activities; hand therapy programs; range of motion programs.
2. Follows the care plan set out by the Occupational Therapist, engages the patient/client in treatment on a one to one basis or in a group format as appropriate.
3. Orients the patient/client to the treatment area and prepares therapy rooms and assembles treatment supplies, such as assessment kits, equipment, etc.
4. Monitors patient/client responses and status during the application of assigned, specific occupational therapy interventions.
5. Suspends specific interventions if a patient/client has an adverse reaction or if the patient/client is at risk and consults with the Occupational Therapist.
6. Provides suggestions for change or modification to existing programs to the Occupational Therapist.
7. Incorporates individuality, autonomy and confidentiality of the patient/client when delivering occupational therapy activities and interventions.
8. Applies a patient/family centered approach to occupational therapy activities and interventions.

Data Gathering/Documentation:

1. Observes, monitors, and documents the patient's/client's performance and reports this information to the Occupational Therapist.
2. As assigned, gathers data/information from a variety of sources (e.g. patient, family, health record) using non standardized and/or standardized tools and reports this information to the Occupational Therapist.

3. Maintains an accurate account of care given through clear, concise, written and verbal communication and communicates and documents patient/client observations.
4. Administers specified outcome measures as assigned by the Occupational Therapist.
5. Completes workload measurement statistics.
6. Documents and reports observations of patients/client's performance and progress and communicating concerns and /or changes in condition to the Occupational Therapist in an efficient and timely manner.

Communication/Collaboration:

1. Incorporates appropriate therapeutic communication skills tailored to the individual client including acknowledging appropriate professional boundaries, when applying assigned occupational therapy activities and interventions.
2. Participates in collaborative team and patient/client care related activities. For example:
 - a) Scheduled rounds as well as ad hoc meetings to ensure timely flow and progression of the ongoing care and discharge.
 - b) Patient/client and family conferences.
 - c) Staff meetings and committees
 - d) Program planning, research, continuous quality improvement initiatives, staff education, safety initiatives, and accreditation.
3. Supports discharge planning and transitions across the health care continuum, ensuring the patient's/client's needs are met in the appropriate setting as directed by the Occupational Therapist.
4. Provides suggestions for change or modification to existing programs to the Occupational Therapist.
5. Establishes priorities for patient/client caseload management in consultation with the Occupational Therapist.

Material Resources/Equipment:

Contributes to the coordination of occupational therapy practice to ensure an effective patient/client and family-centered treatment environment, including but not limited to:

1. Procures, uses, maintains and monitors equipment, supplies and space to support occupational therapy services.
2. Gathers information about available resources in the health system or community to support patient/client care.

Education and Professional Development:

1. Participates in orientation of new employees and mentoring/preceptoring of new and existing employees as appropriate.
2. Acts as a mentor / preceptor for student clinical internships.

3. Participates in performance evaluation of self and others and works towards meeting knowledge gaps through professional development.

POSITION SPECIFICATIONS

SECTION F: MINIMUM FORMAL EDUCATION:

Graduation from an OTA Program recognized by the Canadian Association of Occupational Therapy

SECTION G: CERTIFICATION/REGISTRATION/DESIGNATION

N/A

SECTION H: SPECIAL KNOWLEDGE & SKILLS:

1. General knowledge of Occupational Therapy practice.
2. Specific knowledge of Occupational Therapy Assistant practice.
3. Demonstrated accountability and responsibility.
4. Strong patient/client focus and ability to build solid patient/client and practitioner relationships.
5. Demonstrated interprofessional collaboration and teamwork skills with the patient/client at the centre.
6. Commitment to continuous improvement and innovation.
7. Demonstrated leadership abilities.
8. Demonstrated planning, organization, and time management skills.
9. Commitment to promoting a culture that supports safety, ethical practices and organizational health.
10. Computer skills (e.g. workload measurement input, word processing, email, etc.).
11. Annual Cardio-pulmonary Resuscitation certification (BCLS) as appropriate.
12. Annual WHIMS certification.
13. Physical capabilities to perform the duties of the position.
14. Travel may be required.

SECTION I: NATURE AND AMOUNT OF EXPERIENCE:

Previous related experience preferred.

SECTION J: JUDGEMENT & INITIATIVE:

1. Articulates rationale for decisions.
2. Demonstrates ability to problem solve within the scope of employment.
3. Demonstrates ability to seek solutions through collaboration and consultation with the supervising Occupational Therapist.
4. Demonstrates ability to recognize changes in occupational performance, functional abilities and health care needs and report this information to the Occupational Therapist.
5. Consults with Occupational Therapist for issues beyond the Occupational Therapy Assistant's scope of employment and the individual's personal competence.
6. Seeks direction or assistance from other health care professionals as required.

SECTION K: TYPE AND LEVEL OF SUPERVISION EXERCISED:

Provides direction and acts as a mentor / preceptor for new Occupational Therapy Assistants, students and volunteers.

SECTION L: KEY RELATIONSHIPS:

1. Works collaboratively with the supervising Occupational Therapist(s) to ensure safe and efficient occupational therapy care.
2. Engages patient/client to build rapport and gain credibility and confidence to allow for effective care implementation and delivery of services to meet the assessed needs of the patient/client and expected outcomes.
3. Collaborates and communicates effectively with the patient/client, his/her support system, team members, internal/external and community resources to implement and maintain the plan of care and required services.
4. Demonstrates competencies in interprofessional practice including but not limited to:
 - a) Describing one's roles and responsibilities clearly and overlapping aspects of Occupational Therapy Assistant knowledge and skills with other health team members.
 - b) Recognizes and respects the role, responsibilities and competence of other health team members in relation to one's own.
 - c) Demonstrates respect and trust to ensure that collaborative relationships are fostered.

SECTION M: DEGREE OF RESPONSIBILITY FOR DECISIONS ON FINANCIAL, HUMAN AND MATERIAL RESOURCES:

Uses available physical, material and financial resources as required for safe, effective and efficient Occupational Therapy practice.

Contributes to safe and cost-effective Occupational Therapy practice including but not limited to:

1. Participates in cost-effective acquisition and use of physical resources.
2. Participates in inventory control, safe storage of materials and supply management.

SECTION N: PHYSICAL DEMAND:

This could include working in awkward positions; sitting; stretching/reaching; on feet for long periods, standing/walking; pulling/pushing; lifting more than 40 lbs; transferring patients/clients; crouching; and manual dexterity.

SECTION O: MENTAL & VISUAL DEMAND:

These include but are not limited to:

- Active listening
- Critical thinking
- Observation
- Providing training/instruction to patients/clients/students, families and caregivers
- Report writing and health record documentation
- Data entry/computer use
- Health Record review
- Making presentations
- Driving

SECTION P: WORKING ENVIRONMENT and UNAVOIDABLE HAZARDS:

Work may be located on inpatient units, in ambulatory areas, homes, schools, and community.

When care/service is provided in the homes, schools, daycares of patients/clients the work situation is unique in that:

1. Employees may be in the homes, schools, daycares of patients/clients where:
 - a) They may be unfamiliar with the physical layout of the space.
 - b) They are sometimes working in the presence of other family members, staff or visitors.
 - c) There may not be access to immediate assistance when emergencies occur.

- d) Contact with pets and wildlife may pose risk or injury.
 - e) The possibility exists of encountering individuals who are under the influence of alcohol or drugs.
 - f) There is the possibility of encountering individuals who are confused, disoriented or incompetent.
 - g) Employees may find themselves in unsafe working conditions, including space which is unsanitary or not structurally sound.
2. It may be necessary for the employee to travel to and from patients'/clients' homes, daycares, and schools in all types of weather conditions.

SECTION Q: SAFETY (patient, worker & workplace)

The incumbent will:

- 1. Contribute to a culture of patient/client safety.
- 2. Work in teams for patient/client safety.
- 3. Communicate effectively for patient/client safety.
- 4. Manage safety risks.
- 5. Optimize human and environmental factors.
- 6. Recognize, respond to and disclose adverse events.

(As per "The Safety Competencies: Enhancing Patient Safety Across Health Professions", Canadian Patient Safety Institute.)

Prepared by: _____ Date: _____

Signature

Name (Please Print)

Approved by: _____ Date: _____

Signature

Name (Please Print)

VP Approval: _____ Date: _____

Signature

Name (Please Print)