

MASON CITY CLINIC
Job Description

Job Title: Registered Occupational
Therapist-Hand Specialist

FLSA Status: Nonexempt

Job Code:

Employee Group: Non-management

Department: Orthopaedics

General Summary:

Under direction of a physician, provides hand therapy services to patients in order to facilitate the recovery of range of motion, sensitivity, hand and arm coordination and strength. In doing so, prepares necessary forms, develops treatment plan goals in collaboration with physician, provides direct patient therapy, and completes necessary documentation and charge information as appropriate. Answers telephone calls from patients, responds to inquiries, and provides initial patient assessment.

Principal Duties and Responsibilities:

1. Performs all duties under the direction and supervision of physicians and in accordance with established policies and procedures.
2. Under direction of the physician and according to prescribed methods, performs various patient care-related duties within the Clinic office and/or hospital setting including dressing changes, suture removals, (passive exercise of affected hand), constructing and applying hand/arm splints/casts, and patient education. May provide services to non-Clinic patients on written request from a non-Clinic physician.
3. Evaluates patient's hand/arm with regard to edema, range of motion, strength, coordination, sensation, and function, and discusses evaluation with physician.
4. Under the direction of the physician, develops treatment plan goals for individual patients and assesses patient's progress.
5. Responds to patient telephone calls to answer inquiries, determine initial assessment of patient condition, and discusses evaluation with physician.
6. Documents summary of evaluation, treatment, and phone contacts in patient's chart and completes charges on patient visits for service(s) rendered.
7. Provides hand therapy services and fabricates splints as directed by physician.
8. Assists physician with research activities through review of literature, review of medical records, contacts with outside agencies and patients, etc.
9. Maintains knowledge of trends and developments in the field by reading appropriate articles, journals, and related material, and by attending seminars, conferences, and so forth.

Knowledge, Skills and Abilities Required:

1. Knowledge of orthopaedics, medical procedures, anatomy, and physiology in order to review patient data, evaluate patient condition, construct and apply casts and splints, and to provide occupational hand therapy at a level normally acquired through completion of a bachelor's degree in occupational therapy through an accredited program. Additional training through a hand therapy affiliation would be beneficial. Should be working toward certification as a hand therapist.
2. Current state occupational therapist license.
3. Approximately three to six months on the job experience in order to become technically proficient in reviewing patient data, to evaluate patient condition, to gain familiarity with Clinic and hospital environment and department and Clinic policies and procedures.
4. Interpersonal skills necessary in order to courteously and cooperatively answer routine inquiries from patients when providing therapy or answering phone calls, to communicate with department personnel when exchanging patient-related information, and to discuss patient condition with appropriate physician.
5. Analytical skills necessary in order to review patient history, nerve conduction studies, laboratory data, splint type or design, and other patient information when evaluating patient condition.
6. Ability to concentrate and pay close attention to detail for approximately forty percent of work time when reviewing patient data or research materials and during patient therapy sessions.

Working Conditions:

1. Works in patient care area in which the employee is exposed to contagious diseases, infectious waste, blood and bodily fluid for approximately thirty-five percent of work time.
2. Potential for injury is limited when proper safety and health precautions are followed.

Reporting Relationships:

Reports to the assigned physician(s) of the Orthopaedic Department.

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Department: Orthopaedics

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Approvals:

Department Chairperson

Date

Administrator

Date

The above is intended to describe the general content of and the requirements for the performance of this job. It is not to be construed as an exhaustive statement of duties, responsibilities or requirements.

Revised 10/96

Revised 02/21

WORKING CONDITIONS AND PHYSICAL DEMANDS WORKSHEET

Job Title: Occupational Therapist – Hand Therapist

Department: Orthopaedics

Date: 02-2021

1. Physical Activities

Activity	Does Not Apply	Occasionally (8-10%)	Periodically (11-20%)	Frequently (21-50%)	Very frequently (51-80%)	Continuously (80% or more)
Balancing		X				
Bending				X		
Climbing		X				
Crawling	X					
Crouching		X				
Kneeling		X				
Reading						X
Sitting				X		
Squatting		X				
Standing						X
Stooping	X					
Walking					X	

2. Lifting and/or Pushing and Pulling

Weight	Does Not Apply	Occasionally (8-10%)	Periodically (11-20%)	Frequently (21-50%)	Very frequently (51-80%)	Continuously (80% or more)
0-10 pounds						X
10-20 pounds		X				
20-30 pounds		X				
30-60 pounds		X				
Over 60 pounds		X				

3. Carrying and/or Pushing Pulling

Weight	Does Not Apply	Occasionally (8-10%)	Periodically (11-20%)	Frequently (21-50%)	Very frequently (51-80%)	Continuously (80% or more)
0-10 pounds						X
10-20 pounds		X				
20-30 pounds	X					
30-60 pounds	X					
Over 60 pounds	X					

4. Visual Activity

Level	Yes	No	Comment
Near Vision	X		
Far Vision	X		
Depth Perception	X		
Fine Discriminate Detail		X	
Color Vision		X	
Field of Vision	X		

5. Auditory Activity

Level	Yes	No	Comment
Distinguish Sounds		X	
Distinguish Pitch		X	
Distinguish Tone		X	
Hear Speech	X		

6. Sensory Activity (Touch & Smell)

Level	Yes	No	Comment
Distinguish Hot & Cold	X		
Distinguish Range of Temperature		X	
Distinguish Surfaces	X		
Fine Motor Skills to Grasp	X		
Manual Dexterity	X		
Detect Odors		X	
Distinguish Odors		X	

7. Verbal Activity

Level	Yes	No	Comment
Make Sounds	X		
Form Words	X		
Speak Loudly	X		
Speak Softly	X		

8. Mental Activity

Activity	Does Not Apply	Occasionally (8-10%)	Periodically (11-20%)	Frequently (21-50%)	Very frequently (51-80%)	Continuously (80% or more)
Performing detailed tasks (bookkeeping, transcribing, charting, etc.)						X
Subjected to interruptions						X
Subjected to changing work priorities						X

9. Hazardous Conditions

Activity	Does Not Apply	Occasionally (8-10%)	Periodically (11-20%)	Frequently (21-50%)	Very frequently (51-80%)	Continuously (80% or more)
Exposure to marked changes in temperature & humidity	X					
Exposure to electrical shock	X					
Exposure to vapor, fumes & gases		X				
Exposure to radiation	X					
Exposure to infectious disease				X		
Driving automotive equip.		X				
Exposure to weather elements	X					