

UW HEALTH JOB DESCRIPTION

Lead Occupational Therapist – Clin, Lead Occupational Therapist – Adv

Job Code: 900037, 900038

FLSA Status: Non-Exempt

Mgt. Approval: K. Schick

Date: April 2024

Department: Emergency Medicine

HR Approval: D. Ripp

Date: April 2024

JOB SUMMARY

The Lead Occupational Therapist – Clin or Lead Occupational Therapist – Adv (Lead OT) supports an interprofessional team in occupational therapy and physical therapy. The Lead OT works in collaboration with patients and families; occupational therapy staff; the department leadership team (director, managers, and supervisors) and the interdisciplinary team (i.e., nurses, care coordinators, physicians, and advanced practice providers) to plan and support the care provided for patients and their families. The Lead OT applies their clinical knowledge to support day to day clinical operations, which includes coordination of patient care; patient prioritization; patient assignments; patient triage; patient discharge; staffing; and professional development. The Lead OT incumbent is a leader across interdisciplinary team and actively collaborates to support patient care.

The Lead OT engages actively and communicates routinely with the occupational therapy team as well as the interdisciplinary team to problem solve and leverage opportunities to enhance patient care; facilitate timely patient discharges; and support clinical staff. The Lead OT ensures compliance with standards of practice, state practice acts, and all regulatory requirements across the occupational therapy profession.

The Lead OT demonstrates leadership in improving organizational performance activities and actively works to apply and support initiatives that advance the acute care clinical practice environment. The Lead OT maintains clinical knowledge as an occupational therapist and assumes responsibility for the professional development of self, the occupational therapy, and students. The Lead OT also serves a role model and clinical resource to others.

MAJOR RESPONSIBILITIES

Technical Skill: Incumbent performs job demonstrating technical ability, understanding of job expectations, and compliance with organizational policies and procedures. The incumbent performs the following job responsibilities:

I. Collaboration

The Lead OT collaborates with patients and families, the interprofessional team in occupational therapy and physical therapy, and the larger interdisciplinary team across East Madison Hospital or American Family Children's Hospital to plan and support the care provided for patients and their families. The Lead OT provides direction and consultation to team members as needed and ensures compliance with standards of practice, state practice acts, and all regulatory requirements across the occupational therapy and physical therapy professions.

- A. Supports day to day clinical operations in occupational therapy and physical therapy including the coordination of patient care; patient prioritization; patient assignments; patient triage; patient discharge; staffing; and professional development.
- B. Initiates interdisciplinary collaboration to impact the outcomes of care provided.
- C. Communicates effectively with the interdisciplinary team to support patient care.
- D. Ensures that resources are allocated to meet patient demand.
- E. Coordinates relevant information regularly to support clinical operations.
- F. Participates actively in team and department initiatives to advance practice and patient/family centered care.
- G. Leads as a role model to others.
- H. Serves as a clinical resource to the occupational therapy and physical therapy team and the larger interdisciplinary team.

II. Clinical Practice/Quality of Care

The Lead OT provides direct patient care as an occupational therapist.

- A. Clinical Decision Making: Evaluates and re-evaluates patients/clients using knowledge of the principles and methods of patient/client assessment and on-going reassessment to develop and modify effective assessments and treatment plans.
 1. Uses available resources, including patient outcomes and past experiences, to guide patient/client assessment.
 2. Using multiple sources, comprehensively assesses patient/client factors that impact treatment plan and outcome.
 3. Selects appropriate assessment tests and measures to conduct patient/client assessment and re-assessment.
 4. Administers tests and measures accurately, following standardized criteria if applicable. Modifies tests and measures based on patient/client needs.
 5. Recognizes and incorporates precautions and contraindications for treatment.
 6. Identifies impairments and their influence on patient/client performance.
 7. Incorporates prioritized impairments to establish a therapy classification or therapy diagnosis that is specific to the patient/client.
 8. Makes accurate predictions about patient/client outcomes.
 9. With the patient/client and/or the patient/client's family input, establishes goals that reflect anticipated outcomes.

UW HEALTH JOB DESCRIPTION

10. Based on assessment and on-going reassessment, develops a treatment plan by selecting and modifying appropriate interventions.
11. In adherence to the profession's Code of Ethics, uses ethical reasoning to make decisions based on objective principles and values.
12. Is accountable and takes responsibility to identify and meet the needs of the patient/client. Seeks alternate strategies and/or other resources to make sure patient/client needs are met.

B. Performance Skills: Provides treatment interventions to patients/clients that are safe, timely, effective, efficient, patient-centered, and equitable, in compliance with organizational policies and procedures.

1. Demonstrates competency in treatment skills by completing institutional and program-specific competencies and consistently meets annual requirements.
2. Practices competently in accordance with professional practice standards and expectations.
3. Demonstrates effective visual, tactile, and auditory skills to aid with patient/client assessment/reassessment and intervention.
4. Provides effective therapeutic interventions that are patient centered.
5. In accordance with patient/client need, selects treatment with consideration of resource utilization, including space, time, people and equipment.
6. Identifies and provides appropriate strategies to educate patients so that environmental constraints, learning barriers, and cultural factors are addressed effectively.
7. Facilitates patient/client responsibility for self-care.
8. Progresses treatment interventions effectively.
9. Interventions take into account behavioral, cognitive, and perceptual dysfunction and appropriate referrals to specialists are made, if needed.
10. Delegates treatment to appropriate clinical staff and provides necessary supervision.

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

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

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

1. Participates in initiatives to improve organizational performance and actively provides feedback.
2. Proactively identifies and communicates operational issues that impact clinical practice.
3. Actively participates or provides feedback to a committee or task force that is focuses on improving clinical practice.
4. Practices in ways that ensure patient care and administrative tasks are performed timely.
5. Meets productivity expectations.
6. Advocates for the profession internally and externally to UW Health.
7. Written communication is timely, succinct, and meets all regulatory and hospital standards.
8. Communicates at the right time in the right place to the right person using an appropriate medium.
9. Listens actively; verbal and non-verbal communication is respectful, empathetic, and appropriate to individuals and groups.

III. Resource Utilization

The Lead OT ensures resources are optimized to support patient care and overall and clinical operations.

- A. Acts as a clinical and operational leader by supporting the effective management of clinical operations across occupational therapy.
- B. Incorporates standards of practice, clinical practice guidelines, and clinical protocols to optimize clinical effectiveness.
- C. Ensures resources support patient care needs.
- D. Identifies opportunities to integrate new equipment and/or technology to advance practice and support patient care.

IV. Evidence Based Practice

The Lead OT uses evidence-based practice to optimize patient care and improve practice.

- A. Identifies and implements organizational improvement activities using data/information to assess the level of improvement.
- B. Incorporates best available evidence to optimize patient care and improve practice.
- C. Serves a role model and clinical resource to others.
- D. Identifies recurring clinical practice issues and develops plans to address identified issues.
- E. Demonstrates knowledge of and incorporates research findings related to clinical specialty.

UW HEALTH JOB DESCRIPTION

V. Education

The Lead OT maintains advanced clinical knowledge as an occupational therapist and assumes responsibility for the professional development of self, the occupational therapy staff, and students.

- A. Serves as a clinical instructor annually and supports other clinical instructors in the department.
- B. Works directly with new employees to ensure that orientation occurs timely.
- C. Evaluates clinical competencies of other staff in the same discipline and ensures that competencies are completed appropriately across occupational therapy.
- D. Participates regularly in scholarly/clinical education opportunities (CE, grand rounds, research/publications, etc.).

All duties and requirements must be performed consistent with the UW Health Organizational Performance Standards.

JOB REQUIREMENTS

Education	Minimum	Baccalaureate degree in occupational therapy
	Preferred	Relevant graduate degree that supports clinical practice and/or leading others
Work Experience	Minimum	Three years of relevant Occupational Therapist experience
	Preferred	Five years of acute care practice at an academic medical center
Licenses & Certifications	Minimum	Licensed by the State of Wisconsin as an occupational therapist Basic Life Support (BLS) within three months of hire
	Preferred	Specialty certification in area of practice
Required Skills, Knowledge, and Abilities		<ul style="list-style-type: none"> • Knowledge regarding quality improvement and standards of care within practice area • Excellent communication skills including ability to provide constructive feedback and resolve conflicts

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. 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.	Up to 20#	Up to 10# or requires significant walking or standing, or requires pushing/pulling of arm/leg controls	Negligible or constant push/pull of items of negligible weight
<input checked="" type="checkbox"/> 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#

UW HEALTH JOB DESCRIPTION

	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:				

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.