



HUMAN RESOURCES POLICY & PROCEDURE

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POLICY STATEMENT

Park Place Seniors Living will have standardized position descriptions for all workers based on relevant standards of practice &/or provincially-mandated expectations and PPSL policy.

PURPOSE

To provide standardized, specific expectations and role description of every staff member’s role and responsibilities.

PROCEDURE

DEPARTMENT: Rehabilitation Services

JOB TITLE: Occupational Therapist

REPORTS TO: Administrator

JOB SUMMARY

Responsible for the provision of occupational therapy services, performs administrative functions for the operation of the department, provides individual treatments to residents and acts as a consultant to other members of the interdisciplinary team.

Works in collaboration with the Therapy Lead in the coordination and implementation of programs. Organizes equipment needed for residents.

Must comply with the Practice Standards for Occupational Therapists established by the Alberta College of Occupational Therapists.

TYPICAL DUTIES AND RESPONSIBILITIES:

- Initial assessment (including Morse Falls Scale and charting) of all residents admitted to care center as soon as possible.
- Collaborates with Recreation Therapy Director in the development and coordination of programs, where appropriate
- Active member with resident wound interventions
- Performs other related duties as required

Documentation

- Coordinates and participates in MDS data entry by communicating and observing the resident, communicating with direct care staff, interdisciplinary health professionals, and family.
- Records complete, accurate and relevant data for every Resident according to the Care Centre’ charting protocol.

Communication Expectations for Leadership Roles:

- Escalate information to Site Leader/Director of Care:
 - Family complaints
 - Staff concerns brought forward by staff



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- Staff concerns brought forward by others
- Staff concerns observed
- Anything out of the day to day routine
- General Communication Protocol
 - All financial considerations will require communication with site leader or designate in absence
 - When decisions are a result of discussions with other leads than discussion about the decision needs to occur with appropriate individuals before that decisions is changed: i.e. modified duties determined for staff – they should not have been changed without a discussion
 - Follow up communication – if colleague/lead requests something to be looked into than advise them of the results (out of the ordinary)

HEALTH AND SAFETY RESPONSIBILITIES:

- Promotion of Health and Safety Awareness
- Establishment of safe work practices.
- Instruction of Occupational Health and Safety Policies and procedures.
- Inspection of hazards.
- Correction of unsafe practices.
- Correction of unsafe conditions.
- Investigation of all accidents.
- Proper maintenance of equipment.
- Compliance with all regulations.
- Completion of performance appraisals.
- Assistance to employees.
- Set a good example.

Education and Training

- Graduate of an approved school of occupational therapy.

Professional Designations and Affiliations

- Active membership with the Alberta College of Occupational Therapists.
- Do not have to be members of ACOT to practice



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Health and Safety Risks - Environment

Refer to Job Task Analysis

- Physical: Strain on shoulder, neck, and back, eye strain/injury, electrical shock
- Environmental: Draft, dust exposure, working alone situation, using equipment with moving parts
- Chemical: Cleaning and disinfectants
- Biological: Exposure to communicable diseases, i.e. colds, influenza, GI.
- Radiation: Minimal
- High Risk Element: Ergonomics and psychological related to resident exercise programs and interaction with residents

Prior Experience:

Minimum two (2) years experience as an Occupational Therapist, preferably in a health care facility. Administration experience preferred. Experience in geriatrics preferred.

Physical Demand Analysis:

Extensive standing, walking, bending, lifting, and stooping. In an average day the employee spends approximately 5 to 7 1/2 hours walking and standing. Lifts a maximum of 50lbs., frequently lifting and/or carrying of 20lbs. Must be able to manage stressful work situations with dexterity.

Special Job Characteristics:

- Must demonstrate excellent verbal and written and interpersonal skills.
- Must work well as a member of an interdisciplinary team.
- Must have good coping skills to deal with a demanding workload.

Personal Attributes:

- Must be enthusiastic and adaptable to varying situations and priorities.
- Must be eager and willing to learn and accept new responsibilities.
- Must demonstrate calm and patience when working and assessing the residents.
- Ability to analyse situations, recognise and solve problems, effectively communicate and supervise.
- Must display initiative in program planning.

Equipment Used:

Computer, photocopier, and facsimile.

The above statements are intended to describe the general nature and level of work being performed by members assigned to this classification. The is not intended to be construed as an exhaustive list of all responsibilities, duties – skills required of personnel so classified.