

Policy & Procedure Manual

OCCUPATIONAL THERAPY ASSESSMENT - CRT-II-1

POLICY:

The Occupational Therapist shall assess people referred for Occupational Therapy services. The assessment reports shall be maintained in the Community Resource Team clinical files.

PURPOSE:

To ensure that each person referred to Occupational Therapy is assessed by the Occupational Therapist to plan a course of intervention

PROCEDURE:

1. The Occupational Therapist shall review all Occupational Therapy referrals to determine eligibility to Occupational Therapy services.
2. If the referral is within the Occupational Therapy scope of practice, the Occupational Therapist shall contact the person or referring agent to schedule an appointment for an assessment.
3. If the referral is not within the Occupational Therapy scope of practice, the Occupational Therapist or the Community Resource Team Intake person shall inform the person or the referring agent about the reason for not accepting the referral.
4. The person shall be assessed within ten (10) working days after receipt of the referral.
5. Appropriate consent shall be obtained by OT or the Intake person before assessing the person. OT shall inform the person/substitute decision maker about the purpose of the assessment and what is involved in the assessment.
6. The person shall be assessed at his/her home, or other venue as per referral.
7. The Occupational Therapist shall use the appropriate assessment tool to assess the person: feeding assessment, life skills assessment, seating assessment, sensory assessment, Range of Motion assessment, transferring, lifting/repositioning assessment, bathroom assessment, assessment for assistive device, home modifications, etc.

8. The Occupational Therapist shall discuss with the person and/or referral agent, the results of the assessments and the recommendations. Training will be provided based on the results of the assessments.
9. A copy of the assessment report shall be maintained in the CRT clinical file.
10. A copy of the assessment report shall be sent to the referring agent and/or other significant others as per consent of the person/substitute decision maker.

RECOMMENDED BY: Occupational Therapist

APPENDICES: 0

OPERATIONAL ACCOUNTABILITY: Administration, Community Resource Team

ORIGINAL POLICY DATE: March 1987

AUTHORIZED BY: Executive Director

SIGNATURE:

