

PART I	DEPARTMENT OF PERSONNEL SERVICES	6.281
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Class Specifications
for the

OCCUPATIONAL THERAPY SERIES

Series Definition:

This series includes positions the duties of which are to perform, advise on, supervise, evaluate and/or manage professional occupational therapy services. The ultimate objectives of occupational therapy services are to restore, reinforce and enhance the emotional, physical or vocational capabilities of those individuals whose ability to cope with tasks of living are threatened or impaired by developmental deficiencies, the aging process, poverty and cultural differences, physical injury or illness, or psychological and social disability.

In conjunction with other health care practitioners, the Occupational Therapist works with patients whose primary diagnosis may include: neurological impairment; emotional illness; physical injuries; birth defects; mental retardation; and heart disease.

The Occupational Therapist assesses the client's physical, perceptual-motor, and cognitive capacities and deficits through specialized tests and observations, determines needs and goals, and develops therapeutic care plans designed to reduce sensory-motor dysfunction, perceptual problems and/or psychomotor or psychosocial retardation and facilitate learning of those skills and functions essential for adaptation and productivity, to diminish or correct pathology, to promote and maintain health and, ultimately, restore or enhance the client's abilities in self-care, work, home management, child care, educational, play/leisure and cultural activities.

Specialization in Occupational Therapy include pediatrics, geriatrics, physical dysfunctions, mental health and developmental disabilities.

Occupational Therapists work in hospitals, health care facilities, clinics, rehabilitation centers, schools, sheltered workshops, home care programs and community agencies.

The Occupational Therapist works toward the rehabilitation of clients in cooperation with physicians, nurses, other therapists, social workers, psychologists and other specialists who are frequently organized into an interdisciplinary team concerned with the total case management of the client.

Occupational therapy services are generally supportive in nature to other broad programs of health care. Occupational therapy may thus be provided as a service, on

referral, rather than as an operating program in its own right, in host programs which do not generate extensive needs for this type of habilitation/rehabilitation activity. In other settings, where, due to size or type of clientele, there is a need for more occupational therapy services, an occupational therapy program and staff may be established. The scope of the program so established will be defined by the type of clientele served by the host program. Such occupational therapy programs are generally not extensively organized, due to the supportive, referral-generated, nature of services. Further, each such service or program is autonomous within the major program or health service area established by the host program and any program controls are established within the host program setting. Thus, each hospital or host program providing occupational therapy services is limited to servicing the specific target group or clientele of the hospital or host program rather than supporting a single, comprehensive, statewide occupational therapy program.

This is an amendment to the class specifications for the classes Occupational Therapist II, III, IV approved on March 28, 1967, and a change in title and amendment to the class Occupational Therapist VI, approved on April 17, 1975. The class Occupational Therapist V, 6.296, is abolished.

DATE APPROVED: 8/14/84 /s/ Clement L. Kamalu
for JAMES H. TAKUSHI
Director of Personnel Services

OCCUPATIONAL THERAPIST II

6.281

Duties Summary:

Under the supervision of a higher level Occupational Therapist, provides professional occupational therapy services in the evaluation and treatment of patients; and performs other related duties as assigned.

Distinguishing Characteristics:

This is the entry level in the Occupational Therapy Series. Positions in this class are responsible for providing professional occupational therapy services for individuals

and groups with sensory-motor dysfunction, perceptual problems, and psychomotor and/or psychosocial retardation. The work is performed under the guidance of a higher level Occupational Therapist in order to gain experience for fully independent professional performance. A wide variety of professional occupational therapy skills and judgment are required in evaluating and treating patients. Recommendations pertaining to such areas as patient evaluation, treatments and goals are made to a supervisor. Decisions pertaining to routine aspects of patient treatment are initially made after consultation with appropriate sources. As experience is gained, such decisions are made more independently.

Contacts are maintained with patients, physicians, nurses, other Occupational Therapists, and other allied professional workers such as social workers and teachers.

Examples of Duties:

Makes initial evaluation of the patient to help determine existing level of function in terms of sensory-motor dysfunction, perceptual problems and psychomotor or psychosocial retardation; formulates and implements treatment individually or in group therapy situations; organizes activities to encourage individual participation; evaluates progress and recommends changes and/or termination of services; participates in patient case conferences; prepares records and reports; participates in the training of paraprofessional employees.

Knowledge and Abilities Required:

Knowledge of: Functional anatomy, kinesiology, neuroanatomy, physiology, neurophysiology, abnormal and educational psychology and related sciences; basic principles, practices and philosophy of occupational therapy; evaluation and testing procedures and treatment techniques.

Ability to: Apply the principles, methods and techniques of occupational therapy; select and use evaluating and testing procedures effectively; prepare and implement treatment plans; deal effectively with patients and other individuals; recognize when adaptive devices need to be used and where available resources are obtainable; operate standard occupational therapy equipment and make minor adjustments and repairs; and keep records and prepare reports.

OCCUPATIONAL THERAPIST III

6.286

Duties Summary:

Under general supervision, performs diagnostic assessments and prepares and implements treatment plans in providing professional occupational therapy services for the full range of cases coming within the scope of a program for the habilitation and rehabilitation of patients; may provide all occupational therapy services for a unit, center or facility; and performs other related duties as assigned.

Distinguishing Characteristics:

This class reflects the fully independent journey worker level which performs the full range of professional occupational therapy services in evaluating and treating individuals and groups with sensory-motor dysfunction, perceptual problems, and psychomotor and/or psychosocial retardation. Incumbents of positions in this class are required to plan and organize their own activities so as to meet the needs of assigned clients. The work may involve the provision of all occupational services for a unit, center or facility, however, work performance is generally limited to planning, providing and evaluating direct patient evaluations and treatment services. A high degree of professional judgment is exercised in determining goals and selecting treatment techniques for each patient or client.

Incumbents in this class receive general supervision from a higher level Occupational Therapist or professional consultation from other technically qualified professionals normally through conferences and reviews of reports. Recommendations and decisions pertaining to treatment goals, evaluations, etc., involving the more difficult aspects of complex cases are made in accordance with facility policies. Decisions on routine aspects of evaluation and treatment services are made as part of the regular assignment. Positions may work as a responsible, discipline representative, member of a multi disciplinary team.

Examples of Duties:

Selects and administers appropriate diagnostic and evaluative instruments/methods and analyzes results; prepares treatment plans and goals, including specific methods and time frame; treats patients following treatment schedules; reevaluates patients and adjusts plans as necessary; collaborates with physicians, members of multi disciplinary teams, and other members of the health care team relative to patient treatment and progress; instructs and directs sub-professional occupational therapy personnel; estimates needs and requisitions and purchases supplies used in patient treatment; instructs patients in applying treatment procedures;

attends staff meetings and conferences; conducts in-service training programs for occupational therapy aids, nurses, volunteers, and other health care personnel; confers with patients' families and/or outside agencies when indicated; assists in budget preparation by supplying data on program needs; prepares reports and records; provides orientation and guidance to students.

Knowledge and Abilities Required:

Knowledge of: Functional anatomy, kinesiology, neuroanatomy, physiology, neurophysiology, abnormal and educational psychology and related sciences; basic principles, practices and philosophy of occupational therapy; occupational therapy evaluation and testing procedures; current treatment techniques including use and modifications of appropriate therapy equipment and appliances; and methods of instructing clients; and available occupational therapy resources in the community.

Ability to: In addition to the abilities listed under the II level, this class requires the ability to independently apply principles, methods and techniques of occupational therapy; instruct clients and others in the application of the occupational therapy process; and supervise sub-professional occupational therapy personnel.

OCCUPATIONAL THERAPIST IV

6.287

Duties Summary:

Responsible for the small to moderate-sized program of occupational therapy services for a rehabilitation center or facility, institution or such other organizational entity and provides direct services; or develops and evaluates policies, procedures and standards and conducts studies concerning the provision of occupational therapy services to a program, group of clinics, centers or facilities, etc.; and performs other related duties as assigned.

Distinguishing Characteristics:

Positions in this class reflect involvement in the supervisory and program development and evaluation aspects of professional occupational therapy work. Recommendations pertaining to administrative and technical aspects of occupational therapy services as well as decisions on treatment areas and routine administrative matters are made at this level. Positions in this class are typically of the following general types:

- I. The Occupational Therapist responsible for planning, organizing, coordinating, and conducting a program of occupational therapy services for a facility, center, institution or a sub-program of a large division level occupational therapy program where the scope of the services is considered small to moderate. The scope of such a program is based on the number of professional and sub-professional subordinate staff, the size and scope of the program within the hierarchy of the agency's total occupational therapy program, the limited specializations within the occupational therapy program of services, the availability of supervisory guidance or lack of such guidance, etc. A position in this class may be the sole professional Occupational Therapist in a facility or program, or may supervise a small staff (1 to 8 positions) of subordinate professional, sub-professional and/or allied health services positions. The primary consideration however, is that the position is responsible for the program of occupational therapy services and is significantly involved in planning, organizing, coordinating and conducting of such a program, including the development and maintenance of operational policies and procedures and necessary coordination of services with other disciplines. Positions of this type may also provide direct services to clients for a significant portion of the time.

2. A program specialist who conducts program planning and evaluation activities including the development, revision, and evaluation of policies, procedures, and standards in an occupational therapy program area and provides advice and assistance to line personnel in public and/or private treatment facilities or program(s). Such functions may be performed as the occupational therapy representative of an interdisciplinary team established to monitor and evaluate ongoing private and/or public therapy treatment programs and may involve coordination of the team's activities.

Examples of Duties:

Plans, conducts and coordinates a program of occupational therapy services including program evaluation activities; develops and implements staff development activities; develops and revises operational policies, procedures and standards for the occupational therapy program; conducts studies of operations, program problems and activities and makes recommendations for modification and expansion of existing occupational therapy services or initiation of new services; updates policies and procedures manuals; attends conferences and staff meetings for cooperative planning of programs or treatment services; prepares correspondence, reports, case histories, treatment plans and other material; may supervise a small group of lower level Occupational Therapists and other sub-professional and professional workers; assigns,

schedules and reviews work of subordinates and provides them with guidance and assistance; evaluates work performance and approves leaves; provides technical guidance and assistance to line supervisors, administrators and their staff; provides orientation and in-service training to new professional, sub-professional and volunteer personnel; provides advisory and consultative services and program information to teachers and other school officials, operators of private treatment facilities, parents, other therapists, diagnostic team members, family members, etc.; administers a variety of occupational therapy assessment instruments and interprets results in conducting diagnostic evaluations; determines treatment goals, and develops and implements treatment plans for patients/clients; selects, modifies and designs therapeutic equipment; visits homes and care facilities to determine suitability in meeting standards of operation, in preparation for patient discharge, and to provide training and occupational therapy services; maintains adequate supplies and material for program operation; provides fieldwork training experience for occupational therapy students; prepares and supplies program budgetary information.

Knowledge and Abilities Required:

Knowledge of: Functional anatomy, kinesiology, neuroanatomy, physiology, neurophysiology, abnormal and educational psychology and related sciences; principles and practices of occupational therapy; occupational therapy diagnostic evaluation and testing procedures; various treatment techniques; trends and developments in occupational therapy; available occupational therapy resources in the community; and, for some positions, principles and practices of supervision.

Ability to: In addition to that specified for the prior levels, interpret and formulate operating policies and procedures, and plan, coordinate and conduct an occupational therapy program; advise and counsel staff effectively; prepare program budget; explain the program of services offered to clients and the public; for some positions, supervise the work of others.

OCCUPATIONAL THERAPIST V

6.298

Duties Summary:

Plans, organizes, coordinates and directs a large program of occupational therapy services including the supervision of a large staff of Occupational Therapists and allied therapy personnel; serves as staff specialist in the field of occupational therapy for a broad, statewide public health program involving the planning, development and implementation of new projects and providing consultative services for the broad program of occupational therapy; prepares program plans and develops,

revises and evaluates policies, procedures, standards and guidelines; and performs other related duties as assigned.

Distinguishing Characteristics:

This class reflects positions with extensive supervisory and/or staff specialist functions. Positions in this class are typically of the following general types:

- I. The supervisor of a large occupational therapy unit with responsibility for planning, organizing, coordinating, directing and evaluating a program of occupational therapy services. Supervision is over a large occupational therapy staff (10 or more positions). In addition to the performance of supervisory functions, this class is responsible for the development and maintenance of operating policies, procedures and guidelines and implementation of the occupational therapy program. The work of a position in this class is complicated by the coordination of services of a large staff and the responsibility for program planning and direction and integration of services with other disciplines.
2. A staff specialist responsible for a broad, and diverse occupational therapy program concerned with planning, developing, evaluating, improving, revising, recommending and implementing occupational therapy services on a statewide basis. In addition, a position in this class serves as the occupational therapy consultant in the major statewide public health program having distinct ongoing programs in several areas of occupational therapy specializations and provides direction to the program's Occupational Therapists. As the top level Occupational Therapist in the public health program, supervision received is administrative in nature and the position works independently under general direction.

Examples of Duties:

Plans, organizes, coordinates and directs a program of occupational therapy services including program evaluation activities; supervises a large occupational therapy staff including orienting new staff members, determining work assignments, evaluating job performance, interviewing job applicants, resolving work problems, providing employee training, etc.; develops occupational therapy program policies and procedures and prepares written guidelines; evaluates effectiveness of the occupational therapy program; conducts studies to identify occupational therapy needs of the community and recommends modification and expansion of program coverage as needed; prepares and maintains administrative reports on projects, program accomplishments, plans and

goals; reviews records, reports, correspondence and other material prepared by subordinates; interprets and explains policies, procedures and work standards; prepares and submits budget requests; works with other agencies and community groups on matters pertaining to occupational therapy; prepares requisitions for and maintains inventory of occupational therapy supplies and equipment.

Plans and develops a statewide program of occupational therapy services in a broad public health program having ongoing functions in several areas of occupational therapy specialization; develops policies, guidelines and procedures for the occupational therapy program; evaluates objectives and effectiveness of the occupational therapy program and recommends revisions and modifications to improve content, quality and level of services and/or recommends new programs in light of needs and current state and national trends in occupational therapy; prepares program plans and budget; participates in planning new community projects, conduct studies to determine appropriate needs, arranging for facilities, preparing budgetary request for staffing, equipment and supplies, formulating policies and procedures, and applying for Federal project grants and renewals; coordinates occupational therapy services in various clinics and/or program areas in order to provide continuity of services; provides statewide consultative services in occupational therapy to Occupational Therapists, program administrators, service directors, allied professional health personnel and others in policy determination, program development, operation and evaluation; plans and conducts workshops; gives lectures, and demonstrations and participates in seminars representing the occupational therapy staff in the public health program; and prepares reports.

Knowledge and Abilities Required:

Knowledge of: In addition to the knowledge required at the previous level, an extensive knowledge of both private and public occupational therapy and related health care services available in the community.

Ability to: In addition to the abilities required at the previous level, the ability to develop occupational therapy and other related health service programs, projects, policies, procedures, plans and budgets; and establish and maintain effective and cooperative working relationships with other staff members, representatives of other departments, community groups and the general public.