



## JOB DESCRIPTION

**TITLE:** OT  
**DEPARTMENT:** Therapy Works  
**REPORTS TO:** Director of Therapy Works  
**FLSA:** Non-Exempt

### SUMMARY OF JOB:

Responsible for providing inpatient therapy to assigned patients.

### RESPONSIBILITIES:

Colorado West Healthcare System expects job performance to be consistent with its mission and believes that each Employee contributes to improve performance by continuously searching for ways to increase efficiencies and enhance fiscal performance and viability.

### ESSENTIAL DUTIES AND RESPONSIBILITIES:

(The following statements are illustrative of the essential functions of the job and do not include other non-essential or marginal duties that may be required. Community Hospital reserves the right to modify or change the duties or essential functions of this job at any time. All responsibilities may not be performed by all incumbents.)

1. Coordinates and directs patient care services to patients of all ages to ensure that patient needs are met. Services include patient evaluation/ assessment, establishing and implementing a plan of care, assessing effectiveness of and modifying treatment to ensure goal achievement, and educating patients/caregivers.
  - a. Interacts professionally with the patient and/or family/caregiver and involves them in the formation of the plan of care.
  - b. Demonstrates the ability to apply therapeutic principles and practices based on current evidence and knowledge, appropriate clinical judgment, and patient preference.
  - c. Adapts the delivery of services with consideration for patients' differences, values, preferences, and needs.
  - d. Delegates and supervises patient care appropriately to the Physical Therapist Assistant, monitoring progress and modifying the treatment plan, as indicated.
  - d. Practices in a safe manner that minimizes the risk to patient, self, and others
2. Produces quality documentation in a timely manner to support provision of care, according to current standards that are based on professional association and regulatory guidelines.
3. Collects and analyzes data from selected outcome measures to monitor patient progress and the benefit of interventions.
4. Communicates appropriately and clearly to physicians, staff, and hospital leadership.

5. Demonstrates an understanding of treatment costs and financial support as they relate to quality and efficiency, including budgeting, staffing, billing/coding, and procedural planning tasks.
  - a. Submits appropriate, accurate, and timely billing and coding information for services rendered.
6. Participates in ongoing professional development to maintain a level of clinical practice consistent with best practice standards. This includes seeking opportunities to gain new knowledge and skills and utilizing these newly acquired skills in the provision of care and for growth and development of the department and hospital.
  - a. Critically assesses self to improve clinical and professional performance
7. Contributes to departmental, hospital, and community activities that promote department operations and program development for Community Hospital.
  - a. Is an advocate for the physical therapy profession.
  - b. Educates others (patients, caregivers, staff, students, other health care providers, business and industry representative, Community Health Partners) using relevant and effective teaching methods.
8. Performs other duties as assigned to support the overall effectiveness of the department and the organization.

**QUALIFICATIONS:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**EDUCATION and/or EXPERIENCE:**

Requires current, unrestricted certification as an Occupational Therapist by the National Board for Certification in Occupational Therapy (NBCOT).

OR

equivalent combination of education and experience.

**SPECIAL SKILLS:**

10-key (by touch)

**CERTIFICATES/LICENSES:**

Current BCLS

**LANGUAGE SKILLS:**

Must be able to speak, read and write English. Ability to read and interpret documents such as physician orders, medical charts, safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to effectively present information in one-on-one and small group situations to supervisors, patients, patient's family and other employees of organization. Able to work in a team-oriented environment.

**MATHEMATICAL SKILLS:**

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent.

**REASONING ABILITY:**

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

**INTERPERSONAL SKILLS:**

Demonstrates exceptional customer service skills using the “Whatever It Takes” philosophy; builds relationships and proactively respects others. Requires adaptability with regular interpersonal contact.

**DECISION MAKING ABILITY:**

Work limited by standards and procedures. Adapts to recurring operational situations using formal and informal channels. Unusual situations are reviewed with a manager.

**ANALYTICAL ABILITY:**

Apply basic business or technical principles to routine and moderately complex problems. Concentrates and pays close attention to detail.

**COMPUTER SKILLS:**

To perform this job successfully, an individual should be computer-literate and have working knowledge of Microsoft Office applications.

**PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit; have manual dexterity; handle or feel; talk and hear. The employee is occasionally required to stand; walk; reach with hands and arms; climb or balance; and stoop, kneel, crouch, or crawl. The employee must regularly lift and/or move up to 20 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

**WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally exposed to moving mechanical parts, risk of electrical shock, exposure to infectious diseases, and transmission of airborne disease. The noise level in the work environment is usually moderate.

**GENERAL COMPLIANCE REQUIREMENTS FOR ALL EMPLOYEES:**

Attends annual compliance and privacy training.

Responsible for complying with all federal, state and local rules and regulations.

Must comply with the Code of Conduct Guide.

Reports any observation of fraud, waste, abuse, and/or privacy violations to HR or CCO.

Reports any conflict of interest or relationship immediately.

**HIPAA:**

Ensures and adheres to strict confidentiality when handling patient information, according to the HIPAA Privacy Act and hospital policy and procedure regarding confidentiality. Complies with all hospital information security practices.

Has knowledge of and adheres to all compliance regulations, policies and procedures.

**UNRESTRICTED ACCESS – A workforce member with unrestricted access will have full access to protected health information, including a patient’s entire record, for accomplishing intended purposes.**

**Final Section** I understand that my employment is for an indefinite period of time and that his facility can change wages, benefits, and conditions of employment at any time.

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Employee Name & Signature

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Date

\_\_\_\_\_  
Supervisor Name & Signature

\_\_\_\_\_  
Date