

UW HEALTH JOB DESCRIPTION

SUPERVISOR, OCCUPATIONAL THERAPY AND PHYSICAL THERAPY

Job Code: 902003	FLSA Status: Exempt	Mgt. Approval: K. Schick	Date: January 2023
Department: Acute Care Occupational Therapy and Physical Therapy		HR Approval: A. Phelps Revolinski	Date: January 2023

JOB SUMMARY

The Supervisor of Occupational Therapy and Physical Therapy provides team-based leadership for occupational therapy and physical therapy staff. Patient assessment, consultative and intervention services within the supervisor's clinical specialty are also provided. The supervisor is responsible for the development and follow through of evaluation, consultation, treatment intervention, and care coordination provided by the team, ensuring service excellence and compliance with all applicable laws/regulations.

The supervisor's duties include hiring, orienting, scheduling, ongoing supervision of the therapists within the team, and acting as a clinical resource within the discipline specialty. The supervisor is accountable for patient prioritization, triage, patient scheduling, and therapy staff documentation and billing. Additionally, the supervisor provides program development and process improvement, and works collaboratively with all staff and the interprofessional leadership team. This position is responsible for the implementation and evaluation of performance improvement projects, products, clinical procedures, protocols, research, and the education of non-therapy staff. Staff performance assessment and subsequent mentoring, coaching and/or discipline is provided. The supervisor coordinates OT and PT student education in conjunction with the Center Coordinator for Clinical Education.

Involving other health care team members is essential. The therapy supervisor practices in collaboration with other members of the health care team and demonstrates respectful interactions with patients/clients, colleagues, and others. Practice incorporates and emphasizes education to patients, clients, families, and others.

The supervisor works with a wide variety of internal and external constituents, including (but not limited to) team members, physicians, clinical staff across the UW Health care continuum, patients, families, vendors, community agencies, and insurance representatives. The incumbent serves as an active member on relevant program, department, and other committees across the care continuum, including other UW Health departments

As a requirement of the position, the therapy supervisor has regular access to and knowledge of the confidential medical history of patients/clients in their care. Documentation is required and is in accordance with legal, regulatory requirements and professional guidelines.

The supervisor is additionally accountable to the job summary of the clinician position description as an occupational therapist or a physical therapist.

MAJOR RESPONSIBILITIES

Supervision/Management of Staff:

- Responsible for operational and clinical supervision of occupational therapy and physical therapy staff.
- Responsible for inpatient evaluation, consultation, treatment, and care coordination services delivered by the occupational therapy and physical therapy staff.
- Responsible for all oral and written reports and billing completed by the occupational therapy and physical therapy staff.
- Responsible for patient scheduling of department occupational therapy and physical therapy appointments.
- Responsible for scheduling staff. Works collaboratively with department supervisors and managers to coordinate days off, vacation, holiday, and weekend scheduling for all teams and locations. Arranges for emergency or short notice staff reassignments pending patient volume or other factors.
- Responsible for implementation of time and attendance policies. Approves time records.
- Completes performance appraisals, with clinical input from within the discipline as appropriate.
- Promotes communication and problem solving within the team.
- Mentors staff or assures that mentoring needs are met.
- Assures staff professional development needs are met.
- Provides staff with opportunities to provide feedback formally and informally. Accurately identifies and diagnoses issues, identifying alternatives, implementing a plan, evaluating and communicating results.
- Administers policy based disciplinary action when warranted.

UW HEALTH JOB DESCRIPTION

- Delegates responsibilities as appropriate.
- Assists department supervisors and managers as needed.

Management of Team:

- Responsible for the development and management of the team's programs, procedures and protocols.
- Responsible for maintaining state of the art programming that is fiscally sound and in accordance with regulatory standards and best practice within occupational therapy and physical therapy.
- Develops and is accountable for the achievement of discipline and team specific goals and objectives consistent with the hospital's vision and mission.
- Ensures services are provided consistent with evidenced based evaluation and treatment philosophy and protocols
- Facilitates development, implementation, and analysis of team organization improvement projects.
- Critically and on a regular basis, evaluates effectiveness of team procedures and protocols and submits any suggestions for major change to appropriate persons or committees.
- Demonstrates an ability to establish and maintain effective interpersonal skills with hospital staff, visitors, patients, and their families. All communication, verbal and written, reflects a commitment to customer service and excellence.
- Actively participates in committee, research activity and/or special projects.
- Responsible for keeping self and staff informed of all recent developments (medical, legal, social) affecting the team.

Human Resource Management:

- Responsible for long-range planning for occupational therapy and physical therapy staffing levels and patterns, and appropriate case and workloads, keeping in mind cost containment, and the philosophy of the team, department and UW Health.
- Responsible for recruitment, hiring and retention of occupational therapy and physical therapy staff. Conducts interviews. Works in conjunction with human resources recruitment specialist to attract skilled and experienced staff.
- Staff competency measures are identified and maintained

Orientation and Training:

- Responsible for orientation and training of new hire staff. Ensures that new hires have the necessary skills to carry out their position responsibilities.
- Participates in a meaningful peer review system.

Education:

- Provides opportunities for education and training of therapy team members.
- Serves as a clinical resource within discipline. Educates in areas of clinical specialization. Promotes knowledge and expertise in specialty area.
- Develops goals for professional growth and strives to achieve those goals
- Participates in departmental education activities by supporting an environment where the educational process is dynamic and directed toward continued learning. Assists in planning and teaching of departmental in-service education programs.
- Coordinates supervision of all occupational therapy and physical therapy students assigned to the team with the CCE and clinical instructors. Assures adequate structure for appropriate student supervision.
- Attends state and local meetings and appropriate workshops for own professional growth and as a role model for staff. Encourages staff participation in professional activities.

Facilities/Equipment Management:

- Organizes and maintains rehabilitation space, equipment and storage.
- Maintains adequate supplies and equipment.
- Ensures that the team has the necessary supplies and equipment to carry out its patient care mission. Facilitates ordering team patient care supplies.

Fiscal Management:

- Assists the department managers and director with the development, implementation, and monitoring of the annual capital and operating budget.
- Maintains staffing within budgeted FTEs.

UW HEALTH JOB DESCRIPTION

Compliance:

- Ensure that:
 - The team and its members are compliant with hospital, state, federal, Joint Commission and professional standards.
 - Quality is prioritized and commensurate with the best available evidence.
 - Staff and patient safety is maintained through initial and ongoing compliance with hospital safety and infection control and other policies and procedures.
 - Documentation and billing meets all regulatory guidelines.

Patient Care:

- Provides direct patient care as needed in the incumbent's area of clinical expertise following the clinician position description as an occupational therapist or physical therapist.
- Compliant with all elements of the Clinician Position Description for the specific discipline (OT or PT).

ALL DUTIES AND REQUIREMENTS MUST BE PERFORMED CONSISTENT WITH THE UW HEALTH PERFORMANCE STANDARDS.

JOB REQUIREMENTS

Education	Minimum	Bachelor's Degree in Occupational Therapy or Physical Therapy.
	Preferred	Masters or doctoral degree in a related clinical field or in business/health care administration
Work Experience	Minimum	Three years of professional experience as an OT or PT.
	Preferred	Previous therapy leadership experience
Licenses & Certifications	Minimum	Licensure as an Occupational Therapist or Physical Therapist in the State of Wisconsin. Certification in Healthcare Provider Cardiopulmonary Resuscitation and Automatic External Defibrillator.
	Preferred	
Required Skills, Knowledge, and Abilities		<ul style="list-style-type: none"> • Familiarity with a variety of equipment, including computer software, is required. • Organization, time management, flexibility, and positive attitude are crucial to successful performance.

AGE SPECIFIC COMPETENCY (Clinical jobs only)

Identify age-specific competencies for direct and indirect patient care providers who regularly assess, manage and treat patients.

Instructions: Indicate the age groups of patients served either by direct or indirect patient care by checking the appropriate boxes below. Next,

<input type="checkbox"/>	Infants (Birth – 11 months)	<input checked="" type="checkbox"/>	Adolescent (13 – 19 years)
<input type="checkbox"/>	Toddlers (1 – 3 years)	<input checked="" type="checkbox"/>	Young Adult (20 – 40 years)
<input type="checkbox"/>	Preschool (4 – 5 years)	<input checked="" type="checkbox"/>	Middle Adult (41 – 65 years)
<input type="checkbox"/>	School Age (6 – 12 years)	<input checked="" type="checkbox"/>	Older Adult (Over 65 years)

JOB FUNCTIONS

Review the employee's job description and identify each essential function that is performed differently based on the age group of the patient.

PHYSICAL REQUIREMENTS

Indicate the appropriate physical requirements of this job in the course of a shift. *Note: reasonable accommodations may be made available for individuals with disabilities to perform the essential functions of this position.*

Physical Demand Level	Occasional Up to 33% of the time	Frequent 34%-66% of the time	Constant 67%-100% of the time
Sedentary: Ability to lift up to 10 pounds maximum and occasionally lifting and/or carrying such articles as docket, ledgers and small tools. Although a sedentary job is defined as one, which involves sitting, a certain amount of walking and standing is often necessary in carrying out job duties. Jobs are	Up to 10#	Negligible	Negligible

UW HEALTH JOB DESCRIPTION

	sedentary if walking and standing are required only occasionally and other sedentary criteria are met.			
	Light: Ability to lift up to 20 pounds maximum with frequent lifting and/or carrying of objects weighing up to 10 pounds. Even though the weight lifted may only be a negligible amount, a job is in this category when it requires walking or standing to a significant degree.	Up to 20#	Up to 10# or requires significant walking or standing, or requires pushing/pulling of arm/leg controls	Negligible or constant push/pull of items of negligible weight
X	Medium: Ability to lift up to 50 pounds maximum with frequent lifting/and or carrying objects weighing up to 25 pounds.	20-50#	10-25#	Negligible-10#
	Heavy: Ability to lift up to 100 pounds maximum with frequent lifting and/or carrying objects weighing up to 50 pounds.	50-100#	25-50#	10-20#
	Very Heavy: Ability to lift over 100 pounds with frequent lifting and/or carrying objects weighing over 50 pounds.	Over 100#	Over 50#	Over 20#
Other - list any other physical requirements or bona fide occupational qualifications not indicated above:		<p>According to the US Department of Labor Dictionary of Occupational Titles (DOT), the strength requirement of a physical therapist is medium. Medium is defined as exerting (to lift, carry, push, pull, or otherwise move objects) 20 to 50 pounds of force occasionally (1/3 of the time), and/or 10 to 20 pounds of force frequently (2/3 of the time), and/or up to 10 pounds of force constantly. Must have the ability to bend, lift, and assist with transfers. Must have adequate physical strength to assist with resistive activities.</p> <p>Additional requirements for home health agency staff only:</p> <ul style="list-style-type: none"> • Must be able to travel in a vehicle up to 110 miles per day, visiting between 1-7 homes a day, to deliver personal care to patients. • Environmental status of patient homes and dwellings where care is delivered is variable and unpredictable. • Must be able to climb stairs and gain access to a variety of different dwellings to deliver care, in various inclement weather conditions including snow and ice. <p>Must be able to type on a laptop computer keyboard for medical record data entry associated with each patient visit and related documentation.</p>		

Note: The purpose of this document is to describe the general nature and level of work performed by personnel so classified; it is not intended to serve as an inclusive list of all responsibilities associated with this position.