

UW HEALTH JOB DESCRIPTION

Occupational Therapy Clinical Educator

Job Code: 900029

FLSA Status: Non-Exempt

Mgt. Approval: K. Schick

Date: April 2024

Department: Department of Orthopedics and Rehabilitation

HR Approval: D. Ripp

Date: April 2024

JOB SUMMARY

Under the direction of the team manager, the Occupational Therapy Clinical Educator is an advanced position responsible for clinically leading other Occupational Therapists and Occupational Therapy Assistants within a designated patient population (adult or pediatric). The primary role is assuring the highest level of competency of clinical staff through facilitation of education, training and mentorship. This position is responsible for education regarding clinical practice guidelines, standards of care and documentation expectations, and has a role in selection and training of new hire Occupational Therapists. This position is additionally responsible for the oversight of the clinical components of academic student education. The Occupational Therapy Clinical Educator will be expected to provide direct patient service in various age groups as a component of this role.

Patient/client evaluation, consultation, and treatment are conducted using broad guidelines, requiring a high degree of autonomy and innovation in decision-making, including complex patient situations and problems. This individual incorporates evidence into clinical practice and takes an active role in organizational initiatives to improve patient care, practice, and institutional performance. The Lead Occupational Therapist practices in collaboration with other members of the health care team and demonstrates respectful interactions with patients/clients, colleagues, and others.

Coverage to other areas within the Department of Orthopedics and Rehabilitation is provided as necessary based on patient/client volume. Occasional work is required on weekends and holidays.

The Occupational Therapy Clinical Educator manages technical, environmental, and financial resources effectively, and is responsible for the supervision of clinical support staff.

Problems encountered are of a moderate or high level of difficulty and can usually be solved by referring to program resources, subject matter experts, and/or management. General supervision and direction will be provided. Consultation with other staff is expected regularly. The Lead Occupational Therapist works 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.

MAJOR RESPONSIBILITIES

- Serves as clinical resource, clinical mentor, and clinical educator
- Oversees application of clinical practice guidelines, consensus guidelines and standards of care
- Educates staff regarding documentation, billing or new clinical procedures
- Assists staff with plan of care development (provider continuity, treatment activities and frequency, OT management of high-risk diagnosis patients)
- Facilitates mentoring relationships in clinical specialties/subspecialties
- Documents billing audits and staff counseling/education
- Communicates on an ongoing basis with employees regarding performance expectations
- Leads clinical competency content development, assessment and training, including the development of training tools
- Identifies professional development/educational needs of the team and individuals; works with manager to develop and enact an educational plan.
- Facilitates staff growth on continuum from novice to expert
- Identifies and obtains resources needed for programs
- Assists manager with interview/hiring new staff
- Coordinates clinical aspects of new hire orientation
- Oversees OT academic student clinical education content
- Serves as resource for the selection and use of OT assessment tools, therapeutic equipment, and space utilization
- Oversees content for patient education resources
- Collaborates with manager regarding staffing assignments from clinical perspective
- Assists manager with staff communication

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ALL DUTIES AND REQUIREMENTS MUST BE PERFORMED CONSISTENT WITH THE UW HEALTH PERFORMANCE STANDARDS.

JOB REQUIREMENTS

Education	Minimum	Graduate of an accredited, entry-level degree program (Baccalaureate or higher) in Occupational Therapy
	Preferred	
Work Experience	Minimum	Minimum of three (3) years of professional experience
	Preferred	<ul style="list-style-type: none"> • Development of a clinical specialty practice area • Prior experience as an inpatient Advanced Clinician Occupational Therapist in the UW Health System
Licenses & Certifications	Minimum	<ul style="list-style-type: none"> • Licensure as an Occupational Therapist in the State of Wisconsin • Basic Life Support (BLS) within three months of hire
	Preferred	
Required 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. • Collaborates with peers while being open and approachable. • Qualities: leadership skills, integrity, accountable, flexibility, excellent communication, attention to detail, ability to prioritize and multitask, creative

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,

	Infants (Birth – 11 months)	<input checked="" type="checkbox"/>	Adolescent (13 – 19 years)
	Toddlers (1 – 3 years)	<input checked="" type="checkbox"/>	Young Adult (20 – 40 years)
	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 dockets, 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#
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#

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<p>List any other physical requirements or bona fide occupational qualifications:</p>	<ul style="list-style-type: none">• According to the US Department of Labor Dictionary of Occupational Titles (DOT), the strength requirement of an occupational therapist is medium. Medium is defined as exerting (to lift, carry, push, pull, or otherwise move objects) 20 to 50 pounds of force occasionally (1/3 of the time), and/or 10 to 20 pounds of force frequently (2/3 of the time), and/or up to 10 pounds of force constantly. Must have the ability to bend, lift, and assist with transfers. Must have adequate physical strength to assist with resistive activities. <p>Additional requirements for home health agency staff only:</p> <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.
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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.