



STATE OF NEVADA
Department of Administration
Division of Human Resource Management

CLASS SPECIFICATION

<u>TITLE</u>	<u>GRADE</u>	<u>EEO-4</u>	<u>CODE</u>
OCCUPATIONAL THERAPIST II	34	B	10.609
OCCUPATIONAL THERAPIST I	32	B	10.618

SERIES CONCEPT

Occupational Therapists plan, organize and implement an occupational therapy program for individuals in a mental health, mental retardation, or rehabilitation setting; utilize purposeful activity in areas such as activities of daily living, pre-vocational and vocational training, and participation in sensorimotor, educational, recreational, and social activities to help patients/clients regain physical or mental functioning or adjust to disabilities; select constructive activities suited to the individual's physical and mental capacity, and interest in order to optimize the patient's/client's level of independence.

Develop occupational therapy program protocols, goals and objectives to meet the needs of the population served; participate in committees and activities of the facility in the development of service delivery needs assessments and evaluations, and policies and procedures; and participate in accrediting and quality review programs.

Evaluate patients/clients by reviewing medical, psychiatric, social, and work histories; conduct subjective interviews and observe patient/client physical and emotional status; assess patient/client abilities and limitations through the use of testing devices; score and interpret tests by selecting appropriate norms and integrating results with evaluative data to formulate a diagnosis and develop a treatment plan.

Prepare written treatment plans and specifications to define specific goals and modalities to be used; visit patient's/client's home, job site or physical location to assist in determining treatment strategies and services.

Implement the treatment plan by providing skill training, structured therapeutic activities, counseling, and motivation as needed by patients/clients; periodically evaluate patient/client progress and modify treatment as appropriate, based on the patient's/client's progress and current level of functioning.

Recommend, procure, adapt and/or fabricate assistive devices as needed to improve the patient's/client's functional level.

Maintain documentation for program development, monitoring and evaluation, and of patient/client care and progress in compliance with program accreditation, and State and federal licensure requirements; prepare documentation required for budget development and monitoring, and billing purposes.

Participate in interdisciplinary treatment team meetings to obtain and provide information concerning patients/clients treatment and progress, and coordinate treatment efforts with other team members; confer with community based programs and activities to assist in patient's/client's participation; teach families and others as needed to implement habilitation programs.

Supervise Certified Occupational Therapy Assistants, student affiliates and other support staff as assigned; assign and review work, and provide instruction in specific treatment modalities and procedures to be implemented or monitored; maintain inventory and the therapy environment, ensuring compliance with State and federal health and safety regulations; may provide staff training in appropriate techniques and procedures used to assist patients/clients with activities of daily living.

Perform related duties as assigned.

CLASS CONCEPTS

Occupational Therapist II: Under general direction, incumbents perform the full range of duties outlined in the series concept including advanced, specialized evaluations and interventions.

Occupational Therapist I: Under direction, incumbents acquire skills and experience in performing the duties outlined in the series concept. Employees satisfactorily completing one year as an Occupational Therapist I in a trainee capacity, and with the recommendation of the appointing authority, may progress to Occupational Therapist II. This is the entry level in the series.

MINIMUM QUALIFICATIONS

SPECIAL REQUIREMENTS:

- * Licensure as an Occupational Therapist by the State of Nevada Board of Occupational Therapy is required at time of appointment and as a condition of continuing employment.
- * Certification as an Occupational Therapist by the National Board of Certification for Occupational Therapy (NBCOT) is required at time of appointment and as a condition of continuing employment.
- * Some positions require a valid driver's license.

OCCUPATIONAL THERAPIST II

EDUCATION AND EXPERIENCE: Bachelor's degree from an accredited program in Occupational Therapy and one year of experience as an Occupational Therapist working with individuals with mental illness, mental retardation, and/or physical or cognitive disabilities; **OR** one year of experience as an Occupational Therapist I in Nevada State service. (*See Special Requirements*)

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application):

Working knowledge of: occupational therapy practices; testing and test evaluation techniques used in occupational therapy; occupational therapy methods and modalities as applied to individuals with mental illness, mental retardation, and/or physical or cognitive disabilities; the American Occupational Therapy Association standards of practice and code of ethics; interactions and common side effects of medications; community resources relevant to habilitation and rehabilitation; regulatory program requirements and rehabilitation accreditation standards; program development and implementation; operation, maintenance and use of standard equipment used in occupational therapy. **Ability to:** coordinate services with other therapeutic disciplines; develop priorities in conjunction with program requirements and patient/client needs; maintain documentation according to agency and federal regulations; prepare and monitor budgets; delegate assignments and oversee the work of professional, para-professional, student affiliates and technical staff as assigned; develop and implement specialized evaluations and interventions.

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):

Working knowledge of: federal and State policies, regulations, and procedures regarding patient/client rights and treatment; State personnel and purchasing procedures and regulations; supervisory principles and practices.

OCCUPATIONAL THERAPIST I

EDUCATION AND EXPERIENCE: Bachelor's degree from an accredited program in Occupational Therapy and successful completion of a supervised experience program sponsored through an educational institution. (*See Special Requirements*)

MINIMUM QUALIFICATIONS (cont'd)

OCCUPATIONAL THERAPIST I (cont'd)

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application):

General knowledge of: occupational therapy principles and practices; testing and test evaluation techniques used in occupational therapy; occupational therapy methods and modalities; the American Occupational Therapy Association standards of practice and code of ethics; anatomy, neuroanatomy, physiology, kinesiology, psychology, pathology, and human development; purposes and applications of related therapies such as physical therapy; interactions and common side effects of medications; community resources relevant to habilitation and rehabilitation; operation, use and care of standard equipment used in occupational therapy. **Ability to:** apply knowledge of therapeutic methods and modalities in occupational therapy; evaluate a patient's/client's level of functioning by selecting, administering, and interpreting appropriate assessment instruments; recognize non-verbal communication and behavior; design, fabricate, and/or order splints, adaptive equipment, and assistive devices; perform clinical and vocational counseling; communicate effectively with patients/clients, interdisciplinary team members and health care providers; write treatment plans and progress reports; accurately record pertinent information regarding patient/client treatment, progress and problems; maintain effective working relationships with peers, subordinates, patients/clients, and the public.

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):

These are identical to the Entry Level Knowledge, Skills and Abilities required for Occupational Therapist II.

This class specification is used for classification, recruitment and examination purposes. It is not to be considered a substitute for work performance standards for positions assigned to this class.

	<u>10.609</u>	<u>10.618</u>
ESTABLISHED:	9/1/63	11/18/63
REVISED:	8/31/73	6/7/71
REVISED:		5/5/77
REVISED:	5/31/78-3	5/31/78-3
REVISED:	3/9/79	3/9/79
REVISED:	11/24/80-3	11/24/80-3
REVISED:	7/1/87-12P	7/1/87-12P
	4/11/86PC	4/11/86PC
REVISED:	7/1/99P	7/1/99P
	10/2/98PC	10/2/98PC