



Mount St. Mary Hospital Position Description

POSITION TITLE:	Occupational Therapist	BARGAINING UNIT:	HSA
DEPARTMENT:	Resident Care	CLASSIFICATION TITLE:	Grade II
REPORTS TO:	Director, Resident Care	CLASSIFICATION RATE:	P02
EFFECTIVE DATE:	March 2003, April 2022		

JOB SUMMARY:

The Occupational Therapist adds to the quality of life of the people who live at Mount St. Mary Hospital by assessing residents for occupational performance and developing, implementing and evaluating habilitation and activity plans for individuals and groups. Provides instruction in the hospital-wide musculoskeletal injury prevention program.

JOB DUTIES AND RESPONSIBILITIES

1. Assesses habilitation needs of all residents, including cognitive function, and develops a plan for each resident using recognized occupational therapy techniques and activity modalities. This may include: resident / family education, seating, provision of aids/adaptive equipment, upgrading/ maintaining occupational performance in the areas of self care, productivity and leisure, and the identification of the need for referral to other services/agencies.
2. Develops an appropriate on-going program of occupational therapy interventions and activities for each resident based on their physical, functional, cognitive and social needs by assessing residents and planning, developing, implementing, and evaluating individual and group treatment programs.
3. Collaborates with members of the Resident Care Team and with families to formulate care plans that reflect residents' individual needs for rehabilitation, maintenance, or palliative care.
4. Completes cognitive screens on an annual basis and as required for residents living with dementia.
5. Maintains clinical records such as records of assessments, treatments, progress and changes in residents' conditions or treatments; reports on residents' progress in team meetings.
6. Provides general instruction to staff relating to musculoskeletal injury prevention / body mechanics. Provides detailed instruction to direct care staff regarding lifts and transfer techniques and positioning. Provides ergonomic assessments for staff as requested.
7. Provides orientation to care staff and volunteers, specifically relating to swallowing risks and techniques for assisting with meals.

8. Monitors occupational therapy equipment and supplies and coordinates the requisitioning and repair and maintenance of same. Identifies required occupational therapy equipment for capital equipment budget planning purposes.
9. Participates in quality monitoring and improvement activities relating to Occupational Therapy, which may include implementing and evaluating programs/activities, goals and objectives, standards and procedures; develops principal function statements and performance indicators and reports on same to Quality Improvement Committee.
10. Participates on hospital committees such as Occupational Health and Safety, Palliative Care Advisory, Ethics, Interdisciplinary Care Council, Quality Improvement, and Resident Review.
11. Maintains statistics and reports regularly on the Occupational Therapy program and any related concerns.
12. Maintains a safe, secure environment for residents and staff by immediately reporting unsafe hazardous conditions and suspected resident abuse. Takes immediate action, as appropriate, to reduce/eliminate recognized safety risks and documents the incident/unusual occurrence following established procedures.
13. Performs other related duties as assigned.

QUALIFICATIONS

Education and experience

Baccalaureate degree in Occupational Therapy from an approved university;
 Eligible for membership in Canadian Association of Occupational Therapy (CAOT);
 Registration with College of Occupational Therapy of BC (COTBC);
 Two years' recent, related experience in a long term care setting.

Skills and Abilities

Knowledge of the use, care and maintenance of related equipment.
 Ability to organize work, set priorities, and work with minimal supervision.
 Ability to communicate effectively both verbally and in writing.
 Ability to work effectively as a member of an interdisciplinary care team.
 Ability to establish and maintain effective working relationships with all staff.
 Ability to plan and provide education and instruction to adults.
 Physical ability to perform the duties of the job.

APPROVED:



Director, Resident Care

June 24, 2021

Date



Director, Human Resources

June 24, 2021

Date