

1JOB DESCRIPTION

POSITION TITLE:

DIRECTOR OF OCCUPATIONAL THERAPY

STATEMENT OF PURPOSE:

The Director of Occupational Therapy reports directly to the Director of Rehabilitation Services for the operation of the Occupational Therapy department. They are responsible to the referring practitioner for patient care issues. Adheres to the Mission and Values of PMC.

MAJOR TASKS, DUTIES AND RESPONSIBILITIES:

Communicates with the referring physician and other professionals regarding patient's treatment program.

Performs initial patient evaluations and evaluates response to treatment interventions.

Administers treatments directed toward developing, improving, sustaining and restoring sensory motor, neuromuscular, emotional, cognitive or psychosocial performance components.

Administers treatments that contribute to optimal occupational performance including self care, daily living skills essential for productivity; functional communication and mobility; positioning; social integration; cognitive mechanisms; enhancing play and leisure skills.

Designs, provides and trains relative to the use of assistive technology, devices, orthotics, prosthetics, or environmental adaptations in accordance for loss of occupational performance.

Understands and follows the regulatory statutes and rules pertaining to the practice of Occupational Therapy.

Understands and follows reimbursement guidelines of fiscal intermediaries of the patients served.

Educates patients, family and staff as appropriate.

Maintains educational requirements for self to meet state licensing requirements. Completes BLS certification / recertification per PMC policy. Completes annual review of PMC learning modules.

Assists the Director of Rehab Services with the budget process.

Develops and manages facility wide ergonomic program that includes departments / workstation inspections and assessment.

Provides inservice training related to ergonomic issues to PMC staff and at New Employee Orientation.

Maintains progress notes and treatment plans on patients treatment or referral to O.T.

Attends Care Conferences giving appropriate suggestions relating to O.T.

Supervision and management of O.T. personnel.

Establishes policy and procedures for O.T. Department.

Maintain supplies and equipment.

Develops and implements departmental QI / Peer Review plan.

Supervises students within O.T. department.

Develops budget for O.T. department.

Assists in recruitment of O.T. staff.

Assists with other duties as assigned.

THE ABOVE STATEMENTS REFLECT THE GENERAL DETAILS CONSIDERED NECESSARY TO DESCRIBE THE PRINCIPLE FUNCTION OF THE JOB AS IDENTIFIED, AND SHALL NOT BE CONSIDERED AS A DETAILED DESCRIPTION OF ALL WORK REQUIREMENTS THAT MAY BE INHERENT IN THE POSITION. QUALIFICATIONS:

Must be licensed to practice Occupational Therapy in the State of North Dakota. Mental and physical health sufficient to meet the demands of the position. Membership in the AOTA and NDOTA is encouraged.