

**BOARD OF REGENTS
STATE OF IOWA
REGENT MERIT SYSTEM**

Class Title: Occupational Therapy Assistant

Class Code: 7261

Pay Grade: 409

GENERAL CLASS DESCRIPTION: Under general supervision of a registered occupational therapist, provides treatment and assists in providing evaluation in all area of the practice of Occupational Therapy. State of Iowa requires a minimum of four hours per month of on-site and in-sight supervision by a registered and licensed occupational therapist.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES:

1. Assists the registered occupational therapist in evaluation and discharge planning. Provides treatment and therapy regimens as prescribed by the occupational therapist in the following areas.
 - Therapeutic feeding or assisted feeding programs.
 - ADL and independent living training
 - Postural support fittings
 - Therapy to improve function in motor, visual-motor and visual perceptual skills
 - Training in assistive technology including use of specialized switches to access computers, augmentative communication devices, environmental control units, and power wheelchairs.
2. Documents patient's status and progress of treatment goals by completing daily patient reports and discharge reports.
3. Attends meetings: admission/discharge staffings, department meetings, specialty team meetings and staff development events.
4. Serves as service facilitator for assigned patients ensuring that goals of patients and families are met.
5. Assists department supervisor in measuring outcomes and quality improvement.
6. Serves as training facilitator for Occupational Therapist Assistant and Occupational Therapy students.

The tasks listed under the heading of Characteristic Duties and Responsibilities are examples of the variety and general nature of duties performed by employees in positions allocated in the class. The list is descriptive only and should be used for no other purpose. It is not intended that any position include every duty listed, nor is it intended that related duties cannot be required.

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7. Assists in maintaining department inventory, management of patient charts, department records and forms, catalog and equipment files and handout materials.
8. Performs other projects and tasks as required and assigned.
9. As requested provides technical assistance/training/evaluation/treatment in any of the following specialty areas:
 - Wheelchair seating evaluation and treatment
 - Computer access evaluation and treatment
 - Augmentative/alternative communication
 - Power wheelchair evaluation including set-up of alternate switches for access
 - Writing prescriptions for adaptive equipment
 - Providing training in specialty areas
10. Supervises volunteers and OTA and OTR students as assigned.

KNOWLEDGES, SKILLS, AND ABILITIES:

1. Knowledge of occupational therapy evaluation and treatment regimens, such as therapeutic feeding, independent living training, postural support fittings, improved function in motor, visual-motor and visual perceptual skills, evaluation and training in assistive technology.
2. Knowledge of anatomy, physiology and sociology.
3. Skill in occupational therapy evaluation and treatments.
4. Ability to monitor and document evaluations and patient responses to treatments.
5. Ability to communicate effectively with supervisors, staff members, members of the health services team and students.
6. Ability to communicate effectively with patients and families.

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MINIMUM ELIGIBILITY REQUIREMENTS:

1. Associate of Arts Degree from an accredited school of Occupational Therapy and
2. Successful completion of an internship program and
3. Successful completion of the AOTBC for Occupational Therapy Assistants and
4. Licensed or proof of request for licensure by the Board of Physical and Occupational Therapy Examiners and
5. Demonstrated competence in administering nonstandardized evaluations and clinical evaluations

REVISION EFFECTIVE: December 16, 1999