



## POSITION DESCRIPTION

### Certified Occupational Therapy Assistant/COTA

**POSITION SUMMARY:**

To facilitate the development, maintenance and expression of age appropriate occupational therapy care to individuals with physical, mental, social or emotional limitations. The therapeutic process involves assessment, implementation and evaluation of goal directed occupational therapy services focusing on treatment and education based on individual assessment.

<b>POSITION DESCRIPTION – Certified Occupational Therapy Assistant/COTA</b>	
<b>STANDARD</b>	
<b>Environment of Care: Demonstrates knowledge and practice of:</b>	
1.	<b>Safety</b> - Department specific and hospital wide safety risks
2.	<b>Security</b> – Processes for minimizing security risks
3.	<b>Haz Mat/Waste</b> - Procedures for spills/MSDS
4.	<b>Emergency Preparedness</b> – Role in emergency codes
5.	<b>Fire Safety</b> – Role/response in Code Red actual/drill
6.	<b>Med Equipment</b> – Safe operation of equipment (see specific list) user error education
7.	<b>Utility Systems</b> – Emergency procedures for utility failures
<b>Infection Control: Demonstrates knowledge and practice of:</b>	
8.	Department specific policies and procedures
9.	Hospital-wide policies and procedures
10.	Location/use of personal protective equipment
11.	CDC Hand Washing Guidelines
<b>Performance Improvement: Demonstrates knowledge of:</b>	
12.	Hospital-wide approach to Performance Improvement
13.	How department is involved in hospital-wide PI program
<b>Patient Rights: Demonstrates knowledge and practice of:</b>	
14.	Patient Rights and Responsibilities
15.	Confidentiality Policy – HIPAA
16.	Ethical Issue Resolution
17.	Organizational Ethics Policy
18.	Restraint Policy & procedure, alternatives to restraints
<b>Risk Management: Demonstrates knowledge and practice of:</b>	
19.	Occurrence Reporting
20.	Identify and report a sentinel event
21.	Sexual Abuse/Allegation Reporting
22.	Root Cause Analysis/FEMA
<b>Certifications</b>	
23.	BLS card <span style="float: right;">Exp date:</span>
24.	Certified Occupational Therapy Assistant <span style="float: right;">Exp date:</span>
<b>Patient Safety</b>	
25.	Non-punitive medical/healthcare reporting
26.	National patient safety goals <ul style="list-style-type: none"> <li>▪ Accuracy of patient identification using patient’s name and birth date</li> </ul>
27.	Fall prevention measures – bed alarms, side rails, use of family members
28.	Interdisciplinary collaborative team approach to patient care planning

**STANDARD**

- 29. Safe use of adaptive devices as directed by Occupational Therapist
- 30. Sentinel events alert
  - Nosocomial infections
  - Bed rail safety/risk of entrapment
  - Restraints
  - Inpatient suicide
  - Infant abduction

**Department Core Competencies**

- 31. Identifies cultural and religious needs, language barriers, physical and psychological limitations
- 32. Conducts expressive therapy assessment and develops appropriate occupational therapy plan of care for patient
- 33. Reports relevant patient findings to immediate supervisor
- 34. Observes and reports patient responses to pain management plan to the nurse for intervention
- 35. Conducts age appropriate occupational therapy groups focused on enhancing functional ability
- 36. Set priorities and deals effectively in emergency situations
- 37. Demonstrates accountability/responsibility for completion of assignments in a timely manner
- 38. Provides appropriate patient education and training in care and use of assistive devices, recreation and leisure activities, resources in an understandable age appropriate manner to patients
- 39. Assess, collaborate and coordinate discharge planning needs and readiness for discharge
- 40. Communicates in a timely and accurate manner concerning significant changes in patient status and response to treatment
- 41. Works well with other team members to ensure adequate staff coverage for planned activities
- 42. Transfers the patients demonstrating good body mechanics, safely supporting the patient and correctly judges how much assistance is needed
- 43. Reports sign and symptoms of abuse/neglect/exploitation
- 44. Demonstrates safe use of adaptive devices used in occupational therapy

**Age Specific Competencies**

- 45. Uses age appropriate communication skills
- 46. Identifies, initiate and report age specific safety issues – provides assistance
- 47. Provides age specific teaching with recommendations to enhance functional status
- 48. Demonstrates ability to assist with age specific data collection for occupational therapy assessments
- 49. Provides age specific occupational therapy groups based on OT's assessment with a focus on improving functional status
- 50. Demonstrates appropriate adaptive devices for size and age based on OT's assessment
- 51. Appropriately interprets patient responses to occupational goals

**Service Standards**

- 52. Is proactive. Anticipates and responds to patient/physician/family members/coworkers needs. Demonstrates an energetic and positive approach to work. Is sensitive to customer's physical, social and cultural needs.
- 53. Demonstrates accountability and commitment to coworkers. Is a dependable member of the team and addresses issues in a timely manner.
- 54. Demonstrates sense of ownership. Pays attention to details of job, ensures all mandatory obligations are met.
- 55. Gives all customers their full attention and treats them with dignity, respect and understanding.
- 56. Presents a clean, professional, well groomed image. Wears name badge, adheres to uniform policy.
- 57. Safeguards patient confidentiality in all forms of communication.
- 58. Works effectively with others toward achieving common goals including morale and teamwork.
- 59. Interacts compassionately and in a timely manner with all customers.

**Equipment – Demonstrate Safe and Effective Use**

- 60. Computer/printer
- 61. Copier
- 62. Fax machine
- 63. Panic buttons
- 64. Nurse call system
- 65. Video cameras and monitors
- 66. Locking restraints
- 67. Gait belt
- 68. Arjo equipment
- 69. Security systems

## POSITION (MINIMUM) REQUIREMENT CHECKLIST

Position Title: Certified Occupational Therapy Assistant/COTA

Department: Patient Care Services

### EDUCATION

- Less than high school
- High school or GED
- Vocational/Technical
  - 2 year/Associates Degree
- 4 year/Bachelor's Degree
- Post Graduate Degree
  - License/Certification – Certified Occupational Therapy Asst for State of practice
  - Knowledge of state, federal, JCAHO regulations
  - Medical terminology
  - Knowledge of specialty equipment

### EXPERIENCE

- One year acute care hospital experience
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### SKILLS

- Organizational
- Verbal/Follow verbal instructions
- Interpersonal
- Customer Relations
- Mathematical
- Analytical
- Grammar/Spelling
- Read/Comprehend/Follow written instructions
- Transcription
- BLS
- ACLS
- Computer
- Management/Planning Skills

### PRE-PLACEMENT TESTING

- Minimum score of on Clerical test
- Minimum typing of wpm
- Minimum score of 84 on PCT test
- Minimum score of 84 on US test
- Minimum score of 84 on MT test
- Minimum score of 100 on Filing test
- Minimum score of 84 on Nursing medication test

### AGE OF PATIENTS SERVED (For Nursing/Patient Care Positions)

- Neonate/Infant (birth - 1 yr)
- Child/Ped. (1 - 12 yrs)
- Adolescence (13 - 18 yrs)
- Adult (19 - 65 yrs)
- Geriatric (66 + yrs)

### MENTAL AND EMOTIONAL REQUIREMENTS

- Manage stress appropriately
- Make decisions under pressure
- Manage anger/fear/hostility/violence of others appropriately
- Handle multiple priorities
- Work alone
- Work in areas that are confined and/or crowded
- Concentration to detail
- Memory for detail

### HAZARDS

- Exposure to toxic/caustic/chemicals/detergents
- Exposure to extreme conditions, hot/cold
- Exposure to dust/fumes/gases
- Exposure to moving mechanical parts
- Exposure to potential electrical shock
- Exposure to x-ray/electromagnetic energy
- Exposure to high pitched noises
- Exposure to communicable diseases
- Exposure to blood and/or body fluids
- Exposure to excessive sunlight, or work outdoors
- Unprotected heights
- CRT (computer) monitor
- Operating heavy equipment

### PHYSICAL REQUIREMENTS (See definitions on next page)

- Sedentary work
- Light work
- Medium work
- Heavy work
- Very heavy work

*The minimum requirements of this position require the individual to:*

- Stand for 1 hour(s) per day
- Sit for 3 hour(s) per day
- Walk for 1 hour(s) per day
- Perform repetitive tasks/motions
- Distinguish colors
- Hear alarms/telephone/tape recorder/normal speaking voice
- Have good manual dexterity
- Have good eye-hand-foot coordination
- Have clarity of vision
- Have good writing ability

*Evaluate the requirements and activity percentage in time for this position based on the following:*

- 1 - Not at all (0%)**
- 2 - Occasionally (1 - 33%)**
- 3 - Frequently (34 - 66%)**
- 4 - Continuously (67 - 100%)**

- 2 Climbing
- 2 Bending
- 2 Crouching
- 2 Squatting
- 2 Crawling
- 2 Kneeling
- 2 Balancing
- 2 Pulling with force
- 2 Reaching above head
- 2 Reaching above shoulder
- 2 Twisting at waist
- 2 Push/pull (up to 50 lbs.)
- 2 Lift/carry (up to 50 lbs.)
- 2 Lift from floor level up
- 2 Lift from waist level up
- 2 Lift above shoulders/head

## POSITION (MINIMUM) REQUIREMENT CHECKLIST

### LIST PERSONAL PROTECTIVE EQUIPMENT REQUIRED:

1. Masks
2. Gowns
3. Gloves
4. Goggles
5. Hepa mask

### LIST OTHER MINIMUM REQUIREMENTS:

#### OCCUPATIONAL EXPOSURE TO BLOODBORNE PATHOGENS

- A - Routine exposure
- B - Occasional exposure
- C - No exposure

#### OCCUPATIONAL EXPOSURE TO TB

- 1 - Routine exposure
- 2 - Potential exposure
- 3 - No exposure

#### COMPRESSED GAS USAGE

- Yes
- No

#### DEFINITIONS:

**SEDENTARY WORK:** Prolonged periods of sitting and exert up to 10 lbs. force occasionally.  
**LIGHT WORK:** Exert up to 20 lbs. force occasionally, and/or up to 10 lbs. frequently.  
**MEDIUM WORK:** Exert up to 50 lbs. force occasionally, and/or up to 20 lbs. frequently, and/or up to 10 lbs. constantly.  
**HEAVY WORK:** Exert up to 100 lbs. force occasionally, and/or 50 lbs. frequently, and/or 20 lbs. constantly.  
**VERY HEAVY WORK:** Exert over 100 lbs. force occasionally, and/or over 50 lbs. frequently, and/or over 20 lbs. constantly.

I have reviewed these job requirements and verify that I am able to perform the minimum requirements and essential functions of this position.

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Employee Signature

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Date