

UW HEALTH JOB DESCRIPTION

Occupational Therapy Assistant - Sr

Job Code: 9723

FLSA Status: Non-Exempt

Mgt Approval: April 2024

HR Approval: D. Ripp April 2024

JOB SUMMARY

Under the direction of the team manager, the Senior 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. Therapy is provided to patients in various age groups. The functions of this position are in alignment with UW Health mission and values.

The senior assistant demonstrates advanced skill, leadership, accountability and initiative in the areas of clinical decision making, mentorship, and contribution to institutional, departmental, team/clinic or discipline initiatives. The senior assistant uses advanced skills to provide leadership to other OTAs and may be involved in other projects and lead activities.

Strong communication skills and a commitment to excellence are essential components of this position. The Senior 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 Senior OTA's competency. The Senior OTA will be expected to function with a high degree of autonomy for the majority of patient care situations. Responsibility for collaboration with other staff is expected regularly. The incumbent participates in the department's educational activities and continues development of self and the department's programs. Continuous professional development is expected.

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

The Senior OTA has regular access to and is expected to maintain the protected health information of patients in their care. Documentation is required and is in accordance with professional, regulatory and institutional guidelines.

MAJOR RESPONSIBILITIES

1. Performance Skills: Under the direction and supervision of the occupational therapist, the OTA may contribute to the evaluation process, implement appropriate patient interventions, and obtain accurate and relevant data related to the interventions provided. The *Senior* OTA provides treatment interventions to patients that are safe, timely, effective, efficient, patient-centered, and equitable, in compliance with organizational policies and procedures. *The Senior OTA actively and effectively mentors learners in all components of performance skills.*

- Provides effective therapeutic interventions that are patient centered.
- Administers *a diverse and wide array of* 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.

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- 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.
- *The senior OTA is sought out for their proficiency in performance skills and actively educates learners.*

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. *Actively and effectively mentors learners in all components of clinical decision making. The Senior OTA is able to make a comprehensive assessment of patient needs that spans the continuum of care.*

- *Intuitively and effectively adapts and prioritizes decision making*
- Progresses treatment interventions effectively to meet patient goals.
- Modifies selected tests, measures, or interventions either to progress the patient as directed by the 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 if the complexity of patient presentation is atypical and seeks focused guidance from supervising occupational therapist.*
- *The senior OTA is sought out for their expertise in clinical decision making and actively educates learners.*

3. Interpersonal Abilities: Demonstrates respectful interactions with patients and families, colleagues, and others. *Actively and effectively mentors learners in interpersonal skills.*

- 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.
- *Draws upon a variety of communication styles to most effectively interact with a broad range of cultural, social and behavioral presentations.*
- *Seeks out focused feedback from supervisor and colleagues, and incorporates into practice development.*
- Demonstrates mutual understanding and respect of the relationship between supervising occupational therapist and OTA.
- *Models interpersonal abilities to patients, colleagues and staff.*

4. Professional Behaviors: Acts professionally to all individuals and in all situations. Participates in

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organizational initiatives to improve patient care, practice, and institutional performance. *Actively and effectively mentors professional behaviors.*

- 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.
- *Identifies and offers solutions to improve organizational performance and operational issues that impact clinical practice.*
- *Actively participates in committees or task forces to improve organizational performance and/or clinical practice.*
- Practices in ways that ensure patient care and administrative tasks are performed timely while remaining flexible with changes in schedule.
- Meets or exceeds 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.

- *Serves as a student clinical instructor.*
- *Mentors in the area of student clinical supervision.*
- *Contributes to discipline, team or departmental clinical education programming.*
- *Shares newly acquired skills or knowledge with colleagues.*
- Demonstrates a commitment to lifelong learning by attending continuing education, reviewing the literature, and seeking other resources.
- Identifies clinical questions. Locates, reviews and *critically appraises* 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 ORGANIZATION'S PERFORMANCE STANDARDS.

REQUIRED QUALIFICATIONS

Education	Associate's Degree as an Occupational Therapy Assistant
Work Experience	Two (2) years OTA experience Preferred: Home Health only: Home health therapy experience preferred.
Licenses/Certifications	<ul style="list-style-type: none"> • State of Wisconsin licensure as an Occupational Therapy Assistant required. • 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.
Skills, Knowledge, and Abilities	<ul style="list-style-type: none"> • Familiarity with a variety of equipment, including computer software, is required. • Organization, time management, flexibility, and positive attitude are crucial to successful performance.

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
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	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
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#
List any other physical requirements or bona fide occupational qualifications:		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. 		