



## "Allied Services Division"

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As a **Salus Solutions** Occupational Therapist or Assistant, you are entrusted with the responsibility of caring for our residents, families, co-workers, visitors and all others. The primary purpose of your job position is to provide and direct occupational therapy services to residents, including assessment, treatment, program planning and implementation, related documentation, and communication. Functions under physician's orders. You are entrusted to provide innovative, responsible healthcare with the creation and implementation of new ideas and concepts that continually improve systems and processes to achieve superior results.

As Occupational Therapist or Assistant, you are delegated the administrative authority, responsibility, and accountability necessary for carrying out your assigned duties. Responsible for providing and directing occupational therapy services to residents, including assessment, treatment, program planning and implementation, related documentation, and communication. Functions under physician's orders. This job description does not list all the duties of the job. You may be asked by supervisors or managers to perform other duties. You will be evaluated in part based upon your performance of the tasks listed in this job description. The employer has the right to revise this job description at any time, for any reason.

Duties and Responsibilities include but are not limited to the following:

- Provides occupational therapy services to residents and initiates referrals when appropriate and in accordance with Occupational Therapy Department procedures.
- Develops treatment plans by identifying a problem list including short and long-term goals and methods to achieve identified goals.
- Supervises and directs COTA's in the implementation of the treatment plan, OTR only
- Reviews the quality and appropriateness of the total services delivered and of individual occupational therapy programs for effectiveness and efficiency, using predetermined criteria.
- Adheres to Occupational Therapy Department procedures regarding documentation of occupational therapy services.
- Records indirect time and billable treatment times according to Occupational Therapy Department procedures and submits weekly/monthly statistics to regional office.
- Perform other duties as assigned.

### Job Requirements

- Works beyond normal working hours, weekends and holidays and on other shifts/positions as necessary.
- Must possess a minimum of a Bachelor of Science in Occupational Therapy from an accredited program or Associate in Occupational Therapy for a COTA
- Must have completed the National Certification Examination for OTR or COTA.
- Must have a minimum of a state licensure or license eligible.
- Must be able to manage multiple tasks at one time.
- Must possess leadership and supervisory ability and the willingness to work harmoniously with other personnel.
- Must be able to push, pull, move, and/or lift a minimum of 25 pounds to a minimum height of 5 feet and be able to push, pull, move, and/or carry such weight a minimum distance of 50 feet.

Signature: \_\_\_\_\_  
Date: \_\_\_\_\_



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### Occupational Therapy – Self Assessment

Applicant Name \_\_\_\_\_

Level of Experience

0 – No Experience

1 – Limited

2 – Fair

3 – More than Average

4 – Proficient

#### General

#### Experience

##### Orthopedic

- |  |           |
|--|-----------|
| 1. Arthritis programs                        |           |
| a. Energy conservation                       | 0 1 2 3 4 |
| b. Joint protection                          | 0 1 2 3 4 |
| 2. Hand injury                               | 0 1 2 3 4 |
| 3. Hip fractures                             | 0 1 2 3 4 |
| 4. Mobilization techniques                   | 0 1 2 3 4 |
| 5. Therapeutic exercise                      | 0 1 2 3 4 |
| 6. Total hip/knee replacement                | 0 1 2 3 4 |
| 7. Total joint replacement/upper extremities | 0 1 2 3 4 |

##### Neurological

- |                              |           |
|------------------------------|-----------|
| 1. CVA                       |           |
| 2. Head trauma               | 0 1 2 3 4 |
| 3. Peripheral nerve injuries | 0 1 2 3 4 |
| 4. Spinal cord injury        |           |
| a. Adaptive equipment        | 0 1 2 3 4 |
| b. Functional splinting      | 0 1 2 3 4 |
| c. Wheelchair evaluation     | 0 1 2 3 4 |
| 5. Stroke rehabilitation     | 0 1 2 3 4 |

##### Psychiatric

- |                       |           |
|-----------------------|-----------|
| 1. Acute disorders    |           |
| 2. Chronic disorders  | 0 1 2 3 4 |
| 3. Community re-entry | 0 1 2 3 4 |

#### Cont.

#### Experience

##### Prosthetics/Orthotics/Functional Training

- |                                |           |
|--------------------------------|-----------|
| 1. Above knee prosthetics      |           |
| 2. Below knee prosthetics      | 0 1 2 3 4 |
| 3. Dynamic splints             | 0 1 2 3 4 |
| 4. Myofascial release (MFR)    | 0 1 2 3 4 |
| 5. Orthoplast                  | 0 1 2 3 4 |
| 6. Serial/inhibitory casting   | 0 1 2 3 4 |
| 7. Static splints              | 0 1 2 3 4 |
| 8. Upper extremity prosthetics | 0 1 2 3 4 |

##### Adaptive Equipment

- |                           |           |
|---------------------------|-----------|
| 1. Assessment             |           |
| 2. Fabrication            | 0 1 2 3 4 |
| 3. Functional activities  |           |
| a. ADLs                   | 0 1 2 3 4 |
| b. Home environment       | 0 1 2 3 4 |
| c. Pre-discharge planning | 0 1 2 3 4 |
| d. Splinting              | 0 1 2 3 4 |
| 4. Wheelchair             | 0 1 2 3 4 |

##### Vocational Training

- |                                   |           |
|-----------------------------------|-----------|
| 1. Cognitive assessment           |           |
| 2. Functional capacity evaluation | 0 1 2 3 4 |
| 3. Job task analysis              | 0 1 2 3 4 |
| 4. Perceptual assessment          | 0 1 2 3 4 |
| 5. Work hardening                 |           |



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4. Crisis intervention	0 1 2 3 4	a. BTE	0 1 2 3 4
5. Group treatment	0 1 2 3 4	b. Valpar	0 1 2 3 4
6. Standardized assessment tools	0 1 2 3 4		
7. Substance abuse	0 1 2 3 4		

### **Pediatrics**

1. Developmental testing	0 1 2 3 4
2. Discharge planning (referral & Resources)	0 1 2 3 4
3. Equipment assessment	
a. Activities of daily living	0 1 2 3 4
b. Wheelchair positioning	0 1 2 3 4
Device	
4. Neurodevelopmental testing	0 1 2 3 4
5. Orthotics	0 1 2 3 4
6. Sensory integrative testing	0 1 2 3 4
7. Visual perceptual skills testing	0 1 2 3 4

### **Modalities**

1. Biofeedback	0 1 2 3 4
2. Edema massage	0 1 2 3 4
3. Feeding techniques	0 1 2 3 4
4. Fluidotherapy	0 1 2 3 4
5. Muscle stimulation	0 1 2 3 4
6. Oral motor facilities	0 1 2 3 4
7. Paraffin bath	0 1 2 3 4
8. Therapeutic pool	0 1 2 3 4



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### AGE SPECIFIC PRACTICE CRITERIA

Please circle the age groups below for each area in which you have expertise.

Newborn/Neonate (birth – 30 days)

Infant (30 days – 1 year)

Toddler (1 – 3 years)

Preschooler (3 – 5 years)

School age Children (5 – 12 years)

Adolescents (12 – 18 years)

Young adults (18 – 39 years)

Middle adults (39 – 64)

Older adults (64+)

My experience is primarily in: \_\_\_\_\_

Practice area: \_\_\_\_\_ (Please indicate number of years.) \_\_\_\_\_