



IDENTIFICATION

Department	Position Title	
Northwest Territories Health and Social Services Authority	Occupational Therapist	
Position Number(s)	Community	Division/Region(s)
67-12397	Fort Smith	Allied Health Services/Fort Smith

PURPOSE OF THE POSITION

The Occupational Therapist provides comprehensive diagnostic and intervention services and refers clients to other services to aid in their recovery or to assist in maintaining maximum level of functioning and independence. Occupational Therapy services are provided in accordance with legislation, standards, guidelines, ethics of the Canadian Association of Occupational Therapists (C.A.O.T), Provincial OT licensing, Canadian Council Health Services Accreditation (C.C.H.S.A.), the physician/professional staff orders and the policies of the Northwest Territories Health and Social Services Authority (NTHSSA).

SCOPE

The Northwest Territories Health and Social Services Authority (NTHSSA) is the single provider of all health and social services in the Northwest Territories (NWT), with the exception of Hay River and Tłı̨chʔ regions, covering 1.2 million square kilometers and serving approximately 43,000 people, including First Nations, Inuit, Metis, and non-aboriginals. Health and social services includes the full range of primary, secondary and tertiary health services and social services including family services, protection services, care placements, mental health, addictions, and developmental activities, delivered by more than 1,400 health and social services staff.

While the Tłı̨chʔ Community Services Agency (TCSA) will operate under a separate board and Hay River Health and Social Services Agency (HRHSSA) will in the interim, the NTHSSA will set clinical standards, procedures, guidelines and monitoring for the entire Northwest Territories. Service Agreements will be established with these boards to identify performance

requirements and adherence to clinical standards, procedures, guidelines and policies as established by the NTHSSA.

Under the direction of the Minister of Health and Social Services, the NTHSSA is established to move toward one integrated delivery system as part of the government's transformation strategy.

The NTHSSA - Fort Smith Region is responsible for the effective delivery of Primary and Emergent Health Care and Social Services to approximately 2,500 residents of Fort Smith and the surrounding area. The Regional facilities include one type C Health Facility and a 28 Bed Long Term Care Facility.

This position is located in Fort Smith and is under the direction of the Regional Manager, Allied Health Services.

Occupational Therapy provides diagnostic, intervention, treatment, preventative, educational, counseling and referral services to clients of all ages whose function is impaired by illness, injury, emotional disorder, developmental delays, disorders, or social disadvantage. Occupational Therapy is provided to clients to improve, support their health and quality of life for them and their families. OT treatment programs may be short term (1-3 visits) or long term (1 year) depending on the complexity of the issues addressed in treatment. The incumbent will work closely with other rehabilitation staff, other hospital departments, home care, third party insurers (WCB), schools, physicians, families, and staff in health centers so as to provide a holistic service to referred clients.

Encounters include direct care as well as many phone calls from clients or care givers seeking information/direction. The OT provides independent care (i.e. assessment, treatment, etc.) and monitors the delivery of treatment delegated to family or other health care providers, provides functional direction and monitors delivery of care delegated to the Occupational Therapy Aide and acts as an educational resource to clients, family members, other health care professionals and stakeholders in various locations in Fort Smith that include but are not limited to: the hospital, WCB, schools and the patient's workplace or home. The incumbent must have advanced knowledge in all areas of occupational therapy as opposed to a specialization in one area.

The OT works with a wide variety of clients who have been affected by physical illness or injury, congenital or developmental delays, mental illness, the aging process and/or psychosocial challenges. The focus of the assessment, diagnosis and Intervention is on performance in the areas of self-care/personal care (i.e. getting dressed, bathing, cooking and eating), productivity (i.e. paid or unpaid work, household and school) and leisure (i.e. hobbies, sports, social activities). The emphasis on intervention is to assist the individuals in developing skills, restoring function and independence, maintaining ability, and promoting health and safety. This often requires the application of therapeutic processes aimed at enhancing physical, cognitive or psychosocial components.

The OT evaluates the patient's need based on presenting impairment, disability and handicap, then designs and prescribes a treatment plan that meets the specific needs of the patient. The treatment plan will contain but not be limited to; identifying other necessary resources (both human and material) and educational needs (i.e. alternative communication), cost effective intervention strategies and discharge planning. The incumbent may recommend further diagnostic investigation or cross referral to other health care providers (i.e. physiotherapist, social workers, audiologists, speech language pathologists, etc.).

In addition, the incumbent may provide care by assisting the client to learn modified approaches to activities of daily living, fabricating, prescribing or adapting orthotics, assistive devices or mobility enhancers (i.e. splint, wheelchair), or recommending changes to their environment (i.e. work with the employer to provide a working environment that would foster an employee's return to work after an accident).

As an OT within NTHSSA the incumbent also provides functional expertise and direction to other health care providers on the delivery of occupational therapy to clients.

RESPONSIBILITIES

1. Provide Occupational Therapy treatment that meets the recognized standards of the Canadian Council on Health Facilities Accreditation (C.C.H.S.A.), The Canadian Association of Occupational Therapist (C.A.O.T.), the Government of the N.W.T. and the regional health boards, to patients of all ages to improve their function.

- Takes a detailed medical, social, psychological and developmental history as necessary and perform a functional Occupational Therapy assessment, often using a specific standardized assessment tool, to ascertain client needs.
- Analyzes and interpret assessment findings.
- Formulate the most appropriate treatment goals and plan in conjunction with, the patient and other team members.
- Implements the treatment-plans and prescribe assistive aids and equipment as required. Treatment plan may include recommendations for environmental adaptation.
- Designs preventative, long term, maintenance and follow-up programs and instruct clients and their caregivers on programs that can be carried out by clients and their caregivers in hospital, home, community or school.
- Educates clients about their condition and treatment options including: self-management and therapist interventions.
- Modifies treatments when indicated, through reassessment;
- Refers clients to other professional services as required. (PT, SLP, etc.)
- Consults with physicians as required.
- Assigns appropriate treatment activities to support staff (e.g. rehabilitation assistant).
- Provides 'in-service' training for staff (nursing and home care) about client = treatment protocols and other therapy topics of interest (such as back care management, wheelchair care, seating concerns, splint management, etc.).

- Liaises with other health care professionals and community resources to ensure continuity of patient care.
 - Networks with other health care professionals either through: written, verbal, or computer mediums.
 - Maintains an accurate detailed client record and is able to adapt to transition to electronic medical record.
 - Assists patients in realizing and maintaining maximum healthy functioning and independence.
 - Advocates for patients with other agencies (i.e. WCB, Income Support, NIHB, etc.) so that needs relating to the impairment are met (i.e. income, equipment, etc.)
 - Develops, revise and evaluate in an ongoing basis, educational resources necessary to support patients.
 - Coordinates community clinics and collaborates with community healthcare staff to determine schedule, caseload, services, and follow-up with outlying regions.
- 2. Develop and Administer the Occupational Therapy program in accordance with the relevant legislation and standards of the C.C.H.S.A., C.A.O.T., G.N.W.T., and the Regional health authorities to ensure client care is provided.**
- Liaises with Occupational and Physiotherapy therapists as necessary.
 - Ordering supplies and minor equipment, making recommendations re: capital expenditures and keeping accurate records of department expenses.
 - Troubleshooting and ensuring timely and appropriate maintenance and repairs on therapeutic equipment in areas that include but are not limited to the clinical, work and home environments.
 - Develops, implement, and monitor Occupational Therapy services provided by the department
 - Adheres to and comply with the facility's safety policies and those stipulated by all relevant legislation.
 - Maintains a register of every acute, chronic and outpatient clients.
 - Selects and evaluate new equipment, initiate the ordering and maintain a current inventory of all equipment and supplies.
 - Provides orientation for department and non-department personnel as required.
 - Monitors and strive to improve productivity and quality of care by implementing a suitable workload and quality assurance measurement systems.
- 3. Develop, implement, evaluate and participate in educational programs which emphasize prevention of disability and health promotion in accordance with legislation, standards of the C.C.H.S.A., C.A.O.T., NTHSSA and region to ensure client and staff development.**
- Acts as a consultant to other health professionals and the public, e.g. -clinical teaching to nursing staff, presentations to community groups, employee education for topics such as: stress management, ergonomics, etc.

- Develops and maintain appropriate resource material for use in the department as learning tools and teaching aids.
- Keeping informed of current developments in Occupational therapy practice and continuing to develop both clinical and management skills through post-graduate education, journals and communication with, peers; participating in NWT therapy in-services /meetings annually or as required; participating in activities of the Canadian Association of Occupational Therapists. Seeks opportunities to develop skills and knowledge through non-formal educational activities, e.g. special projects, participation in committee work, and through exchanges with other facilities. Interprets and promote the role and scope of practice of Occupational Therapy to other health professionals and the public. Participates in research studies or surveys as requested, within capacity of available resources.

WORKING CONDITIONS

Physical Demands

Heavy physical effort required for lifting/transferring patients, assisting with exercises and moving equipment. Working with children requires bending and crouching. Lifting, transporting and installing client aids. Working in confined or incompatible spaces, in client homes or outlying communities. Manual dexterity is required to operate equipment and manipulate splinting material.

Report writing requires sitting for long periods at a computer.

Environmental Conditions

Exposure to blood body fluids and contagious diseases; odors or fumes from cleaning agents, glues and material used for fabrication of orthotics and splints. Travel by automobile and/or aircraft under hazardous or unpredictable conditions.

Sensory Demands

Hearing, sight and touch are critical in the assessment of clients with functional disorders, in order to accurately assess clients and to make intervention recommendations. Judgment must be used in making a diagnosis and in recommending an appropriate course of action that will recognize the client's abilities, support and potential.

Mental Demands

Emotional distress associated with working with geriatric population and terminally ill clients. Cultural diversity requires modification of treatment programs to accommodate different values and perceptions. Administrative demands compete for therapists direct client time. Dealing with unpleasant or verbally abusive clients and their families/pets.

KNOWLEDGE, SKILLS AND ABILITIES

- Time management and well developed organizational skills to manage a large and

varied caseload, as well as required department management activities.

- Ability to communicate through verbal and written means to effectively provide OT services to multidimensional patient population.
- Ability to work independently in all areas of Occupational Therapy practice is required.
- Knowledge of cross-cultural issues and potential ramifications for treatment planning and implementation.
- Knowledge of cognitive, physical and psychological development and impairment related to occupational therapy including anatomy, physiology and pathology in all age groups.
- Knowledge of and an ability to network resources within and outside the NTHSSA (i.e. Homecare, Social Services, WCB, Housing Corporation, etc.) in order to ensure support for clients and their families.
- An ability to operate a desktop computer in order to send and receive electronic mail and conduct research over the Internet
- Knowledge of and ability to operate word processing applications (i.e. Microsoft Word) in order to complete training materials and presentations, electronic mail to send and receive mail and the internet in order to conduct on-line research.
- An ability to apply therapeutic processes (assessment, planning, implementation and evaluation) to ensure that the patient's physical, emotional, psychosocial, educational and day-to-day living needs are met.
- An ability to fabricate or select orthotics and/or devices/tools (including but not limited to custom splints, insoles, braces, assistive devices, etc.) required to support injured body parts or aid daily living.
- An ability to educate clients, their families (where applicable) and other health care professionals on appropriate self-care methods and techniques.
- Knowledge of biological, physical, behavioral and mental health sciences in order to recognize, interpret and prioritize findings and determine and implement a plan of action based on accepted standards of practice.
- The incumbent must be aware of the importance of confidentiality and be able to keep personal and medical information private and confidential at all times.
- Maintains statistical record and submits monthly to supervisor.

Typically, the above qualifications would be attained by:

This level of knowledge is commonly acquired through the successful completion of a degree in Occupational Therapy from an accredited University, successful passing of the written CAOT examination. Three years of experience in the practice is an asset, a minimum of one-year experience will be considered.

The individual must be eligible for membership with a provincial Occupational Therapy licensing body.

ADDITIONAL REQUIREMENTS

Fort Smith Regional Requirements

Within the Fort Smith Region, all employees must be able to acquire within a reasonable time frame and remain current with the following training and certifications:

- Basic CPR.
- WHMIS
- Safety Mask Fit testing

Position Security (check one)

- No criminal records check required
- Position of Trust – criminal records check required
- Highly sensitive position – requires verification of identity and a criminal records check

French language (check one if applicable)

- French required (must identify required level below)

Level required for this Designated Position is:

ORAL EXPRESSION AND COMPREHENSION

Basic (B) Intermediate (I) Advanced (A)

READING COMPREHENSION:

Basic (B) Intermediate (I) Advanced (A)

WRITING SKILLS:

Basic (B) Intermediate (I) Advanced (A)

- French preferred

Aboriginal language: To choose a language, click here.

- Required
- Preferred