



**TOBAGO REGIONAL HEALTH AUTHORITY
HUMAN RESOURCES DEPARTMENT
JOB DESCRIPTION**

Job Title	Occupational Therapist – Physical Dysfunction
Department	Occupational Therapy
Reports to	Head of Department – Occupational Therapy
Head of Department	Head of Department – Occupational Therapy
Supervision Provided to	Occupational Therapists, Rehabilitation Assistants, Clerical Assistants

JOB SUMMARY

The Occupational Therapist (Physical Medicine) conducts assessments to evaluate occupational performance which consists of interview and systematic observation to determine what activities can and cannot be performed and what functions limit performance of clients. Treatments focus on occupations (purposeful activity) to mediate dysfunction of physical or psychological origin.

PRIMARY DUTIES & RESPONSIBILITIES

- Makes recommendations on individual needs for environmental modifications or specific equipment
- Review treatment, evaluate progress and modify treatment as appropriate.
- Ensures the provision and practice of high standards in occupational therapy service through the maintenance of current clinical knowledge through continued professional development
- Performs fitness to work assessments and to assess patient's abilities which enable clients to return to work in a safe environment based on their abilities
- Manage caseloads and provide feedback on patients as necessary to plan and review ongoing treatments.
- Prioritize needs of patients and complete administrative tasks i.e. update written departmental reports
- Promotes independence for all patients referred, aiming at reducing unnecessary re-admission and assist with discharge planning and placements.

- Write care plans, and attend multidisciplinary case meetings to plan and review ongoing treatments.
- Participates in clinical audit and evidence- based practice research.
- Engages in community activities in the advancement of the profession and increase the awareness in the roles and responsibilities of occupational therapy in-service delivery.
- Assists in the inventory, ordering and maintenance of therapy equipment.
- Adheres to the hospital policy on Health & Safety, Moving & Handling, Fire and Disaster Preparedness
- Review, plan, implement, evaluate, treat and progress patient care, to maximise functional independence based on patient's rehabilitation potential.
- Acts independently to assess and analyze individual patients to determine their need for occupational therapy intervention
- Communicates, makes recommendations and referrals to all relevant disciplines of staff to maximize patient care
- Supervises clinical workload of Junior staff.
- Participates in student education ensuring quality placements within designated area.
- Assists in the education of nurses, medical, multi-disciplinary team and others to promote knowledge of occupational therapy to enhance patient care and assist in referrals.
- Advise on home and ergonomic alteration such as adjustment for wheelchair assessment.
- Adheres to protocols, guidelines, policies and procedures relevant to Accreditation Standards, Public Health, Infection Control, Occupational Health and Safety, MOH/ DHWSP, Registering Board/Association and the TRHA
- Compliance with the Occupational Therapy Code of Conduct and Ethics
- Performs other related duties as assigned

QUALIFICATIONS & EXPERIENCE

- Training as evidenced by a Masters Level degree in Occupational Therapy, from an institution accredited by the World Federation of Occupational Therapists (WFOT).
- Licensed and Registered to practice in Trinidad & Tobago, with the Council for Professions Related to Medicine.
- At least of 3 -5 years' post-internship experience.

KNOWLEDGE, SKILLS & ABILITIES

- Demonstrate a broad range of clinical experience in specialty areas, including neurology, orthopaedics, , geriatrics, medicine, surgery and community-based.
- Demonstrate good interpersonal skills
- Able to identify, initiate and facilitate service developments.
- Demonstrate leadership skills and able to take initiative, make sound judgments and work independently within a multidisciplinary team
- Pro-active, inventive, and creative in the delivery of service
- Maneuver wheelchairs and other equipment in a therapeutic setting.
- Move patients using mechanical aides.
- Excellent verbal, written communication, and organizational skills.
- Good observational skills.
- Physical ability to execute job responsibilities that may include: transferring and/or lifting patients or equipment, and managing equipment.
- Must be able to work within a professional unit and multi-disciplinary team.
- Must be able to develop client rapport and maintain a positive therapeutic atmosphere, focusing on family-centered care.
- Advise on home and workplace alterations such as adjustment for wheelchair assessment
- Knowledge in paediatric intervention is an asset.

SPECIAL REQUIREMENTS

- Physical and mental strength and capability to perform the manual requirements of the position.
- Willing to work overtime, public holidays, and weekends as requested by the HOD Occupational Therapist:
 - The incumbent is required to perform Emergency On-call duties based on an On-call roster as directed by the Essential Service Industry Standards for a 24-hour Health Care System.
 - The incumbent is also required to work in a shift environment covering 24 hours per day, 7 days per week.
- Staff must avail themselves as far as possible for duty in the event of an emergency or disaster.