

Effective Date: June 12, 1994
Modified: February, 1995
Modified: August 27, 2023

STATE OF WISCONSIN
CLASSIFICATION SPECIFICATION
OCCUPATIONAL THERAPY ASSISTANT

I. INTRODUCTION

A. Purpose of This Classification Specification

This classification specification is the basic authority under ER 2.04, Wis. Adm. Code, for making classification decisions relative to present and future positions which assist licensed occupational therapists in providing occupational therapy to patients or residents of different institutions and state agencies. This classification specification will not specifically identify every eventuality or combination of duties and responsibilities of positions which currently exist, or those which result from changing program emphasis in the future; rather, it is designed to serve as a framework for classification decision making in this occupational area.

Classification decisions must be based on the “best fit” of the duties within the existing classification structure. The “best fit” is determined by the majority (i.e., more than 50%) of the work assigned to and performed by the position when compared to the class concepts and definition of this specification or through other methods of position analysis. Position analysis defines the nature and character of the work through the use of any or all of the following: definition statements; listing of areas of specialization; representative examples of work performed; allocation patterns of representative positions; job evaluation guide charts, standards or factors; statements of inclusion and exclusion; licensure or certification requirements; and other such information necessary to facilitate the assignment of positions to the appropriate classification.

B. Inclusions

These technical support positions assist in the practice of occupational therapy (i.e., the use of purposeful and meaningful occupations to help with treatment of individuals who have diseases, disorders, impairments, etc., to help them function independently in their daily life) under the direction of a licensed occupational therapist.

Positions included in this classification shall meet the qualification provisions identified in section III, “Qualifications,” of this classification specification.

C. Exclusions

Excluded from this series are the following types of positions:

1. Positions which meet the statutory definitions of management, or supervisor, as defined in s. 111.81(13) and (19), Wis. Stats., respectively, as administered and interpreted by the Wisconsin Employment Relations Commission.

2. Positions which perform technical physical therapy work a majority of the time and are identified by the Physical Therapy Assistant classification specification.
3. Positions which perform technical respiratory therapy work a majority of the time and are identified by the Respiratory Therapist classification specification.
4. Positions which perform technical therapy work where no degree, certification, or license is required, and are identified by the Therapy Assistant classification specification.
5. Positions which do not assist in the provision of occupational therapy under a licensed occupational therapist.
6. Positions which perform professional occupational therapy work a majority of the time and are identified by the Occupational Therapist classification specification.
7. All other positions which are more appropriately identified by other classification specifications.

D. Entrance Into This Series

Employes enter this classification by competition.

E. Definition of Terms in this Classification Specification

Occupational Therapy: within this classification specification, the term “occupational therapy” has the same meaning defined under s. 448.96(5), Wis. Stats.

II. DEFINITIONS

OCCUPATIONAL THERAPY ASSISTANT

Positions allocated to this classification perform any combination of the following duties to assist in the provision of occupational therapy for patients or residents in state-operated facilities: screen patient's or resident's condition to determine the need for evaluation and treatment; assist in the evaluation of patient's or resident's occupational therapy needs, and in the establishment of goals and treatment approaches; independently administer therapeutic treatments and/or activities developed by professional staff designed to maximize independent function, prevent further disability, and achieve and maintain health and productivity; evaluate the effectiveness of therapy and modify to meet established goals; fit, adjust, and maintain adaptive equipment, and train patients or residents in its use; implement occupational therapy program in conjunction with other therapy programs; consult with members of the interdisciplinary or multidisciplinary healthcare teams to exchange, discuss, and evaluate information for planning, modifying, and coordinating therapy programs; prepare written progress reports on participants and programs; provide orientation to and new Occupational Therapy Assistants and/or Therapy Assistants; perform clerical duties, such as ordering supplies and equipment (though not for a majority of the time); and attend departmental staff meetings and in-service educational programs. Positions may lead Occupational Therapy Assistants, Therapy Assistants, volunteers, students, and/or other workers in the provision of occupational therapy. Work must be performed under the direction of a licensed occupational therapist.

III. QUALIFICATIONS

The qualifications required for these positions will be determined at the time of recruitment. Such determinations will be made based on an analysis of the goals and worker activities performed and by an identification of the education, training, work, or other life experience which would provide reasonable assurance that the knowledge and skills required upon appointment have been acquired.

Special Requirements:

Positions in this classification must adhere and conform to the licensure requirements referred to s. 448.961, Wis. Stats., and the other requirements under Chapter 448, Subchapter VII, Wis. Stats., including the administrative rules promulgated under OT 1 through OT 5, Wis. Adm. Code. Positions that do not require this licensure/certifications shall be assigned to a different classification. These positions would generally be described under s. 448.96(6), Wis. Stats.

IV. ADMINISTRATIVE INFORMATION

This classification series was created as a result of the Therapy Assistant Survey, as published in CC/SC-16, and effective June 12, 1994; the classification was further revised in February of 1995.

This classification specification was modified August 27th, 2023 in bulletin DPM-0604-CC/SC to collapse the classification series into one level as part of the broadbanding of this classification, update the introduction section, and make general updates throughout the classification, to include an update of the qualifications sections to reflect current state law.

SKN
AEB/PCF

39832