

# **CERTIFIED OCCUPATIONAL THERAPY ASSISTANT**

## **DEFINITION**

Under the supervision of the facility's Occupational Therapist (OTR). Will provide occupational therapy services for residents including information gathering for evaluation and assessment, implementation of treatment plans as well as maintaining appropriate documentation/communication as necessary toward the achievement of identified objectives.

## **EXAMPLES OF DUTIES**

Under the supervision of the facility OTR, COTA will screen/assess residents to determine need for intervention for wheelchair positioning, eating skills, splinting and functional maintenance programs; actively participates in treatment team development and implements treatment according to that plan; maintains appropriate documentation of progress toward identified objectives in the medical record; provides feedback/communication to the resident and to interdisciplinary team members on progress toward stated goals; will lead or co-lead groups with geriatric and psychiatric residents to prepare them for maximizing their functional potential; attends at least one resident mealtime daily to offer instruction/coaching in improving resident self-feeding skills; maintains awareness of changes in resident populations, resident conditions and programs and communicate changes to the unit nurse and the supervising OTR; adheres to the standards of practice and ethics of the profession as well as complying with all state practice guidelines/policies stipulated by Chapter Med 19 of the Wisconsin Administrative Code; adheres to the facility's resident Bill of Rights' adheres to established facility policies and procedures related to environmental/fire safety, infection control, personal safety, and emergency code situations; attends required MDS and treatment care conferences and assist in billing services reimbursable under the Medicaid/Medicare programs; maintains appropriate documentation of treatment units for billing Medicare/Medicaid Programs; assists facility OTR in meeting prior authorization requirements required by third party billing agencies.

## **EMPLOYMENT STANDARDS**

### **EDUCATION AND EXPERIENCE**

Must be a graduate of an accredited school for certified Occupational Therapy Assistants. Hold an AOTCB Certificate for Occupational Therapy Assistants. Meet state certification requirements pursuant to Section HSS 105.28, Wisconsin Administrative Code. Eligible to receive a non-billing, performer provider number from WMAP. Position requires a minimum of one year of experience as a COTA working with long term psychiatric, medical and geriatric residents. Experience in a nursing home environment preferred.

**(OVER)**

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of occupational therapy services, skill in using sound biomechanical techniques frequently throughout an eight-hour shift; ability to walk, bend and stand for sustained periods of time; ability to speak and hear sufficiently to understand and give directions; visual acuity sufficient to assess screen and monitor resident needs as well as to maintain accurate medical records; must be able to lift up to fifty (50) pounds unassisted and heavier loads with assistance.

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