

 Oroville Hospital Job Description for Occupational Therapy Supervisor	Department:	Rehabilitation Services
	Dept.#:	7790
	Last Updated:	2/05/09

Reports To

Director of Rehabilitation Services

Job Summary

The Occupational Therapy Supervisor is responsible for the supervision of all discipline-specific staff, responsible for interviewing and training employees, appraises performance, addresses complains and resolves problems within his/her discipline and ensures appropriate staffing/scheduling when assigned by Director of Rehabilitation. Participates in O.T. Department Quality Assurance activities, program Development, and provides quality Occupational Therapy treatments to patients.

Duties

1. Directs and supervises the activities performed by the Occupational therapy Department staff, including Occupational Therapists, Occupational Therapy Assistants, Occupational Therapy Aides, Occupational Therapy certification applicants and Occupational Therapy students as mandated by CBOT and AOTA
2. Observes and evaluates treatment effects. Recommends change to physician, if needed
3. Performs an appropriate assessment on each patient, as related to the therapy requested and provided and reassessments, as per policy. This includes neonate, pediatric, adolescent and geriatric patients and the general patient population
4. Formulates a teaching plan based on identified learning needs and evaluates effectiveness of learning; family is included in teaching, as appropriate
5. Demonstrates knowledge and proficiency of occupational therapy modalities
6. Treats patients and their families with respect and dignity. Identifies and addresses psychosocial needs of patients and family
7. Manages and operates equipment safely and correctly. Maintains department cleanliness and safety
8. Interacts professionally with patient/family and involves patient/family in the formation of the plan and care
9. Communicates appropriately and clearly to physicians, staff and administrative team
10. Coordinates and directs patient care to ensure patients' needs are met and hospital policy is followed
11. Maintains records pertinent to the personnel and operation of the department

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12. Demonstrates an ability to be flexible, organized and function under stressful situations
13. Maintains a good working relationship both within the department and with other departments
14. Consults other departments, as appropriate, to collaborate in patient care and performance improvement activities
15. Meets current documentation standards and policies
16. Coordinates and participates in educational staff performance improvement in-services. Assists with orientation and in-service training for department staff members. Participates in guidance and educational programs
17. Contributes to evaluation of O.T. department staff along with Director, which may include interviewing, hiring, evaluating and termination
18. Coordinates, delegates and supervises responsibilities assigned to supportive staff (Occupational Therapy Assistants, Occupational Therapy Aides, etc.) as mandated by AOTA and CBOT
19. Assists in evaluating department performance versus budget controls and takes appropriate action to remain within budget guidelines
20. Ensures that patient charges are accurate and entered on a timely basis and enters total hours worked and units charged on daily log at the end of the month
21. Participates in infection control, departmental equipment training and organizational safety and fire safety programs

Qualifications

1. Graduation from a baccalaureate degree program in occupational therapy or a M.S. certificate accredited by the Accreditation Council for Occupational Therapy Education
2. California License current or eligible
3. Current CPR/BLS

Lifting Requirements

Medium; is considered generally lifting not more than 50 lbs. maximum with frequent lifting and /or carrying of objects weighing up to 25 lbs.