JOB DESCRIPTION
Certified Occupational Therapy Assistant (COTA)

JOB SUMMARY:

A Certified Occupational Therapy Assistant (COTA) administers occupational therapy to patients on an intermittent basis in their place of residence. This is performed in accordance with physician orders and plan of care under the direction and supervision of the Occupational Therapist and Director of Clinical Services/Nursing Supervisor.

QUALIFICATIONS:

1. A person who meets the requirements for certification as an Occupational Therapy Assistant established by the American Occupational Therapy Association (AOTO).
2. Certification is maintained by the AOTA.
3. Currently certified in the state(s) in which practicing.
4. Two (2) years experience, preferred.

RESPONSIBILITIES:

1. Understands and adheres to established Agency policies and procedures.
2. Improves or minimizes residual physical disabilities of the patient.
3. Returns the individual to optimum and productive level within the patient's capabilities.
4. Participates with all other health care personnel in patient care planning.
5. Performs all skilled procedures as ordered by physician and according to the plan of care established by the OT.
6. Consults with OT regarding change in treatment.
7. Instructs patients and family members in home programs and fine motor movement exercises.
8. Participates in in-service education and presents inservice programs as assigned.
9. Participates in performance improvement activities as assigned.
10. Attends all patient care conferences as scheduled.
11. Prepares medical records and updates care plans for each patient visit in a timely manner as per Agency policy.
12. Performs services planned, delegated and supervised by the OT.
13. Assists in preparing clinical and progress notes.
14. Participates in educating the patient and family.

WORKING ENVIRONMENT:

Works indoors in Agency office and patient homes and travels to/from patient homes.

JOB RELATIONSHIP:

1. Supervised by: OT/Director of Clinical Services/Nursing Supervisor

RISK EXPOSURE:

High risk

LIFTING REQUIREMENTS:

Ability to perform the following tasks if necessary:

- Ability to participate in physical activity.
- Ability to work for extended period of time while standing and being involved in physical activity.
- Moderate lifting.
- Ability to do extensive bending, lifting and standing on a regular basis.

I have read the above job description and fully understand the conditions set forth therein, and if employed as a Certified Occupational Therapy Assistant, I will perform these duties to the best of my knowledge and ability.

_____ _____

Date Signature

PERFORMANCE APPRAISAL/EVALUATION

Certified Occupational Therapy Assistant (COTA)

	1	2	3	4
Provides all occupational therapy services according to physician orders and plan of care established by the OT.				
Performs services planned, delegated and supervised by the OT.				
Assists in preparing clinical and progress notes.				
Informs the OT and other team members of changes in the patient's condition and needs.				
Informs patient/family of plan of care.				
Involves patient/family in updating of plan of care.				
Interacts with other health care providers for coordination of patient care.				
Continually reevaluates needs of patient/family.				
Coordinates the therapy aspects of patient care with the OT.				
Maintains medical record notes that reflect patient/family progress/ response to treatment.				
Consults with the OT to determine whether treatment plan should be continued, changed or terminated.				
Instruction to patient/family in home program with documentation in medical record notes.				
Observes confidentiality and safeguards all patient related information.				
Attends staff meetings and participates in patient care conferences as scheduled.				
Completes and submits progress notes and paperwork in a timely manner per Agency policy.				
Immediately reports to OT/Director of Clinical Services/Nursing Supervisor any patient incidents/variances or complaints.				
Demonstrates competent performances of technical skills according to established procedures.				
Participates in peer review and PI activities as requested.				
Understands and adheres to established policies and procedures.				
Adheres to Agency standards and consistently interprets and accurately performs all assigned responsibilities.				
Maintains acceptable attendance status, per Agency policy.				
Maintains acceptable level of tardiness, per Agency policy.				
Reports all incomplete work assignments to OT/Director of Clinical Services/Nursing Supervisor.				

1 - Does Not Meet Standards **2 - Needs Improvement**
3 - Meets Standards **4 - Exceeds Standards**

PERFORMANCE APPRAISAL/EVALUATION
COTA

	1	2	3	4
Appearance is always within Agency standards; is clean and well groomed.				
Demonstrates effective time management skills through daily documentation and infrequent overtime for routine assignments.				
Participates in inservice programs.				
Maintains clean and neat work environment.				
Demonstrates sound judgment and decision making.				
Maintains current CPR certification, if required.				
Performs other duties as assigned.				

Comments _____

_____

_____

_____

_____ _____

Employee Signature *Date* *Supervisor Signature* *Date*

1 - Does Not Meet Standards **2 - Needs Improvement**
3 - Meets Standards **4 - Exceeds Standards**