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Class Specifications
for the:OCCUPATIONAL THERAPY ASSISTANT SERIES
(OCCUPATIONAL THERAPY ASST)Series Definition:

This series includes all positions which must work under the direction of a professional Occupational Therapist and assist in providing a variety of occupational therapy services. These positions are assigned to perform technical occupational therapy services to develop, improve, or restore the physical, emotional or vocational capabilities of those individuals whose ability to cope with tasks of daily living are threatened or impaired by developmental deficiencies, the aging process, poverty and cultural differences, physical injuries or illness, or psychological and social disability. Such tasks require knowledge of specialized technical procedures and the ability to observe, test, record and report on the condition and performance of clients. Positions in this series may be located in areas such as hospitals, schools, day activity centers, nursing homes, mental health clinics, mental retardation facilities and other sites where occupational therapy is offered as a service to infants, children, adolescents, and/or adults. Some positions may, as a secondary assignment, use similar knowledge and skills in providing patient activity services.

Specialized technical procedures and/or assignments typical of this series are:

1. Providing the professional occupational therapist with information and data by performing structured interviewing and observation and by administering selected tests.
2. Planning and implementing treatment programs in accordance with professionally established goals.
3. Adapting and modifying activities, equipment and environment to meet client's needs.

This is the first specification for the OCCUPATIONAL THERAPY ASSISTANT SERIES.

DATE APPROVED: 5/16/86

/s/ James H. Takushi
for JAMES H. TAKUSHI
Director of Personnel Services

OCCUPATIONAL THERAPY ASSISTANT I 6.277
(OCCUPATIONAL THERAPY ASST I)

Duties Summary:

Performs technical occupational therapy functions at a basic level of competency; and performs other related duties as assigned.

Distinguishing Characteristics:

This class reflects entry—level occupational therapy assistant work. Positions in this class perform work designed to provide the experience necessary to perform work of a fully proficient, experienced occupational Therapy Assistant (i.e., Occupational Therapy Assistant II). The work is characterized by the application of specialized technical procedures including theoretical considerations and standard methods and techniques in the development, improvement, or restoration of individuals whose physical, emotional or vocational abilities have been impaired. The work is performed under the technical direction of a professional Occupational Therapist who closely monitors the application of theoretical training to purposeful work activities to ensure its proper application and to develop experienced judgment in the incumbent.

Assignments include assessment activities as directed by a professional Occupational Therapist involving conducting selected standardized/structured interviews, observing performance/attitudes, administering selected standard testing procedures, and recording and reporting data of own findings; limited participation in program planning activities (by providing baseline data and making suggestions during planning meetings); and extensive treatment activities (involving independently initiating and applying standard techniques, modifying equipment or techniques as directed by the professional Occupational Therapist, and monitoring clients' progress).

Examples of Duties:

As assigned, receives and responds to requests for service by providing information or by formal referral to a professional Occupational Therapist; recommends referral for assessment for independent living/daily living skills; collects, reviews, organizes, records and reports data; interviews client, family, and others using a structured format about family history, self—care abilities, academic history, vocational history, and leisure interests and experience; administers and scores selected structured tests in independent living skills and performance; provides baseline data for program planning; makes suggestions in program planning meetings for the selection of occupational therapy techniques and media; discusses occupational therapy program goals and methods with client, family, and others; engages client in purposeful activity,

in conjunction with therapeutic methods, to achieve goals identified in the program plan; initiates and applies standard techniques/methods in independent living/daily living skills; observes client while engaged in individual and/or group activity to collect structured data and report on independent living/daily living skills, selected sensorimotor skills, cognitive skills, and psycho—social skills; under supervision and as approved, modifies/adapts techniques, supplies, equipment and/or facility to meet specific client needs in independent living/daily living skills, applies standard techniques in sensorimotor components and cognitive components, and constructs and/or modifies standard static splints, slings, and adaptive equipment and aids; orients and/or instructs family, client, and others in implementing activities which support the therapeutic program; assists in recommending adaptations in client's everyday environment; assists in identifying community resources; practices medical and safety precautions; monitors client's program through observation, documentation and frequent discussion of client's performance with professional staff and suggests/follows through on need for reassessment; records and reports own evaluation data for professional review; assists in preparation of home program for professional review; assists in summarizing and documenting therapy results; plans daily schedule according to assigned workload; prepares and maintains work setting, equipment and supplies; orders supplies and equipment according to established procedures; maintains records according to department procedures; ensures safety and maintenance of program areas and equipment; participates in compiling and analyzing data of total occupational therapy services; participates in staff meetings; participates in program related conferences; complies with departmental standards and adheres to organization's policies; assists with orientation of aides, volunteers, occupational therapy assistant students and others.

Knowledge and Abilities Required:

Knowledge of: Life skills from infancy through aging; medical terminology; anatomy and physiology; human growth and development; physical and psycho—social dysfunctional conditions; the role of occupational therapy in health care delivery; theories, methods, media, activities and adaptive equipment used in occupational therapy to develop, improve and/or restore the performance of necessary functions, compensate for dysfunction and/or minimize debilitation; interviewing techniques; and structured occupational therapy tests and techniques.

Ability to: Interview varied clients and others to obtain information on family history, self—care abilities, etc.; use occupational therapy techniques and tests to assess client's level of functioning in independent living skills and performance; use standard English to record and report client data; provide baseline data for client program planning; apply purposeful activity to enhance independent living/daily living skills; apply standard sensorimotor and cognitive occupational therapy treatment

components; design, construct and/or modify standard adaptive equipment and aids; monitor client's progress in consultation with professional therapist; inform others about client's program/progress and instruct them in implementing supportive activities; prepare and maintain work setting, equipment and supplies; maintain records; explain services; work effectively with children, adults, aged; participate as a member of an interdisciplinary team and learn agency policies and procedures and specialized procedures peculiar to agency clients.

OCCUPATIONAL THERAPY ASSISTANT II
(OCCUPATIONAL THERAPY ASST II)

6.278

Duties summary:

Performs a wide range of technical occupational therapy functions at a fully competent, experienced, level; and performs other related duties as assigned.

Distinguishing Characteristics:

This class reflects fully competent, occupational therapy assistant work. The work is characterized by the application of specialized technical procedures including theoretical considerations, varied methods and techniques, and experienced judgment in the development, improvement, or restoration of individuals whose physical, emotional or vocational abilities have been emotionally, physically, developmentally or mentally impaired. The work is performed under the general technical direction of a professional Occupational Therapist who directs the program and guides the work by establishing initial client program plans and periodically reviewing reports on therapeutic/functional activities and who is available to provide professional direction.

Assignments include performing selected, standardized/structured interviews and eliciting/observing additional, relevant, history and situational items; administering and scoring a range of selected, standardized, testing procedures; and providing an extensive variety of treatment activities which include independently initiating and applying techniques, initiating modifications of standard equipment or techniques based on assessment of client and client's progress, and monitoring client's progress. Assignments also include identifying the need to discontinue therapy and recommending action to the professional Occupational Therapist; and planning and implementing orientation and segments of in—service training for aides, volunteers and less experienced Occupational Therapy Assistants.

Examples of Duties:

As assigned, responds to requests for service by providing information or by formal referral to a professional Occupational Therapist; initiates referral for assessment for independent living/daily living skills; collects, reviews, organizes, summarizes, records and reports data; interviews client, family, and others using a structured format about family history, self—care abilities, academic history, vocational history, and leisure interests and experiences and elicits additional history and situational items relevant to the client's disability; administers and scores selected, structured tests in independent living skills and performance, selected sensorimotor skills including range of motion, gross/fine coordination, and selected cognitive skills; provides baseline data for program planning; participates in program planning meetings and makes suggestions on the selection of occupational therapy techniques and media; discusses occupational therapy program goals and methods with client, family, and others; engages client in purposeful activity, in conjunction with therapeutic methods, to achieve goals identified in the program plan; initiates and applies standard techniques/methods in independent living/daily living skills; observes client while engaged in individual and/or group activity to collect data and report on independent living/daily living skills, selected sensorimotor skills, cognitive skills, and psycho—social skills; as approved, initiates modification or adaptations to techniques or supplies, equipment, and/or facility to meet specific client needs in independent living/daily living skills; applies standard techniques in sensorimotor and cognitive components and initiates discussion of modifications/adaptations according to client's level of performance; constructs and/or modifies standard splints, slings and adaptive equipment and aids; orients and/or instructs family, client, and others in implementing activities which support the therapeutic program and responds to unanticipated questions and/or problem situations; assists in recommending adaptations in client's everyday environment; assists in identifying community resources; practices medical and safety precautions; monitors client's progress through observation, documentation and discussion of client's performance; conducts ongoing evaluation and identifies significant problems/progress for professional review; initiates discussion of client's need for reassessment and performs reassessment as assigned; records and reports own evaluation data, subject to professional review; summarizes data covering a period of time (e.g., month, year) including client's progress toward goal; provides input for the continuation/discontinuation of occupational therapy services and/or referral to other services; prepares home therapy program for professional review; assists in summarizing and documenting occupational therapy outcomes relative to specific cases or clients; writes progress notes and reports as assigned, for professional review; plans daily schedule according to assigned workload; prepares and maintains work setting, equipment and supplies; orders supplies and equipment according to established procedures; maintains records according to department procedures; ensures safety and maintenance of program areas and equipment; participates in compiling and analyzing

data of total occupational therapy services; participates in staff meetings; participates in program related conferences; complies with departmental standards and adheres to organization's policies; plans and presents orientation for aides, volunteers, Occupational Therapy Assistant students and others; may supervise aides, volunteers, and Occupational Therapy Assistant students.

Knowledge and Abilities Required:

Knowledge of: Life skills from infancy through aging; medical terminology; anatomy and physiology; human growth and development; physical and psycho—social dysfunctional conditions; the role of occupational therapy in health care delivery; theories, methods, media, activities and adaptive equipment used in occupational therapy to develop, improve and/or restore the performance of necessary functions, compensate for dysfunction and/or minimize debilitation; interviewing techniques; and structured occupational therapy tests and techniques.

Ability to: Interview varied clients and others to obtain information on family history, self—care abilities, pertinent situational data, etc.; use occupational therapy assessment techniques and tests to assess client's level of functioning in independent living skills and performance, range of motion, gross/fine coordination, and selected cognitive components; participate in client program planning; identify and discuss the need for and carry out evaluation/assessment procedures for clients in treatment; use standard English to record and report client evaluation/assessment data; initiate and apply purposeful activity to enhance independent living/daily living skills and initiate standard modifications or adaptations; apply standard sensorimotor and cognitive occupational therapy treatment components and discuss with the professional Occupational Therapist modifications/adaptations according to client's level of performance; identify the need for, design, construct and/or modify adaptive equipment and aids; monitor client's program and bring problems to the attention of professional therapist; inform others about client's program/progress and instruct them in implementing supportive activities; provide input for discontinuation of services and/or referral to other services; prepare and maintain work setting, equipment and supplies; maintain records; explain services; and learn agency policies and procedures and specialized procedures peculiar to agency clients; work effectively with children, adults, aged; and participate as a member of an interdisciplinary team.