

UW HEALTH JOB DESCRIPTION

Occupational Therapy Assistant Per Diem Occupational Therapy Assistant

Job Code: 900007, 910006	FLSA Status: Non-Exempt	Mgt. Approval: S. Jones	Date: April 2024
Department: Rehab Therapy		HR Approval: J. Theisen	Date: April 2024

JOB SUMMARY

Under the direction of the team manager, the Occupational Therapy Assistant (OTA) provides occupational therapy services to optimize outcomes and the patient and family experience. Services are provided in compliance with federal, state, professional organization, Code of Ethics, and payor guidelines. Skilled patient intervention is provided under the supervision of the Occupational Therapist.

The OTA respectfully interacts with a wide variety of internal and external constituents, including (but are not limited to) team members, staff and physicians inside and outside the Department of Orthopedics and Rehabilitation, patients, families, vendors, and insurance representatives. Practice incorporates and emphasizes evidence-based practice and patient and family centered care.

Patients' clinical presentations are often moderately to highly complex requiring proactive and self-directed consultation with the supervising therapist, subject matter experts, program resources, and/or managers. General and direct supervision will be provided consistent with regulatory guidelines and the OTA's competency. Responsibility for collaboration with other staff is expected regularly.

Coverage to other inpatient and outpatient areas within the Department of Orthopedics and Rehabilitation is provided as necessary based on patient care needs. (This does not apply to those that work in Home Health.) Work schedules are determined to meet patient care needs and shifts may be required on weekends and holidays.

The OTA manages technical, environmental, and financial resources effectively. Under the direction of the team manager, the OTA may also be responsible for the direct clinical supervision of support staff.

MAJOR RESPONSIBILITIES

- 1. Performance Skills: Under the direction and supervision of the occupational therapist, the OTA may contribute to the evaluation process, implements appropriate patient interventions, and obtains accurate and relevant data related to the interventions provided. The OTA provides treatment interventions to patients that are safe, timely, effective, efficient, patient-centered, and equitable, in compliance with organizational policies and procedures.**
 - Provides effective therapeutic interventions that are patient centered.
 - Administers tests and measures accurately, following standardized criteria when applicable.
 - In accordance with patient needs, selects treatment with consideration of resource utilization, including space, time, people and equipment.
 - Identifies and provides appropriate strategies to educate patients so that environmental constraints, learning barriers, and cultural factors are addressed effectively.
 - Demonstrates effective visual, tactile, and auditory skills to aid with patient assessment/reassessment and intervention.
 - Identifies and utilizes communication that is appropriate and effective for the patient situation.
 - Facilitates patient responsibility for self-management.
 - Interventions take into account physical, behavioral, cognitive, and perceptual dysfunction
 - Identifies and initiates appropriate referrals to medical specialists, ancillary providers, etc as needed.
 - Appropriately collaborates with supervising occupational therapist regarding patient progression or change in patient status
 - Demonstrates competency with professional practice standards in treatment skills
 - Completes institutional and program-specific annual requirements.
- 2. Clinical Decision Making: Uses knowledge and principles of patient progression/response to identify when to progress or modify the treatment plan in collaboration with the supervising occupational therapist.**
 - Progresses treatment interventions effectively to meet patient goals.
 - Modifies selected tests, measures, or interventions either to progress the patient as directed by the

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occupational therapist or to meet patient care needs.

- Recognizes and incorporates safety procedures, precautions and contraindications in the delivery of therapy services.
- Uses multiple sources (i.e. patient factors, evidence-based practice, prior experience, colleagues) to guide selection of interventions.
- Identifies impairments and their influence on patient performance.
- Effectively contributes information and clinical insight to establish a therapy classification or diagnosis.
- Makes accurate predictions about patient outcomes.
- Contributes to establishing and/or modifying patient/family centered goals that accurately reflect anticipated patient outcomes.
- Contributes to establishing and/or modifying patient treatment plans based on patient status and progress towards goals.
- Is accountable and takes responsibility to identify and meet the needs of the patient. Seeks alternate strategies and/or other resources to make sure patient needs are met.
- *Recognizes when patient presentation is outside of skill level and seeks guidance from supervising occupational therapist.*

3. Interpersonal Abilities: Demonstrates respectful interactions with patients/clients, colleagues, and others.

- Establishes and maintains rapport with patients by recognizing others' values and adapting interactions to build trust.
- Advocates on behalf of patients to appropriate individuals and is aware of common patient needs for similar patient populations.
- Identifies cultural factors that may impact treatment and plan of care and identifies appropriate resources to meet cultural needs and maximize patient outcomes.
- Works cooperatively with co-workers demonstrating respect, trust, and support.
- Consults with or refers to other colleagues/disciplines to meet patient needs.
- Incorporates critical feedback from supervisor and colleagues, and works towards improving areas of weakness.
- Demonstrates mutual understanding and respect of the relationship between supervising occupational therapist and OTA.

4. Professional Behaviors: Acts professionally to all individuals and in all situations. Participates in organizational initiatives to improve patient care, practice, and institutional performance.

- Actively engaged in own professional development reflecting on opportunities for growth in collaboration with supervising occupational therapist and other resources.
- In adherence to the profession's Code of Ethics, uses ethical reasoning to make decisions based on objective principles and values.
- Participates in initiatives to improve organizational performance and communicates operational issues that impact clinical practice.
- Actively participates or provides feedback to a committee or task force that is focusing on improving clinical practice.
- Practices in ways that ensure patient care and administrative tasks are performed timely while remaining flexible with changes in schedule.
- Meets productivity expectations.
- Advocates for the profession internally and externally to UW Health.
- Written communication is timely, succinct, and meets all regulatory and hospital standards.
- Identifies when communication is necessary and directs communication at the right time in the right place to the right person using an appropriate medium.
- Listens actively; verbal and non-verbal communication is respectful, empathetic, and appropriate to individuals and groups.

5. Administration/Education/Outreach/Research: Participates in activities that extend beyond patient care, which may include administration, education, outreach, and research.

- Actively participates in student clinical education.
- Utilizes resources and seeks appropriate assistance to incorporate evidence based practice into clinical decision making.

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- Demonstrates a commitment to continued learning by attending continuing education, reviewing the literature, and seeking other resources.
- Identifies clinical questions. Locates and reviews relevant journal articles or other sources of evidence.
- Participates in other administration, outreach, and research activities based on department need.

ALL DUTIES AND REQUIREMENTS MUST BE PERFORMED CONSISTENT WITH THE UW HEALTH PERFORMANCE STANDARDS.

JOB REQUIREMENTS

Education	Minimum	Associate's Degree as an Occupational Therapy Assistant
	Preferred	
Work Experience	Minimum	
	Preferred	Professional experience as a Licensed Occupational Therapy Assistant. Home Health only: Home health therapy experience
Licenses & Certifications	Minimum	<ul style="list-style-type: none"> • State of Wisconsin licensure as an Occupational Therapy Assistant. • Basic Life Support (BLS) within three months of hire <p>Home Health Agency only:</p> <ul style="list-style-type: none"> • Valid Wisconsin driver's license and current auto insurance.
	Preferred	
Required Skills, Knowledge, and Abilities		<ul style="list-style-type: none"> • Familiarity with a variety of equipment, including computer software • Strong communication skills • Works cooperatively with co-workers demonstrating respect, trust, and support. • Demonstrates mutual understanding and respect of the relationship between supervising occupational therapist and OTA. • Establishes and maintains rapport with patients by recognizing others' values and adapting interactions to build trust. • Actively engaged in own professional development reflecting on opportunities for growth in collaboration with supervising occupational therapist and other resources. • Organization, time management, flexibility, and positive attitude • Makes decisions based on objective principles and values.

AGE SPECIFIC COMPETENCY (Clinical jobs only)

Identify age-specific competencies for direct and indirect patient care providers who regularly assess, manage and treat patients.

Instructions: Indicate the age groups of patients served either by direct or indirect patient care by checking the appropriate boxes below. Next,

<input checked="" type="checkbox"/>	Infants (Birth – 11 months)	<input checked="" type="checkbox"/>	Adolescent (13 – 19 years)
<input checked="" type="checkbox"/>	Toddlers (1 – 3 years)	<input checked="" type="checkbox"/>	Young Adult (20 – 40 years)
<input checked="" type="checkbox"/>	Preschool (4 – 5 years)	<input checked="" type="checkbox"/>	Middle Adult (41 – 65 years)
<input checked="" type="checkbox"/>	School Age (6 – 12 years)	<input checked="" type="checkbox"/>	Older Adult (Over 65 years)

JOB FUNCTIONS

Review the employee's job description and identify each essential function that is performed differently based on the age group of the patient.

PHYSICAL REQUIREMENTS

Indicate the appropriate physical requirements of this job in the course of a shift. *Note: reasonable accommodations may be made available for individuals with disabilities to perform the essential functions of this position.*

Physical Demand Level	Occasional Up to 33% of the time	Frequent 34%-66% of the time	Constant 67%-100% of the time
Sedentary: Ability to lift up to 10 pounds maximum and occasionally lifting and/or carrying such articles as docket, ledgers and small tools. Although a sedentary job is defined as one, which involves sitting, a certain amount of walking and standing is often necessary in carrying out job duties. Jobs are sedentary if walking and standing are required only occasionally and other sedentary criteria are met.	Up to 10#	Negligible	Negligible
Light: Ability to lift up to 20 pounds maximum with frequent lifting and/or carrying of objects weighing up to 10 pounds.	Up to 20#	Up to 10# or requires significant walking or	Negligible or constant push/pull of

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	Even though the weight lifted may only be a negligible amount, a job is in this category when it requires walking or standing to a significant degree.		standing, or requires pushing/pulling of arm/leg controls	items of negligible weight
X	Medium: Ability to lift up to 50 pounds maximum with frequent lifting/and or carrying objects weighing up to 25 pounds.	20-50#	10-25#	Negligible-10#
	Heavy: Ability to lift up to 100 pounds maximum with frequent lifting and/or carrying objects weighing up to 50 pounds.	50-100#	25-50#	10-20#
	Very Heavy: Ability to lift over 100 pounds with frequent lifting and/or carrying objects weighing over 50 pounds.	Over 100#	Over 50#	Over 20#
Other - list any other physical requirements or bona fide occupational qualifications not indicated above:		Additional requirements for home health agency staff only: <ul style="list-style-type: none"> • Must be able to travel in a vehicle up to 110 miles per day, visiting between 1-7 homes a day, to deliver personal care to patients. • Environmental status of patient homes and dwellings where care is delivered is variable and unpredictable. • Must be able to climb stairs and gain access to a variety of different dwellings to deliver care, in various inclement weather conditions including snow and ice. Must be able to type on a laptop computer keyboard for medical record data entry associated with each patient visit and related documentation.		

Note: The purpose of this document is to describe the general nature and level of work performed by personnel so classified; it is not intended to serve as an inclusive list of all responsibilities associated with this position.