

Ministry: BC Mental Health Society  
Branch: Occupational Therapy  
Location: Riverview

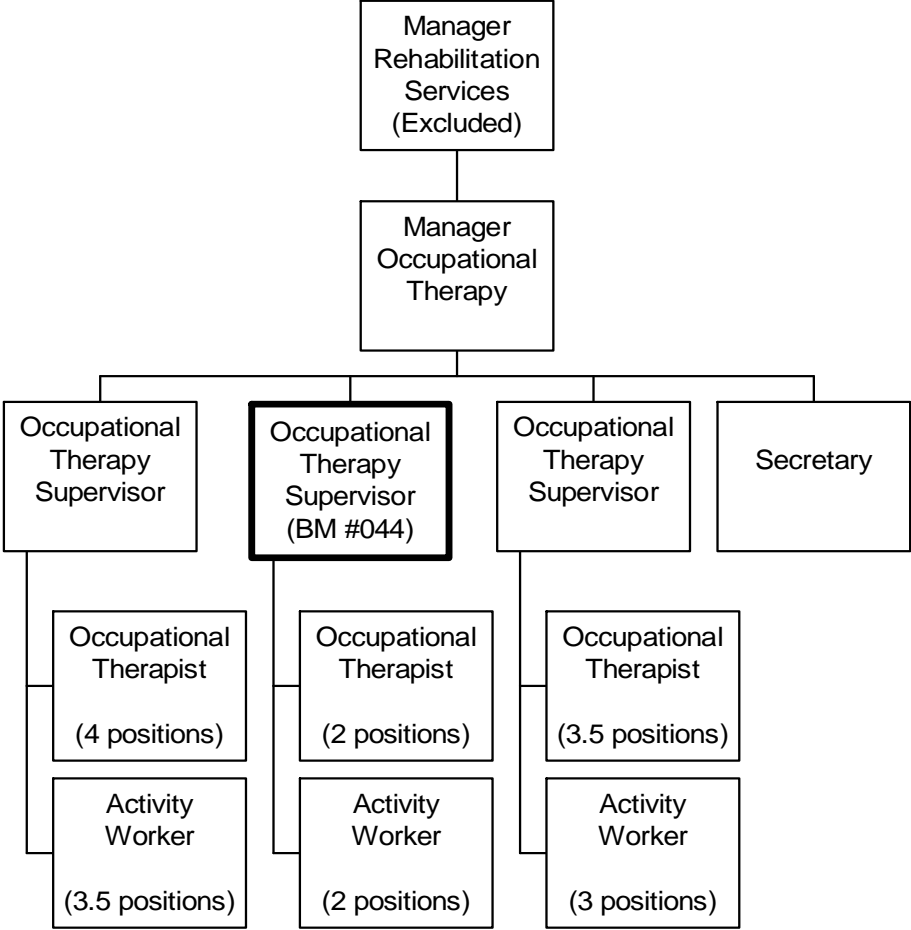
Working Title: **Occupational Therapy Supervisor**  
Level: Range 27  
Classification: Occupational Therapist

### **PRIMARY FUNCTION**

To plan, organize and evaluate the delivery of occupational therapy services for an occupational therapy unit in the hospital.

### **JOB DUTIES AND TASKS**

1. Directs and evaluates the delivery of occupational therapy (OT) services in a unit
  - a. plans, implements, coordinates and evaluates occupational therapy services in an OT unit
  - b. develops unit standards and assesses results
  - c. supervises occupational therapists and activity workers including recruiting, scheduling, training, assigning work, advising, conducting performance appraisals and initiating disciplinary action
  - d. provides orientation to nursing students and volunteers on occupational programs and trains practicum occupational therapy students
  - e. prepares reports and statistics on quality of programs provided, unit workload and patient activities
  - f. tests and assesses new occupational therapy techniques
2. Delivers occupational therapy services to a patient caseload
  - a. conducts patient assessments and plans and executes programs specifically designed for referred patients in occupational therapy
  - b. prepares discharge plans and summaries
  - c. exchanges information with referring physicians and other team members regarding the effectiveness and development of occupational therapy programs
  - d. maintains and updates clinical records of patient progress
  - e. counsels and stabilizes psychiatric patients through occupational therapy
  - f. controls upset or angry clients using non violent intervention techniques
3. Performs other related duties
  - a. participates in meetings, on committees and in Hospital Public Relations Programs
  - b. provides information on programs offered by the department for staff, students and visitors
  - c. maintains inventory records
  - d. prepares and submits monthly unit reports
  - e. maintains equipment and arranges for repair if required
  - f. ensures that unit is safe and kept clean
  - g. purchases annual program materials and supplies and maintains and reconciles petty cash



## REASON FOR CLASSIFICATION

Benchmark Job #044

Job Title: Occupational Therapy Supervisor

FACTOR NO.	REASON FOR CLASSIFICATION	DEGREE	CLASS. POINTS
1	<p><b>JOB KNOWLEDGE</b> Understand the theory of occupational therapy to plan, research and review patient therapy requirements and to supervise, set standards and evaluate an occupational therapy unit.</p>	H	280
2	<p><b>MENTAL DEMANDS</b> Judgement to plan, organize and evaluate the delivery of occupational therapy services for an occupational therapy unit in a hospital.</p>	H	250
3	<p><b>INTERPERSONAL COMMUNICATION SKILLS</b> Persuasion required to use basic counselling skills to encourage psychiatric patients to participate in occupational therapy sessions.</p>	D	45
4	<p><b>PHYSICAL COORDINATION AND DEXTERITY</b> Moderate coordination and dexterity required to use non-violent intervention techniques to control upset or angry clients in an institution.</p>	C	15
5	<p><b>RESPONSIBILITY FOR WORK ASSIGNMENTS</b> Guided by general institution policies, resources, patient needs and occupational therapy standards, to plan, organize, evaluate and conduct occupational therapy services in an institution.</p>	F	175
6	<p><b>RESPONSIBILITY FOR FINANCIAL RESOURCES</b> Some financial responsibility to purchase annual program materials and supplies within a limited program fund.</p>	C	15
7	<p><b>RESPONSIBILITY FOR PHYSICAL ASSETS/INFORMATION</b> Moderate responsibility to set up and maintain a single user project information system of various statistical reports on occupational therapy unit activities.</p>	C	15

## REASON FOR CLASSIFICATION

Benchmark Job #044

Job Title: Occupational Therapy Supervisor

FACTOR NO.	REASON FOR CLASSIFICATION	DEGREE	CLASS. POINTS
8	<b>RESPONSIBILITY FOR HUMAN RESOURCES</b> Responsibility to supervise occupational therapists and activity workers, appraise employee performance and initiate disciplinary action (4 FTEs).	DE	20
9	<b>RESPONSIBILITY FOR WELL BEING/SAFETY OF OTHERS</b> High level of care and attention supervise the delivery of occupational therapy services to patients in an institution.	F	50
10	<b>SENSORY EFFORT/MULTIPLE DEMANDS</b> Focused requirement to observe patients frequently to assess progress and capabilities in therapy sessions.	C	12
11	<b>PHYSICAL EFFORT</b> Relatively heavy physical effort to occasionally push patients in wheelchairs.	D	18
12	<b>SURROUNDINGS</b> Exposure to frequent unpleasant dealings with verbally abusive, mentally ill patients in therapy.	C	6
13	<b>HAZARDS</b> Significant exposure to hazards from frequently working around institutionalized patients who may react violently.	D	9

**Total Points: 895**

**Level: Range 27**