

MODEL OF CARE INITIATIVE IN NOVA SCOTIA (MOCINS)  
Standardized Role Profile

**Occupational Therapy Assistant – Acute Medical Inpatient Service**

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The following table identifies those role functions of the **Occupational Therapy Assistant (OTA)** that are expected to have a renewed emphasis and be optimized in the new Collaborative Care Model, as well as tasks that can be safely transferred out of the role, either to another role within the profession or to other members of the care team.

Occupational Therapy Assistant

Renewed Emphasis	Optimized	Transferred
<ul style="list-style-type: none"> <li>➤ Implementation of assigned service components of the occupational therapy plan with individuals, families and groups, under the direction of an Occupational Therapist and within the knowledge, skills and abilities of the assistant.</li> <li>➤ Collect information and report to the Occupational Therapist</li> <li>➤ Following up on equipment / supply quotes</li> <li>➤ Documentation of care provided</li> <li>➤ Setup of adaptive devices</li> <li>➤ Technical maintenance and technical supports related to adaptive equipment, e.g., walkers, wheelchairs, seating equipment, etc.</li> </ul>	<ul style="list-style-type: none"> <li>➤ Completes assigned data gathering elements using a range of tools (e.g., non standardized and/or standardized tools) to support the occupational therapy evaluation process</li> <li>➤ Observes, monitors, reports, and documents on client performance</li> <li>➤ Provision of Occupational Therapy Services ( e.g., data / information gathering, education, and intervention) in the most functionally relevant environment (e.g., community, home, school ) for the client</li> </ul>	<ul style="list-style-type: none"> <li>➤ Clerical duties: typing, copying, filing, appointment booking, faxing, etc.</li> <li>➤ Data entry / workload statistic input</li> <li>➤ Equipment maintenance and inventory</li> <li>➤ Organizing, gathering, and preparing clinical supplies, equipment, assessment kits, etc.</li> </ul>

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**Role Summary:**

The ***Occupational Therapy Assistant (OTA)*** is one of the collaborators in the Collaborative Care Model, participating in the provision of holistic, comprehensive care to meet the needs of clients.

As a member of the team, the *OTA* participates in the overall plan of care by gathering information and providing interventions and education under the supervision of and as delegated by the Occupational Therapist. The OTA is responsible for specific delegated occupational therapy services, matching with their training, skill, knowledge, and ability.

***Occupational Therapy Assistant's Key Responsibilities:***

**I. COMPETENT PRACTICE**

**Data Gathering and Communication:**

1. Carries out delegated data/ information gathering elements as per the parameters set by the occupational therapist.
2. The OTA observes, monitors, and documents the client's performance and reports this information to the Occupational Therapist
3. The OTA may gather data / information using non standardized and/or standardized tools. The OTA can not interpret the data / information.
4. Communicates data to the occupational therapist

**Planning:**

1. Documents and reports observations of patient's performance and progress by communicating concerns and /or changes in condition to the supervising Occupational Therapist; provides suggestions for change or modification to existing programs to the Occupational Therapist .

**Implementation:**

1. Carries out delegated interventions as per the parameters set by the occupational therapist. Examples of interventions that may be delegated to the OT assistant include, but are not limited to:
  - Engagement in self care, leisure, and / or productivity occupations
  - functional, physical and cognitive motor skills and activities
  - Hand therapy programs
  - Range of motion programs
  - Mobility Activities (e.g., transfers, bed mobility, wheelchair propulsion)

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- Sensory Activities
  - Pre-printing and printing skills
  - Developmental play
  - Setup and use assistive devices, such as wheelchairs, walkers and bath equipment
  - Education
2. Following the care plan setout by the Occupational Therapist, engages the client in treatment on a one to one basis or in a group format as appropriate.
  3. Following the care plan setout by the Occupational Therapist, carries out interventions in the medical surgical unit, or in other functional environments (e.g., home, school, community locations, work) relevant to the client
  4. Assists the occupational therapist in the preparation, fabrication, and/or application of custom or commercial splints, orthotics, slings, etc.
  5. Orients the client to the treatment area and prepares therapy rooms and assembles treatment supplies, such as assessment kits, equipment, toys, etc.
  6. Documents and reports observations of client's performance and progress by communicating concerns and /or changes in condition to the supervising therapist; provides suggestions for change or modification to existing programs to supervising therapist.