

POSITION: Certified Occupational Therapy Assistant DATE: 03/2022

DEPARTMENT: Physical Therapy

Position Summary:

Works alongside the Hospital Staff, Rehabilitation team, and Occupational Therapist meeting the needs of the patients. Maintains patient records under the supervision of a licensed Occupational Therapist.

Position Accountabilities:

1. Under the supervision of the Occupational Therapist, the assistant will use the human and material resources, which are necessary to achieve quality patient care.
2. Will work with the Occupational Therapist in performing treatment in conjunction with the goals and plans established by the Occupational Therapist.
3. Provides high quality Occupational Therapy treatment to the patient directed from the Occupational Therapist's assessment and recommendations.
4. Assists in helping each patient reach his/her maximum performance so they might assume their rightful place in society while learning to live within the limits of their capabilities.
5. Perform quality patient care, in conformity with the Occupational Therapist's recommendation.
6. Maintains all records at the time of treatment and assists in reviewing records for QAPI and IPC/EC as needed.
7. Provides on-going assessment of the patient which in turn is given to the Occupational Therapist for determination of treatment changes.
8. Any other duties as assigned.

EASTERN OKLAHOMA MEDICAL CENTER
Position Description

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POSITION QUALIFICATIONS:

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| Minimum Education | Currently licensed in the state of Oklahoma. |
| Experience: | A graduate of an accredited COTA school program |
| Required Courses/Training | N/A |
| Certification/Registration | BLS Maintains required CEUs for PTCOTA licensure as mandated by the state of Oklahoma. |
| Skills | Must give evidence of being able to meet the physical and emotional demands of the job. |
| Physical Demands | Mostly standing, intermittent exertion in positioning, lifting, transferring patients, equipment, and supplies. |
| Working Conditions: | Generally pleasant environment. Prolonged standing and intermittent exertion when performing treatment. |

Health Care Professional Acknowledgement:

I have reviewed my job description and agree to perform all duties mentioned to the best of my ability. I understand my job duties may change as the needs of the department change. I further agree to notify my immediate supervisor, if I am unable to complete any of my job duties in a timely manner.

The employee is expected to adhere to all agency policies and to act as a role model in adherence to agency policies.

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities.

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I have read, understood and had the opportunity to ask questions regarding this position description.

Date

Employee Signature

Employee Printed Name