



THE EASTERN REGIONAL HEALTH AUTHORITY

POSITION DESCRIPTION

1. JOB TITLE OCCUPATIONAL THERAPIST	2. DIVISION SANGRE GRANDE HOSPITAL	3. DEPARTMENT REHABILITATION
4. ORGANIZATIONAL RELATIONSHIP The Occupational Therapist will report to the relevant Head of Department in the following areas: <ul style="list-style-type: none"> • Orthopedics • Psychiatric • Paediatrics • Neurology 	5. NATURE & SCOPE The Occupational Therapist will be responsible for planning, organizing and conducting occupational therapy programmes to facilitate rehabilitation of mentally, emotionally or physically handicapped patients of institutions within the Authority. Work involves assessing patients and supervising all activities designed to assist patients regain proper mental functioning and adjust to handicaps.	
6. SPECIFIC ACCOUNTABILITIES The Occupational Therapist: <ul style="list-style-type: none"> □ Plans and organises physical, social, recreational activities for in-patients and day patients and observes their reactions to treatment. Arranges for resource personnel to conduct such activities. □ Consults with other members of rehabilitation team to determine activity programmes consistent with needs and capabilities of individual patients and co-ordinates occupational therapy programmes with other therapeutic disciplines. □ Maintains proper records of patients' problems and progress with regard to evaluation and treatment plan; supervises activities in which patients are engaged and makes adjustments to programmes according to patients' progress. □ Designs, makes and fits adaptive devices such as splints and braces according to medical prescription. □ Identifies and obtains materials, tools, supplies and equipment for the various types of activities in which patients are engaged and instructs/assists them in their use. □ Attends case conferences concerning patients' welfare and represents the views of occupational therapists on committees of various organizations such as medical committees. □ Participates on Medical Boards to determine patients' fitness for employment. □ Performs all other related duties in accordance with the Authority. 		
7. KEY KNOWLEDGE, SKILLS AND ABILITIES <ul style="list-style-type: none"> □ Knowledge of principles, practices, techniques, materials and equipment used in occupational therapy. □ Skill in dealing with emotionally disturbed or maladjusted patients. □ Ability to plan and direct therapeutic activities of individuals or groups and to perform professional assessments of treatments in relation to the progress and changing needs of patients. □ Ability to demonstrate and to instruct patients in various arts and crafts. □ Ability to establish and maintain effective working relationships with other employees and the public. 		

8. MINIMUM TRAINING AND EXPERIENCE

- Training as evidence by the possession of a Masters in Occupational Therapy.
- Registered with the Trinidad and Tobago Occupational Therapy Association.
- Two (2) years' experience in a health-related field.
- Any other equivalent combination of training and experience.

9. SUPERVISORY RESPONSIBILITIES

- Not applicable.

10. COMMUNICATION AND WORKING RELATIONSHIPS

Internal:

- Clinical Staff
- Para-Clinical Staff
- Nursing Staff
- Administrative Staff
- Auxiliary Staff

External:

- Clients/Patients
- All other related government agencies
- NGOs