Summary

A Certified Occupational Therapy Assistant (COTA) is responsible for providing direct patient care under the supervision of an Occupational Therapist. Responsibilities include following the plan of care, providing treatments, and working collaboratively with the members of the team to help achieve positive patient care outcomes.

Qualifications

1. A person who—
2. Meets all of the following:
	1. Is licensed, unless licensure does not apply, or otherwise regulated, if applicable, as an Occupational Therapy Assistant by the State in which practicing.
	2. Graduated after successful completion of an Occupational Therapy Assistant education program accredited by the Accreditation Council for Occupational Therapy Education, (ACOTE) of the American Occupational Therapy Association, Inc. (AOTA) or its successor organizations.
	3. Is eligible to take or successfully completed the entry-level certification examination for Occupational Therapy Assistants developed and administered by the National Board for Certification in Occupational Therapy, Inc. (NBCOT).
3. On or before December 31, 2009—
	1. Is licensed or otherwise regulated as an Occupational Therapy Assistant, if applicable, by the State in which practicing; or any qualifications defined by the State in which practicing, unless licensure does not apply; or
	2. Must meet both of the following:
		* + Completed certification requirements to practice as an Occupational Therapy Assistant established by a credentialing organization approved by the American Occupational Therapy Association.
			+ After January 1, 2010, meets the requirements in paragraph (a) of this section.
4. After December 31, 1977 and on or before December 31, 2007—
	1. Completed certification requirements to practice as an Occupational Therapy Assistant established by a credentialing organization approved by the American Occupational Therapy Association; or
	2. Completed the requirements to practice as an Occupational Therapy Assistant applicable in the State in which practicing.
5. On or before December 31, 1977—
6. Had 2 years of appropriate experience as an Occupational Therapy Assistant; and
7. Had achieved a satisfactory grade on an Occupational Therapy Assistant proficiency examination conducted, approved, or sponsored by the U.S. Public Health Service.
8. If educated outside the United States, on or after January 1, 2008—
	1. Graduated after successful completion of an Occupational Therapy Assistant education program that is accredited as substantially equivalent to Occupational Therapist assistant entry level education in the United States by—
		* + The Accreditation Council for Occupational Therapy Education (ACOTE).
			+ Its successor organizations.
			+ The World Federation of Occupational Therapists.
			+ By a credentialing body approved by the American Occupational Therapy Association; and
	2. Successfully completed the entry-level certification examination for Occupational Therapy Assistants developed and administered by the National Board for Certification in Occupational Therapy, Inc. (NBCOT).
9. Two years of appropriate experience as an occupational therapy assistant. Community/ home health experience is preferred.
10. Current CPR certification and valid driver’s license.
11. Acceptance of philosophy and goals of the Agency.
12. Excellent observation, verbal and written communication skills, problem solving skills, basic math skills; therapy skills per competency checklist.

Essential Job Functions/Responsibilities

1. The Certified Occupational Therapy Assistant assumes responsibility for, but is not restricted to:
	1. Providing services that are ordered by the physician as indicated in the plan of care
	2. Patient, caregiver, and family counseling
	3. Patient and caregiver education
	4. Preparing clinical notes
	5. Communication with the Occupational Therapist and other health care practitioners (as appropriate) related to the current plan of care
	6. Participation in the Agency’s QAPI program
	7. Participation in agency-directed in-service training
2. Delivers occupational therapy program and instructs family/caregiver in certain phases of occupational therapy with which they may work with a patient, as well as instructing them as to the goals of the occupational therapy program for the patient.
3. Implements current occupational therapy assistant practice following the plan of care.
4. Provides accurate and timely documentation of patient services to reflect the plan of care.
5. Provides patient and family/caregiver education and information pertinent to diagnosis and plan of care.
6. Participates in coordination of Agency services, appropriately reporting the identified needs to the care team.
7. Uses equipment and supplies effectively.
8. Provides appropriate pain/symptom management. Evaluates and documents patient’s response to treatments/interventions.
9. Participates in personal, professional growth and development.
10. Performs other duties as assigned by the Occupational Therapist/supervisor.

The above statements are intended to be a representative summary of the major duties and responsibilities performed by incumbents of this job. The incumbents may be requested to perform job-related tasks other than those stated in this description.

job relationships RISK EXPOSURE

1. Supervised by: Clinical Supervisor/Clinical Manager High Risk

2. Employees Supervised: None

PHYSICAL REQUIREMENTS

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position without compromising patient care.

**PHYSICAL DEMANDS WORK ENVIRONMENT**

On-the-job time is spent in the following physical activities. Show This job requires exposure to the following environmental conditions.

the amount of time by checking the appropriate boxes below. Show the amount of time by checking the appropriate boxes below.

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | None | Up to 1/3 | 1/3 to ½ | 1/3 and more |  |  | None | Up to 1/3 | 1/3 to 1/2 | 2/3 and more |
| Stand |  |  |  | √ |  | Wet, humid conditions (non-weather) | √ |  |  |  |
| Walk |  |  | √ |  |  | Work near moving mechanical parts | √ |  |  |  |
| Sit |  |  | √ |  |  | Fumes or airborne particles | √ |  |  |  |
| Talk or hear |  |  |  | √ |  | Toxic or caustic chemicals | √ |  |  |  |
| Use hands to finger, handle or feel |  |  | √ |  |  | Outdoor weather conditions |  |  | √ |  |
| Push/pull |  | √ |  |  |  | Extreme cold (non-weather) | √ |  |  |  |
| Stoop, kneel, crouch or crawl |  | √ |  |  |  | Extreme heat (non-weather) | √ |  |  |  |
| Reach with hands and arms |  |  | √ |  |  | Risk of electrical shock | √ |  |  |  |
| Taste or smell |  | √ |  |  |  | Work with explosives | √ |  |  |  |
|  |  |  |  |  |  | Risk of radiation | √ |  |  |  |
|  |  |  |  |  |  | Vibration  | √ |  |  |  |
| This job requires that weight be lifted or force be exerted. Show how much & how often by checking the appropriate boxes below |  |  |  |  |  |  |
|  | None | Up to 1/3 | 1/3 to ½ | 2/3 and more |  | The typical noise level for the environment for the work environment is: (Check all that apply) |
| Up to 10 pounds |  |  |  | √ |  | 🞏 Very Quiet 🞏 Loud Noise 🞏 Quiet⮽ Moderate Noise 🞏 Very Loud NoiseHearing:⮽ Ability to hear alarms on equipment⮽ Ability to hear patient call⮽ Ability to hear instructions from staff |
| Up to 25 pounds |  |  |  | √ |  |
| Up to 50 pounds |  |  | √ |  |  |
| Up to 100 pounds |  | √ |  |  |  |
| More than 100 pounds |  | √ |  |  |  |

**REPETITIVE MOTION ACTIONS**

* **Number of Hours -**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **This job has special vision requirements; check all that apply** | **Repetitive use of Foot Control** | 0 | 1-2 | 3-4 | 5-6 | 7+ |
| 🞏 Close vision (clear vision at 20 inches or less) | Right only |  |  |  |  |  |
| 🞏 Distance Vision (clear vision at 20 feet or more) | Left only |  |  |  |  |  |
| 🞏 Color Vision (ability to identify and distinguish colors) | Both  |  | **√** |  |  |  |
| 🞏 Peripheral Vision | **Repetitive use of Hands** |  |  |  |  |  |
| 🞏 Depth Perception | Right only |  |  |  |  |  |
| 🞏 Ability to Adjust Focus | Left only |  |  |  |  |  |
| ⮽ No Special Vision Requirements | Both |  |  | **√** |  |  |
|  | **Grasping: simple/light** |  |  |  |  |  |
| **Special demands not listed:**  **Note:** Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the position | Right only |  |  |  |  |  |
| Left only |  |  |  |  |  |
| Both  |  |  | **√** |  |  |
| **Grasping: firm/heavy** |  |  |  |  |  |
| Right only |  |  |  |  |  |
| Left only |  |  |  |  |  |
| Both  |  | **√** |  |  |  |
| **Fine Dexterity** |  |  |  |  |  |
| Right only |  |  |  |  |  |
| Left only |  |  |  |  |  |
| Both  |  |  | **√** |  |  |

I have read the above job description and fully understand the conditions set forth therein and will perform these duties to the best of my knowledge and ability.

*Signature Date*