

STATE OF SOUTH DAKOTA CLASS SPECIFICATION

**Class Title: Occupational/Physical Therapist
Coordinator**

**Class Code: 51192
Pay Grade: GM**

A. Purpose:

Plans, interprets, directs, and supervises the provision of quality occupational or physical therapy developed to improve or maintain the mobility, functioning, comfort, and training potential of physically and mentally handicapped, mentally ill, injured, or disabled individuals in an institutional setting.

B. Distinguishing Feature:

Occupational Therapy Coordinator and the Physical Therapy Coordinator is the clinical expert in their discipline, which involves quality assurance and oversight of policies and practices of the discipline. The Occupational/Physical Therapy Coordinator may plan, budget, and monitor total client physical or occupational therapy. The incumbent also evaluates clients, develops treatment plans, and provides direct therapy for clients in need of occupational or physical therapy. The function of occupational therapy is to provide specific activities and adaptive equipment to help people learn skills, enabling them to lead independent lives. The function of physical therapy is to restore or maintain bodily function and mobility, relieve pain and prevent or limit permanent disability to those suffering from a disabling injury or disease.

C. Functions:

(These are examples only; any one position may not include all of the listed examples nor do the listed examples include all functions which may be found in positions of this class.)

1. Recommends and monitors the budget for the department to meet individuals' needs.
 - a. Develops integrated service delivery systems.
 - b. Recommends policies and procedures.
 - c. Recommends expenditures of funds.
2. Develops treatment plans for individuals to ensure an effective treatment program is available to benefit individuals.
 - a. Prepares a formal evaluation of the individuals' needs.
 - b. Analyzes the need for specific therapies and activities.
 - c. Prepares a treatment schedule for the provision of therapies.
 - d. Promulgates the plan at treatment team meetings.
 - e. Fabricates client-related therapy equipment such as splints, braces, or adaptive devices.
3. Engages individuals in purposeful activity to achieve goals identified in the program plan.
4. Provides quality assurance to ensure policies and practices of the discipline are followed and maintained.
 - a. Compiles and analyzes data of the program.
 - b. Implements changes to improve services.
 - c. Observes, documents, and summarizes client performance.
 - d. Discusses individual performance and activities.
 - e. Identifies the need for reassessment or program changes.
 - f. Coordinates program modifications with other services.

- g. Determines the need for program discontinuation of services when the individual has reached maximum benefit.
 - h. Prepares and implements programs for home or other settings.
 - i. Identifies and coordinates community resources available to the individual.
 - j. Serves as the clinical expert in a specific discipline by providing discipline and/or technical information to Program Managers as needed.
 - k. Researches information regarding policies and practices of the discipline.
 - l. Represents the facility at quality assurance meetings and develops quality and safety screening tools and criteria.
5. Recommends and implements program policy and procedure directives to establish effective operating parameters.
6. Performs other work as assigned.

D. Reporting Relationships:

Provides work direction and monitoring to Physical Therapists, Occupational Therapists, Occupational/Physical Therapy Aides, and Occupational/Physical Therapy Assistants.

E. Challenges and Problems:

Challenges include working with diverse individuals with varying levels of physical, behavioral, and mental limitations; developing methods of allocating limited time to adequately monitor and treat all of the individuals served; providing adequate services due to chronic shortages of licensed therapists and certified assistants; developing innovative treatment methods; and coordinating services with other disciplines.

F. Decision-making Authority:

Decisions made include recommending expenditures for the program; identifying individuals requiring services; recommending outside referrals; and selecting method, duration, and frequency of therapy treatments.

Decisions referred include final approval of contracts, scheduling of training courses, approval of budget requests, developing and implementing department policy and procedure changes, and determining content of evaluations and program plans.

G. Contact with Others:

Daily contact with staff in training and treatment areas of the facility, individuals and families, and external agencies to plan, direct, and oversee the provision of services; and weekly contact with medical specialists and administrators to coordinate needed support services.

H. Working Conditions:

The incumbent works in an institutional setting with individuals who may have profound mental and physical handicaps or are mentally ill. The incumbent must lift, transfer, and treat individuals who are often non-verbal or have violent behavior disorders.

I. Knowledge, Skills and Abilities:

Knowledge of:

- the methods, techniques, and purposes of occupational or physical therapy;
- therapeutic interventions and behavior modification;
- possible injury or hazards associated with specific treatments and the necessary precautionary and remedial measures to avoid injury;
- effective methods of supervision;
- anatomy and physiology sufficient to position and treat individuals effectively.

Ability to:

- establish trust and rapport with individuals and staff in a rehabilitation setting;
- initiate new and effective treatment;
- supervise;
- communicate effectively.

J. Licenses and Certification:

Occupational Therapist Coordinators must be or eligible to be licensed as an Occupational Therapist by the South Dakota Board of Medical and Osteopathic Examiners and the AOTA.

Physical Therapist Coordinators must be or eligible to be licensed as a Physical Therapist by the South Dakota Board of Medical and Osteopathic Examiners and the APTA.