

**Job Title:** Certified Occupational Therapy Assistant (COTA)  
**Department:** Rehab Services  
**Classification:** Non-exempt  
**Reports to:** 1. Manager of Rehab Services  
2. VP of Operations

### Summary

Provide professional COTA services by working under the supervision of the Occupational Therapist in accordance with treatment plan

### Essential Functions

- Determines treatment plan in conjunction with OTR upon completion of the evaluation by the OTR
- Performs evaluations/portions of evaluations as stipulated by the AOTA/POTA and to OT Department guidelines
- Monitors patient progress/response to therapy and alters treatment plan as required; corresponds with supervising OTR any changes professionally
- Submits accurate charges based on services rendered according to department policies and procedures
- Utilizes assistive devices to enhance a patient's functional independence; trains patient and/or significant other in use
- Fabricates splint as per OTR guidelines and department policies and procedures
- Demonstrates knowledge of standards of OT care when implementing OT interventions
- Ensures supervision by OTR per AOTA requirements, including co-signing notes and treatment planning
- Completes required documentation on medical record according to department policies and procedures
- Communicates with other members of the OT Department routinely regarding caseload and the need for assistance and availability to assist on other units based on daily caseload

### Education/Experience

- COTA degree from an accredited required
- Must possess/be eligible for (new grads, out-of-state applicants) licensure in the state of Pennsylvania
- Must hold/be eligible for certification through NBCOT
- Current BLS Healthcare Provider certification

### Knowledge, Skills and Abilities

- **Required to maintain absolute confidentiality of patient care, patient accounts and hospital related matters.**
- **Required to abide by, and comply with, the provisions of the TAH Corporate Compliance Policy.**
- Required to utilize positive Guest Relations principles in all interactions with patients, families, peers, third party payers and all members of the healthcare team.
- Required to establish and maintain the ability to communicate effectively both verbally and in writing with a variety of socioeconomic, religious and culturally diverse populations of patients, clients, families and the general public in order to gain confidence and cooperation and to establish and maintain contact with facility staff and others.
- Required to abide by, and comply with, established Departmental and TAH policies, procedures and standards.

- Required to establish and maintain acceptable level of attendance.
- Required to perform the duties of the position in a safe and efficient manner.
- Required to assist in maintaining the cleanliness of the work areas.
- Ability to remain calm and perform effectively during critical/emergency situations and pending deadlines.
- Ability to adapt to a wide range of physical and emotional situations and to seek assistance in the application of procedures sufficient to overcome problems.
- Ability to adapt working times or methods and perform effectively in order to meet established, critical deadlines.
- Ability to communicate with the following: members of health care team, patients, families, caregivers to explain treatment plan and purpose of OT intervention.
- Analytical skills to determine patient response to prescribed OT treatment plan; problem solving techniques are utilized to determine methods to enhance a patient's functional independence.
- Ability to concentrate, plan and perform professional COTA care, interact with patient/significant other(s) and other team members under stressful situations

### **Work Environment**

Work is performed primarily indoors in a generally pleasant work area. The employee may encounter potentially adverse conditions due to exposure to patient contact, and infectious/contagious diseases.

### **Specific Job Demands**

- Lifting/Carrying/Pushing/Pulling: up to 50 lbs. occasionally, 10 to 25 lbs. frequently or up to 10 lbs. constantly
- Stooping: Occasionally - Bending body downward and forward by bending spine at the waist, requiring full use of the lower extremities and back muscles.
- Reaching: Frequently - Extending hand(s) or arm(s) in any direction.
- Handling: Frequently - Seizing, holding, grasping, turning, or otherwise working with hand or hands. Fingers are involved only to the extent that they are an extension of the hand, such as to turn a switch or shift automobile gears.
- Fingering: Frequently - Picking, pinching, or otherwise working primarily with fingers rather than with the whole hand or arm as in handling.
- Feeling: Frequently - Noting attributes of objects, such as size, shape, temperature, or texture, by touching with skin, particularly that of fingertips.
- Talking: Frequently - Expressing or exchanging ideas by means of the spoken word to impart oral information to clients or to the public and to convey detailed spoken instructions to other workers accurately, loudly, or quickly.
- Hearing: Frequently - Perceiving the nature of sounds by ear.
- Must have the physical abilities that allow one to walk/sit/stand/push-pull/lift/transfer patients/bend/squat/reach/manipulate and operate OT equipment.

### **Positions Supervised**

None