



POSITION DESCRIPTION

POSITION TITLE:	OCCUPATIONAL THERAPIST
DEPARTMENT:	ALLIED HEALTH
CLASSIFICATION:	OCCUPATIONAL THERAPIST
UNION:	MGEU – TECHNICAL PROFESSIONAL

REPORTING RELATIONSHIPS

POSITION REPORTS TO:	REGIONAL DIRECTOR, ALLIED HEALTH & COMMUNITY WELLNESS
POSITIONS SUPERVISED:	NOT APPLICABLE

POSITION SUMMARY

The Occupational Therapist is responsible for the coordination and provision of occupational therapy (OT) services to clients in facilities and communities within the Interlake-Eastern Regional Health Authority (IERHA) in collaboration with the multidisciplinary team and external agencies/services. The primary goals are the promotion of health and preservation or restoration of function needed by individuals to maintain or increase independence within their home or community. The OT practice will be based upon a client centered approach that emphasizes the involvement of clients in defining what optimal health and functioning means to them. The incumbent may contribute to research. The incumbent demonstrates professional responsibility and accountability. The position of Occupational Therapist functions in a manner consistent with, and supports the Mission, Vision and Values of the Interlake-Eastern Regional Health Authority.

ESSENTIAL FUNCTIONS AND DUTIES

Function and duties include but are not limited to the following:

- Accepts, organizes, prioritizes, and schedules client referrals from community, facility, and home care for the efficient delivery of services at a number of sites.

- Understands and is sensitive to the needs of a diverse population and adjusts interactions appropriately to foster fair treatment and opportunity for all.
- Applies clinical skills and knowledge in the assessment of the client's skills, functioning level, and abilities and in collaboration with the client/family develops an individualized treatment plan that incorporates training and education towards self-care, where possible.
- Investigates and explores alternative resources to meet the needs of the client where applicable.
- Assists clients with the implementation of the treatment plan through education and counseling to the client/family.
- Monitors and evaluates the treatment plan on an ongoing basis and changing client needs.
- Utilizes evidence based practice and techniques within the scope of OT and critical thinking skills to guide decision making.
- Communicates, consults, and collaborates with other health care professionals of the multidisciplinary team in the implementation of the treatment plan.
- Shares schedules and pertinent information to ensure collaboration.
- Attends care conferences, discharge planning and multidisciplinary meetings on a regular basis.
- Provides education and direction to health care providers who may be responsible for ensuring the treatment plan is followed by clients.
- Documents in a timely manner, following assessment of the client, utilizing the appropriate documentation formats.
- Completes required documentation including statistical reporting, as required and within established timelines.
- Liaises, consults, and exchanges verbal and/or written format with external agencies as it relates to the client's care.
- Maintains confidentiality in accordance with *The Personal Health Information Act* ("PHIA"), *The Freedom of Information and Protection of Privacy Act* ("FIPPA"), IERHA policies, and any other applicable legislation.
- Provides directional assistance for the rental and/or purchase of equipment as determined by the client assessment in collaboration with the client, family, and facility.
- Prepares and provides education to staff as it relates to client care and OT.
- Participates in the orientation and mentoring of therapy support staff, students, and interns.
- Participates in the development of departmental procedures and guidelines, and reviewing and revising as deemed necessary.
- Participates in patient safety and quality risk management initiatives at an individual, program, and regional level, as required (i.e. MSIP, Safe Patient Handling, Fall Prevention, etc.).
- Participates in health promotion activities throughout the region.
- Participates in and demonstrates an understanding of patient safety principles and practices in all daily activities.
- Supports an environment which avoids, prevents, and corrects all activities or actions which may result in an adverse outcome in the delivery of health care services.
- Performs duties in accordance with the standards of Practice and Code of Ethics of Occupational Therapists.
- Assumes accountability for his/her own practice within a legal and ethical framework.
- Identifies and addresses own learning needs through continuing education, clinical research, and/or other academic pursuits at a facility, regional, or provincial level as available.

OTHER

- Performs other duties as assigned.
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QUALIFICATIONS**EDUCATION/CERTIFICATION:**

- Masters Degree in Occupational Therapy preferred
- Current registration and a member in good standing with the College of Occupational Therapists in Manitoba required
- Eligible to practice and maintain licensure in Manitoba
- Membership with the Canadian Association of Occupational Therapy preferred

REQUIRED KNOWLEDGE:

- Knowledge of computer systems and current and related software applications.

SKILLS/COMPETENCIES:

- Strong organizational, interpersonal, problem solving, verbal and written communication skills.
 - Ability to build and maintain positive working relationships and to work in a multidisciplinary team based working environment.
 - Excellent organizational and prioritization skills.
 - Ability to work independently in a self-directed manner and as a team member in a variety of environments.
 - Skilled ability in assessment, identification, and treatment of clients of varying ages and with diverse diagnoses.
 - Mental and physical health to meet the demands of the job required.
 - Province of Manitoba Class V driver's license and access to a vehicle.
 - Completes and maintains a satisfactory pre-employment security check.
 - Satisfactory employment record.
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WORK CONDITIONS

- The incumbent functions autonomously on a day-to-day basis and manages assigned duties accordingly.
 - Will be required to travel throughout the region as duties may require.
 - No hazardous or significantly unpleasant conditions.
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WORKPLACE SAFETY AND HEALTH

The incumbent contributes to making the organization safe for clients and staff and recognizes the importance of reporting unsafe situations and participating in follow up reviews as a learning opportunity.

- Provides a safe environment by ensuring the adherence to Workplace Safety and Health regulations and Policies and Infection Control Guidelines. Obeys all safety and health rules

and follows recommended Safe Work Procedures. Informs supervisor of any unsafe acts, work conditions, incidents, near misses, injuries or illnesses immediately.

- Demonstrates a working knowledge of Workplace Hazardous Materials Information Systems (WHMIS) and adheres to procedures for handling and storing controlled substances as described in the Material Safety Data Sheets (MSDS). Uses personal protective equipment as required.
- Demonstrates understanding of role and responsibilities in fire prevention and disaster preparedness and participates in safety and health training programs including the health facility's Fire, Disaster and Evacuation Plan.

PATIENT SAFETY

- Participates in and demonstrates an understanding of patient safety principles and practices into all day to day activities. Follows all safe work practices and procedures and immediately communicates any activity or action which may constitute a risk to patient safety.

Created:

_____ Date

Revised:

_____ December 2017

_____ Date

Approved by:

_____ Regional Manager/ Supervisor

_____ Date

Approved by:

_____ Vice President/ CEO

_____ Date

Reviewed by:

_____ Vice President, Human Resources

_____ Date

Position descriptions assist organizations in ensuring that the hiring process is fairly administered and that qualified employees are selected. They are also essential to an effective appraisal system and related promotion, transfer, layoff, and termination decisions. Well constructed job descriptions are an integral part of any effective compensation system.

All descriptions have been reviewed to ensure that only essential functions and basic duties have been included. Peripheral tasks, only incidentally related to each position, have been excluded. Requirements, skills and abilities included have been determined to be the minimal standards required to successfully perform the position. In no instance, however, should the duties, responsibilities, and requirements delineated be interpreted as all inclusive. Additional functions and requirements may be assigned by supervisors as deemed appropriate.