

**State of Michigan
Civil Service Commission**
Capitol Commons Center, P.O. Box 30002
Lansing, MI 48909

Position Code 1. OCCUPTHEA28R

POSITION DESCRIPTION

This position description serves as the official classification document of record for this position. Please complete the information as accurately as you can as the position description is used to determine the proper classification of the position.

2. Employee's Name (Last, First, M.I.)	8. Department/Agency MDHHS-WALTER P. REUTHER PSY HS
3. Employee Identification Number	9. Bureau (Institution, Board, or Commission) Bureau of State Hospitals and Behavioral Health Administrative Operations
4. Civil Service Position Code Description OCCUPATIONAL THERAPIST-E	10. Division WRPH
5. Working Title (What the agency calls the position) Occupational Therapist	11. Section Clinical Affairs
6. Name and Position Code Description of Direct Supervisor CLINTON, TRACEY P; ACTIVITIES THERAPY MANAGER-2	12. Unit Activity Therapy
7. Name and Position Code Description of Second Level Supervisor HITSMAN, CORY; ACTIVITIES THERAPY MANAGER-3	13. Work Location (City and Address)/Hours of Work 30901 Palmer Road, Westland, MI 48186 / Monday- Friday; 8:00 a.m. - 4:30 p.m.

14. General Summary of Function/Purpose of Position

To provide rehabilitative and habilitation programming using the principles and practices of the Occupational Therapy profession in the development and enhancement of function skills and abilities. Based on the assessment of patient needs, the therapist utilizes a variety of therapeutically oriented tasks and activities to promote the acquisition of knowledge, skills, and attitudes necessary in the performance of various life tasks.

This is a drug and alcohol tested (DART) position under the criteria provided in the collective bargaining unit agreement, as the incumbent has regular and directed contact with hospital patients.

15. Please describe the assigned duties, percent of time spent performing each duty, and what is done to complete each duty.

List the duties from most important to least important. The total percentage of all duties performed must equal 100 percent.

Duty 1

General Summary:

Percentage: 10

Patient Assessment

Individual tasks related to the duty:

- Complete initial and annual assessments in accordance with hospital and departmental procedures and timelines
- Utilize results of the assessment to identify strengths and skill deficits and to formulate a recommended Activity Therapy intervention plan that includes a psychosocial problem, corresponding long and short-term goals
- Present clinical findings to the treatment team and participate in the development of the individual plan of service for assigned patients that is guided by the Person-Centered Planning process
- Conduct formal and informal re-assessment of patient status to evaluate progress towards treatment goals and the effectiveness of the Activity Therapy intervention plan
- Make revisions in the Activity Therapy intervention plan as necessary based on the re-assessment of patient progress

Duty 2

General Summary:

Percentage: 45

Delivery of patient treatment/activity programming

Individual tasks related to the duty:

- Implement interventions in accordance with the individual plan of service and modify these plans as necessary to further therapeutic goals
- Provide Psychosocial Rehabilitation (PSR) groups as a part of the PSR Program on/off the unit, on grounds and in community for assigned patients
- Teach patients skills associated with task performance, interacting with others and community living
- Administer treatment in the form of therapeutic activities graded to fit the physical and mental needs of the patient
- Plan special activities for the unit and carry out all related tasks
- Organize and conduct community outings completing all tasks related to this function
- Supervise patients during service delivery to ensure their safety
- Take action to avoid patient exposure to hazardous or potentially hazardous situations
- Provide interventions as needed to assist the patient in controlling his/her behavior
- Relate to all patients in a manner that communicates dignity and respect

Duty 3

General Summary:

Percentage: 18

Communicate patient related information and clinical data

Individual tasks related to the duty:

- Document the findings of patient assessments in accordance with established time frames and procedures
- Complete treatment progress notes on assigned patients consistent with the established time frames and content requirements established by hospital policy
- Document incidental progress notes to record other significant information in the patient record
- Complete Community Outing progress notes in accordance with established time frames and content requirements to document patient participation and response to outings in the community
- Document information in the PSR Group Progress Note form for every patient assigned to the PSR group following each session, complete a monthly summary for each patient in the assigned groups and file the note in the patient record within the stipulated timeframe
- Complete Unusual Incident Report forms when required

Duty 4

General Summary:

Percentage: 20

Serve as a member of the interdisciplinary treatment team

Individual tasks related to the duty:

- Attend treatment planning meetings as a representative of the Activity therapy profession
- Provide information from the Activity Therapy perspective relative to the development/review of patient treatment plans
- Confer with the treatment team members at IPOS meetings to discuss the problem/needs of the patient, plan treatment goals and identify treatment interventions
- Attend morning report meetings to provide and receive updated information on the status of the patients and changes in treatment interventions
- Attend special treatment team meeting to address emergent patient issues
- Attend weekly Unit Government meetings
- Participate in the review of patient progress in assigned PSR groups during Evaluation Week and provide input into decisions related to the assignment of patients to groups for the next cycle

Duty 5

General Summary:

Percentage: 2

Serve as the Unit PSR Coordinator

Individual tasks related to the duty:

- Review patient assignments to PSR groups weekly to maintain an accurate listing of patients and their groups
- Enter patient assignments to PSR groups into the PSR database following the completion of a patient's treatment plan and within established time frames
- Update the PSR database to reflect any changes in patient assignments to groups and/or transfers to the other units
- Print and post updated patient assignment sheets in designated areas as needed
- Coordinate and facilitate the Evaluation Week process on one's assigned unit
- File all treatment change revision forms in patient charts prior to the start of a new PSR cycle

Duty 6

General Summary:

Percentage: 5

Perform other essential and non-essential functions as required

Individual tasks related to the duty:

- Fulfill all requirements set forth by the State of Michigan Board of Occupational Therapists and submit evidence of current licensure
- Uphold the principles and practices of the Occupational Therapy profession
- Pick up patient mail from the hospital mail room, deliver it to the patients and perform all duties related to this responsibility
- Survey each admitted patient regarding his/her voter registration status and offer the opportunity to register to vote
- Coordinate all activities to facilitate a patient's right to vote in the Federal and State elections
- Develop and update outlines and lesson plans for PSR groups
- Attend all in-service/training programs as assigned and satisfactorily complete course requirements
- Attend and participate in schedule department meetings
- Maintain treatment and office areas in a safe and organized manner
- Maintain records and complete reports as required within the department
- Participate in hospital/department work groups and committees as assigned
- Perform other related work assignments in keeping with the classification

16. Describe the types of decisions made independently in this position and tell who or what is affected by those decisions.

- Make recommendations regarding Activity Therapy treatment interventions for a patient
- Use of treatment strategies, approaches, modalities in the provision of Activity Therapy services to patients.
- Confer with a treatment team member(s) regarding a patient
- Intervene to assist a patient in controlling his/her behavior
- The wellbeing of both patients and staff are affected by these decisions.

17. Describe the types of decisions that require the supervisor's review.

- Interpretation of a new or revised procedure
- The ordering of supplies and materials

- The handling of a conflict with a member of the treatment team or another staff
- Development of a new PSR module

18. What kind of physical effort is used to perform this job? What environmental conditions in this position physically exposed to on the job? Indicate the amount of time and intensity of each activity and condition. Refer to instructions.

- Alternate between sitting, standing, and walking throughout the work shift
- Transport supplies and materials of varying weights and for varying distances numerous times throughout the day
- Work around or directly with others 95% of the time
- Required to interact with individuals on a daily basis, who are forensic and/or mentally ill, to fulfill the duties and responsibilities of the position. May need to physically intervene with patients.
- Potential of being exposed to various types of infectious diseases

19. List the names and position code descriptions of each classified employee whom this position immediately supervises or oversees on a full-time, on-going basis.

Additional Subordinates

20. This position's responsibilities for the above-listed employees includes the following (check as many as apply):

- | | |
|---|--|
| <input type="checkbox"/> Complete and sign service ratings. | <input type="checkbox"/> Assign work. |
| <input type="checkbox"/> Provide formal written counseling. | <input type="checkbox"/> Approve work. |
| <input type="checkbox"/> Approve leave requests. | <input type="checkbox"/> Review work. |
| <input type="checkbox"/> Approve time and attendance. | <input type="checkbox"/> Provide guidance on work methods. |
| <input type="checkbox"/> Orally reprimand. | <input type="checkbox"/> Train employees in the work. |

22. Do you agree with the responses for items 1 through 20? If not, which items do you disagree with and why?

Yes

23. What are the essential functions of this position?

Patient Assessment

Delivery of patient treatment/programming

Serving as a member of the unit interdisciplinary treatment team

Communicating patient related information and clinical data

24. Indicate specifically how the position's duties and responsibilities have changed since the position was last reviewed.

There has been no significant change in duties and responsibilities since the position was last reviewed.

25. What is the function of the work area and how does this position fit into that function?

The department provides direct patient treatment for those individuals with psychosocial dysfunction. Through the use of action- oriented tasks, patients participate in learning opportunities designed to assist them in the exploration, development, and mastery of skills in the areas of cognitive-task behaviors, social/emotional functioning and community living. This position is assigned directly to a patient living unit. There is direct involvement in patient assessment, in the development of

the individual plan of services and the implementation of interventions to lessen the severity of identified problems and to facilitate the patient's maximal level of overall functioning.

26. What are the minimum education and experience qualifications needed to perform the essential functions of this position.

EDUCATION:

Possession of a bachelor's degree in occupational therapy.

EXPERIENCE:

Occupational Therapist 9

No specific type or amount is required.

Occupational Therapist 10

One year of professional experience providing therapeutic rehabilitation or habilitation services equivalent to an Occupational Therapist 9.

Occupational Therapist P11

Two years of professional experience providing therapeutic rehabilitation or habilitation services equivalent to an Occupational Therapist, including one year equivalent to an Occupational Therapist 10.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of the principles and practices of Occupational Therapy; the treatment planning process and of assessment methods and techniques. Ability to assess patients and utilize the findings to identify patient needs and strengths, to formulate a discipline specific plan of service based on assessment finding; to write behaviorally specific problem statements, long and short term goals; make clinical observations and use the information in the treatment planning and review process; objectively communicate clinical information verbally and in writing; establish therapeutic relationships with patients; work tactfully and diplomatically with patients and staff.

**CERTIFICATES, LICENSES,
REGISTRATIONS:**

Current certification by the National Board for Certification in Occupational Therapy

Current licensure by the State of Michigan Board of Occupational Therapists

NOTE: Civil Service approval does not constitute agreement with or acceptance of the desired qualifications of this position.

I certify that the information presented in this position description provides a complete and accurate depiction of the duties and responsibilities assigned to this position.

Supervisor

Date

TO BE FILLED OUT BY APPOINTING AUTHORITY

Indicate any exceptions or additions to the statements of employee or supervisors.

None Applied.

I certify that the entries on these pages are accurate and complete.

Appointing Authority

Date

I certify that the information presented in this position description provides a complete and accurate depiction of the duties and responsibilities assigned to this position.

Employee

Date