

JOB DESCRIPTION OCCUPATIONAL THERAPIST

Evolution Rehab Group is a licensed Rehab Agency focusing on PT OT ST services for the elderly population. We offer services in the clinic and within a radius around the clinic in extension locations (if applicable) and in the patients' homes if wanted. The encounters are for a geriatric population primarily and will entail a focus on ADL/IADL and functional recovery.

Occupational Therapist Responsibilities:

- Conducting physical and psychological assessments of patients and developing or following a treatment plan.
- Assessing home environments of patients and deciding what adjustments are needed.
- Advising on adaptive equipment to help patients with daily activities.
- Developing physical rehabilitation programs to help patients regain lost skills.
- Preparing patients for a return to work.
- Educating caregivers and family members of patients on patient care.
- Evaluating results and progress of occupational therapy on patients.
- Maintaining professional knowledge and technical progress in order to provide patients with the best treatment program available.
- Complying with federal, state, and local certification requirements.
- Evaluating patient condition regarding physical and basic mental health.

Occupational Therapist Requirements:

- A bachelor degree or higher in occupational therapy from a university certified by the ACOTE (Accreditation Council for Occupational Therapy Education) or AOTA (American -Occupational Therapy Association).
- Certified by the National Board for Certification.
- Compliant with state healthcare regulatory requirements.
- Possess up-to-date knowledge of treatment practices and physical therapy programs.
- Excellent interpersonal communication skills.
- Ability to take care of patients with different personalities.
- Comfortable using a computer for various tasks.
- Ability to assess patient condition and work with treatment plans.
- Able to have reliable transportation to and from clinic and to and from patient homes as needed
- Reliable and secure internet connection at least daily for completion of documentation
- Ability to securely transmit PHI to the office if working remotely
- Knowledge of Medicare Part B pertaining to CMS Benefit Manual chapter 15 regarding therapy services
- Following Additional Requirements in Addendum A

Professional Expectations

- a. This position is one of the main faces of the organization Therefore, it is expected that this role embodies true professionalism at all times.
 - i. This means being at least 10 minutes early for shifts and if needed staying late within reason.
 - ii. This means never raising their voice, using profanity, disparaging, or having any inappropriate (sexual, harassing, or otherwise) communication with staff, management, vendors, or patients.
 - iii. This means keeping their workstation clean and organized
 - iv. This means given ample notification to gain appropriate coverage if going to take time off
 - v. This means keeping work business at work and home life at home
 - vi. This means wearing professional dress (e.g. no jeans, no shorts, no sweatpants or pajama pants, no yoga pants, no undershirts as over shirts, no hats, no bandanas) at all times while working
 - vii. This means no excessive piercings that are visible and no excessive tattoos that are not covered
 - viii. This means at times going a bit above and beyond the typical job description for the betterment of the organization (e.g. picking up supplies on the way to work if in dire emergency)
 - ix. This means no police charges that involve drug use, financial fraud, domestic violence, or other behaviors that would reflect poorly upon our organization
 - x. This means not appropriating any resources for personal use
 - xi. This means being accountable- make sure to follow up on any important matters, make sure there are checks and balances, follow through on actions, if you do not know something, ask, and then learn it.
 - xii. This means asking questions, finding solutions, constantly improving processes with system solutions
 - xiii. This means being at work when it is time to work and working while at work

2. Privacy / HIPAA

- a. This position will be exposed to thousands of medical records that contain sensitive protected health information and fall under local, state, and federal HIPAA regulations. Therefore, it is imperative to ensure that all measures are taken to avoid HIPAA breaches.
 - i. This position will need to show competency upon testing of HIPAA regulations at least yearly.
 - ii. Patient records will only be accessed from a secure work computer and only portions of the chart that are needed to conduct business will be accessed
 - iii. Patient records will never be released or sent to anyone other than the referring physician without authorized written consent on file and all such transactions will be kept in a log
 - iv. Patient records, or any protected information, will never be sent over unsecure email or text
 - v. Messages left on phones will not include protected information if approval to leave messages has been obtained
 - vi. Any paper records will be scanned into a secure computer system and then shredded
 - vii. If records must be accessed at home or some location other than the main office, then it must be done through a secure VPN and nothing can be downloaded to a non-work computer.
 - viii. This position will not discuss patient information with anyone outside the BAA and will only disclose as much information that is needed for the discussion.
 - ix. If a patient's PHI is going to be discussed, all measures will be taken to ensure that it is not done with other parties present who are not privy to this information (don't talk on cell phone in public places for example)

ADDENDUM A

- PPD/Chest X-Ray annually (TB)
- Annual physical showing
 - safe to perform job functions including lifting, carrying, pushing, pulling up to 100 pounds at a time for short periods and 15-20 pounds on regular basis
 - able to sit and stand for up to 1 hour at a time
 - able to walk, climb stairs, climb in and out of tub, bed, chair
 - free from known communicable diseases
- Willingness to take random drug screen at any time including within 1 hour of any patient incident with injuries
- Not on OIG exclusion list or any other state or federal program exclusion list
- Affidavit of good moral character
- References
- Up to date auto insurance
- Professional liability insurance 1mil/3mil policy
- Background screening clearance
- Level 2 background up to date and checked
- Med Errors CEUs within licensure period prior
- Human Trafficking CEU in 2020
- OSHA Blood borne pathogen CEU
- HIPAA and HiTECH CEU
- Sign off on receipt of P&P
- Understanding of proper safety of Mobile Device
- Alzheimers CEU
- Domestic Violence (preferably in elderly) CEU
- CPR/BLS Adult
- Competency sign off
- State Licensure up to date

I understand the requirements set forth in this document, and have no questions or reservations about performing these duties and what is expected of me.

Name: _____

Date: _____

Signature: _____

