



Cherokee Indian Hospital Job Description

Job Title: Occupational Therapist I
Job Code: OT I
Department: Physical Therapy/Wound Care/Orthopedic Clinic
Division: Operations
Salary Level: Exempt 4
Reports to: Physical Therapy Department Manager
Last Revised: August 2023

Primary Function

Serves as an Occupational Therapist providing quality therapy for the treatment or prevention of physical disability or disease with special equipment and therapeutic use of activities of daily living. As an Occupational Therapist, incumbent participates in all aspects of the department including program planning, delivery of patient care, performance improvement and other duties as needed.

Job Duties and Responsibilities

- Practices the profession of Occupational Therapy as a licensed Occupational Therapist, requiring knowledge and application of concepts, principles and practice of evaluation, treatment and prevention of physical disability or disease.
- Responsible for a high degree of professional competence, skill and judgement in assessment, planning and carrying out the full range of treatment interventions, patient and family education and discharge planning for a variety of inpatient and outpatient conditions and situations. Treatment objectives are complex and procedures involve application of highly specialized skills and knowledge.
- May be required to carry a wound care caseload, requiring advanced knowledge in evaluation and treatment procedures based on wound etiology and best practices, requiring knowledge of advanced wound care products, and working in conjunction with department WOCNs. Will agree to be trained in this area if not proficient in required skills.
- Develops and coordinates team approach for complex clinical problems. Performs case management as needed by interfacing with Primary Care team or other referral sources.

- May function as a Clinical Instructor for educational programs, which include the training of Occupational Therapy and Occupational Therapy Assistant interns from affiliated university and community college programs.
- Provides in-service programs for PTs, OTs, Wound Care staff, medical staff, nursing staff, other agencies and the community.
- Maintains NC licensure standards and participates in Continuing Education which may be directed by departmental needs. Shares CE knowledge with fellow clinicians. Uses evidence based knowledge to drive clinical decision making, evaluation and treatments.
- Has or is developing a concentration in a specialty area of Occupational Therapy including but not limited to Certified Hand Therapist.
- Participates in monitoring quality of patient care rendered by the department, quality improvement programs and health promotion activities pertinent to Occupational Therapy, including CIHA hospital accreditation processes.
- May be required to participate in managing and/or planning activities for the department by assuming responsibility for completion of monthly statistics and forwarding them to the Manager of Physical Therapy/Wound Care/Orthopedics for review and report to Operations Executive Director, or be required to assume responsibility for managing the department in absence of the Manager or Supervising Therapist.
- Provides consultation to the medical and clinical staff on matters pertaining to occupational therapy and/or patient progress.
- Communication consistently reflects professionalism, persuasiveness and is based on best evidence.
- Represents Occupational Therapy regarding general program planning for patient care services with multi-disciplinary care teams or at rounds.
- Participates in clinical research efforts and specialty clinics as needed.
- Develops and maintains clinical processes and procedures under direction of the Department Manager in accordance with all applicable accrediting organizations and participates in applicable accreditation inspections.
- Maintains clinical processes and procedures, including accurate documentation of occupational therapy visits that facilitate reimbursement and meet compliance standards.
- Uses safe work practices that include following established policies and procedures for safety and infection control, following universal blood/body fluid precautions and reporting accidents/incidents promptly.
- Organizes and prioritizes work efficiently to maintain a high level of productivity without sacrificing quality.
- May be necessary to work when Administrative Leave is granted if patient care would be compromised.

Education / Experience

- Graduate from an accredited occupational therapy program or a certificate of graduation from an equivalent program of occupational therapy from an accredited college or university.

- Current North Carolina state Occupational Therapist license.
- Entry level Bachelor's Degree with 9 years of experience, or
- Entry level Master's Degree with 3-5 years of experience is preferred, or
- Entry level Doctorate with 3 years of experience is preferred.

Job Knowledge

- Professional and clinical knowledge of anatomy, physiology, kinesiology, neuro-anatomy, neuro-psychology, biomechanics, disease entities including causes, course of disease, symptoms and signs, treatment and prognosis.
- Knowledge of therapeutic programs in occupational therapy and how to devise them.
- Patient evaluation procedures and how to implement comprehensive patient treatment plans.
- Expertise in the development of various therapeutic activities and an understanding of the education processes in order to instruct occupational therapy patients and family members or caregivers.
- How to communicate and work effectively with others under varying conditions and situations.
- Knowledge of regulatory agencies, practices, policies, and procedures and ability to develop, assess and maintain documentation required by certifying/accrediting agencies.
- Knowledge of Privacy Act regulations and HIPPA regulations governing the confidential safeguarding and dissemination of medical information/records.
- Ability to become proficient in using the CIHA electronic health record

Complexity of Duties

Clinically, the work involves planning and carrying out a full range of occupational therapy and wound care treatments using a wide variety of therapeutic modalities and techniques specific to standard occupational therapy practice. A complex approach to clinical decision making is required while accounting for changes in patients' needs or status, change in rehabilitation programs, changes in coding or billing requirements, technological developments in therapy and evolution of knowledge in the broader medical fields.

Effective and precise communication and high quality customer service skills are needed to provide instruction, exchange information, gain assistance, and dispense data among patients and families, medical providers and other internal and external customers.

Supervision Received

The incumbent is under the direct supervision of the Physical Therapy/Wound Care Department Manager. The Supervisory Physical Therapist approves the incumbent's schedule. The incumbent will work an 8-hour shift Monday through Friday between the hours of 7:30 am and 6:00 pm predetermined by the incumbent and the supervisor. Rotation through on-call weekend and holiday schedules as outlined in the OT policies and procedures is required. The incumbent performs all assigned duties in accordance with defined hospital regulations, policies, and procedures in order to accomplish each identified unit objective, priority, and deadline. Performs independently in carrying out each

assignment, which requires individual initiative and judgment when interpreting a procedure relative to each established policy and objective. Consults with the supervisor on matters, that conflict with established regulations, policies, and procedures. The incumbent must be able to work with very little supervisory control.

Responsibility for Accuracy

A high degree of accuracy is required in performing basic procedures and in interpreting Occupational Therapy orders. Undetected errors could have minimal or extreme results in patient comfort and recovery. Review of work following established procedures, protocol, and quality audits will prevent most errors. Judgmental failures result in clinical services of poor quality, which affects service unit Occupational Therapy goals, and health status of individual patient.

Contact with Others

Has frequent contacts with coworkers, other health professionals, patients, and their families, where tact, courtesy, and diplomacy are required to maintain positive relationships. Such contacts are of an informal nature occurring in person, at routine meetings, or on the telephone. Requires sensitivity to others while dealing with patients and their families.

Incumbent participates in the training of Occupational Therapy students, facilitates/maintains working relationships with academic personnel and OT interns from affiliated programs. Works with volunteers.

Confidential Data

An above average degree of discretion is required, and adherence to HIPAA is mandated by Federal Law. Must adhere to all hospital and tribal confidentiality policies, procedures, and guidelines. Has access to all medical records and prescribed treatment plans for patients; all of which are confidential. Must maintain complete confidentiality of all administrative, medical, and personnel records, and all other pertinent information that comes to his/her attention or knowledge. Adheres to all tribal and federal guidelines, policies, and procedures for working with confidential data. Violations of such confidentiality shall be cause for adverse action including dismissal.

Mental / Visual / Physical

The incumbent exercises initiative and independent judgement to plan and provide patient care services. The work is considered moderately active and requires the ability to walk, sit, reach, bend, and lift while assisting patients with exercises, transfers and ambulation. Prolonged standing and walking are required as well as the ability to perform manual therapy. Fine motor skills are needed for wound care and orthotic production. Job duties can be mentally/emotionally stressful at times. Must have visual acuity, manual dexterity, and the ability to speak and hear. May occasionally move up to 50 pounds.

Environment

Involves various hospital settings including inpatient ward, recovery center, outpatient clinic, Emergency Department, and Primary Care. Occasionally, other care settings may

be used for comprehensive care, as needed. Involves the use of standard PPE including surgical mask, gloves, gowns and protective eyewear.

Customer Service

Consistently demonstrates superior customer service skills to patients/customers by demonstrating characteristics that align with CIHA's guiding principles and core values. Ensure excellent customer service is provided to all patients/customers by seeking out opportunities to be of service.