DUTY STATEMENT
CALIFORNIA DEPARTMENT OF VETERANS AFFAIRS

PART A

Position No: 573-417-8288-004	**Date:**
Class: Occupational Therapist	**Name:**

Under the direction of the Chief of Rehabilitation Services, the Occupational Therapist (licensed, registered) is responsible for the evaluation, planning, directing and administering of occupational therapy treatment as prescribed by a licensed physician. Provides direct patient care to a primarily geriatric population, in an effort to restore function following injury, disease, physical and/or cognitive disability.

Percentage of time performing duties:	ESSENTIAL FUNCTIONS
35%	Maintain an active patient caseload. Perform appropriate assessments to determine current physical and/or cognitive status, level of functional independence, need for skilled rehabilitation services and/or recommendations. Develop and implement treatment programs. Establish therapeutic goals to maintain or improve motivation, physical, cognitive, or psycho-social condition; utilize therapeutic techniques for individual and/or group sessions.
30%	Observe and evaluate treatment effect, with reassessment as clinically indicated. Modify discharge goals as appropriate to maximize functional outcomes, safety, and quality of life. Provide patient, caregiver instruction to achieve discharge goals and carryover with established aftercare programs (Functional Maintenance, Restorative Program).
15%	Maintain necessary documentation, files, notes on all patients referred for occupational therapy services. Records are kept in accordance with Medicare, Omnibus Budget Reconciliation Act (OBRA), Title 22, USDVA, and other applicable licensing/accreditation standards. Follow established policy and procedure for computer and handwritten documentation.
10%	Participate in committee, staff, and inter-disciplinary meetings to facilitate occupational therapy services and recommendations. Coordinate and delegate responsibilities assigned to support staff (Certified Occupational Therapy Assistants, Occupational Therapy assistants, and students, etc.). Consult with Physicians/NPs, Nursing, UR/Case Management, and other support services. Provider will submit all appropriate charges for reimbursement of skilled services provided.
5%	Complete in-service training as required by CalVet. Obtain professional development/continuing education units to maintain active licensure and certification as required by the California Board of Occupational Therapists (CBOT) and the National Certification Board of Occupational Therapists (NCBOT). Provide in-service training to departmental and nursing staff, as well as patient family members as it relates to patient care. Share in the responsibility of cleaning and maintaining equipment/supplies in clinic areas for patient safety and infection control. Follow through with the ordering of prescribed medical equipment.
NON-ESSENTIAL FUNCTIONS	
5%	Other related duties as assigned.

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PART B - PHYSICAL AND MENTAL REQUIREMENTS OF ESSENTIAL FUNCTIONS

Activity	Not Required	Less than 25%	25% to 49%	50% to 74%	75% or More
VISION: View computer screen; prepare various forms, memos, reports, letters, and proofread documents.					X
HEARING: Answer telephone; communicate with administration, departmental managers, department staff, and residents, provide verbal feedback; environmental monitoring.					X
SPEAKING: Communicate with staff, residents and the public in person and via telephone; interact in meetings.					X
WALKING: Within the home to various units.				X	
SITTING: Work station; meetings; trainings; patient treatment.			X		
STANDING: Copy documents; review records; patient treatment; staff collaboration.				X	
BALANCING:					X
CONCENTRATING: Review documentation for accuracy; complete forms; research laws, rules and processes; multi-tasking; treatment analysis; reading/writing reports; respond to patients/staff.					X
COMPREHENSION: Understand laws, rules, regulations, policies and procedures of the department; content of meetings, trainings, and work discussions.					X
WORKING INDEPENDENTLY: Must be able to apply laws, rules and processes with minimal guidance.					X
LIFTING UP TO 10 LBS:					X
LIFTING 10 - 25 LBS:					X
LIFTING 25 - 50 LBS:			X		
FINGERING: Push telephone buttons, calculator keys, computer keyboard; adaptive and assistive devices.					X
REACHING: Answer telephone; use a mouse; print documents on desk printer; patient assistance; set up equipment.				X	
CARRYING: Transport documents; therapy equipment; therapy supplies; medical record charts.				X	
CLIMBING: Stairs; step stool.			X		
BENDING AT WAIST: Use copier; access low file drawers.				X	
KNEELING: Access low file drawers.			X		
PUSHING OR PULLING: Open and close file drawers; wheelchairs; carts.				X	
HANDLING: Sort paperwork; therapy equipment; therapy supplies; equipment; charts.					X
DRIVING: Special events		X			
OPERATING EQUIPMENT: Computer, telephone, copier, fax machine, printer; therapy equipment.				X	
WORKING INDOORS: Enclosed office environment.					X
WORKING OUTDOORS: Special Events.		X			
WORKING IN CONFINED SPACE: File, supply, storage rooms, etc.				X	

I have read and understand the duties listed on this Duty Statement and I can perform these duties with or without reasonable accommodation. (If reasonable accommodation may be necessary, discuss any concerns with the Equal Employment Opportunity Office).

Employee signature_____ Date _____

Supervisor signature _____ Date _____

Human Resources signature _____ Date _____