



HUMAN RESOURCES MANUAL

Manual	Human Resources	No.	13-03-33
Section	Role Description	Date	March 2018
Guideline	Occupational Therapist	Page #	Page 1 of 3

STATEMENT

Park Place Seniors Living (Park Place) will have standardized position descriptions for all workers based on relevant standards of practice and/or provincially-mandated expectations and Park Place policy.

PURPOSE

To provide standardized, specific expectations and role description of every staff member's role and responsibilities.

PROCEDURE

DEPARTMENT: Rehabilitation Therapy

JOB TITLE: **Occupational Therapist**

REPORTS TO: Site Leader

JOB SUMMARY:

Reporting to the Site Leader, the Occupational Therapist is responsible for implementing individual resident goal-based programs to assist residents to regain and/or maintain an optimal level of independence, prevent deformity and/or decrease pain within the limits of the resident's mental and/or physical ability. Will assist residents in accessing mobility and/or health-related equipment to reduce pain and maintain and/or increase mobility. Works collaboratively with the interdisciplinary team to support the PPSL Fine Homes Care Model and residents' choice while following PPSL policies and procedures and relevant provincial standards of practice. The Occupational Therapist will ensure a commitment to resident safety and to our "culture of safety" as per PPSL Strategic Directions.

TYPICAL DUTIES AND RESPONSIBILITIES:

1. Completes and documents initial occupational therapy assessments (including Falls Assessment and transfer assessments) on all residents admitted to a PPSL Home as soon as possible and routinely, including development and implementation of resident treatment care plans based on assessment findings and resident need.
2. Develops, coordinates and implements individual care plans including recommending, constructing and/or providing adaptive equipment, splints, aides and/or restorative programs.
3. Ongoing evaluation of treatment programs and progress of residents, revising care plans when necessary.
4. Collaborates with the physiotherapist in the development and coordination of programs, where appropriate.
5. Attends resident interdisciplinary care conferences and leadership meetings as applicable.
6. Establishes and maintains therapeutic relationships with residents and families, staff, volunteers and others through effective interpersonal and interviewing techniques.



HUMAN RESOURCES MANUAL

Manual	Human Resources	No.	13-03-33
Section	Role Description	Date	March 2018
Guideline	Occupational Therapist	Page #	Page 2 of 3

7. Maintains equipment and ensures safety of the working environment for staff and residents.
8. Ensures all documentation of assessments, records of observation, care provision and resident responses are according to professional standards and PPSL policies and procedures.
9. Focuses on safety through exhibited:
 - a. Accident prevention and reporting unsafe work conditions,
 - b. Knowledge of emergency procedures and regulations,
 - c. Using skills, supplies and equipment safely and appropriately,
 - d. Utilizing infection control procedures,
 - e. Committing to resident safety and to our “culture of safety” as per the PPSL Strategic Directions and Home goals.
10. Presents in-services (eg. Mobility) and/or attends in-service and other educational programs as required to maintain current clinical competence and knowledge.
11. Performs other related duties as assigned.

HEALTH AND SAFETY RESPONSIBILITIES:

- Responsible to read, understand and comply with PPSL's and provincially-mandated Occupational Health and Safety policies and safe work practices.
- Involved in all aspects of the Health and Safety Program including:
 - Uses safe work procedures,
 - Promotes health and safety policy and awareness,
 - Makes safety suggestions.
 - Reads OHS minutes posted.
- Responsible to take every reasonable precaution to protect the safety of residents, self, other workers and the general public.
- Reports any near miss, injury, accident or equipment damage to supervisor immediately and completes required reports.
- Corrects and/or reports unsafe conditions.
- Sets a good example.

QUALIFICATIONS:

Graduate of an approved school of occupational therapy. Two (2) years recent related experience, preferably as an occupational therapist working with the elderly.

Current practicing registration with the applicable provincial registering body.

SKILLS AND ABILITIES:

- Communicates fluently in English both verbally and in writing.
- Teamwork and Collaboration: Demonstrates ability to work together with others toward shared goals and desired outcomes.



HUMAN RESOURCES MANUAL

Manual	Human Resources	No.	13-03-33
Section	Role Description	Date	March 2018
Guideline	Occupational Therapist	Page #	Page 3 of 3

- Professionalism: Demonstrates ability to effectively establish professional working relationships with residents and their families as well as members of the care team aiming for excellence in residents' care.
- Communication: Demonstrates ability to communicate effectively with residents, families, the public, medical staff and other members of the interdisciplinary team. Ability to intervene effectively to resolve conflict and manage stress and work pressure.
- Equipment: Demonstrates applicable computer skills and knowledge of nursing-related care equipment utilization and management.

EQUIPMENT USED:

Computer, facsimile and photocopier

PHYSICAL DEMANDS:

Extensive standing, walking, bending, lifting, and stooping. In an average day the employee spends approximately 5 to 7 1/2 hours walking and standing. Lifts a maximum of 50lbs., frequently lifting and/or carrying of 20lbs. Must be able to manage stressful work situations with dexterity.

HEALTH AND SAFETY RISKS – ENVIRONMENT

Physical: Strain on shoulder, neck, and back, eye strain/injury, electrical shock
 Environmental: Draught, dust exposure, working alone situation, using equipment with moving parts
 Chemical: Cleaning and disinfectants
 Biological: Exposure to communicable diseases, i.e. colds, influenza, GI.
 Radiation: Minimal
 High Risk Element: Ergonomics and psychological related to resident exercise programs and interaction with residents