

Home Health Therapist's Interview Checklist for Clarifying Productivity
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In order to meet productivity requirements, you must have a clear understanding of the exact details of those requirements. A transparent interview with your manager could save you both a lot of time and sanity regarding productivity.

I created this interview checklist to spare you burnout. As a home health OT, you deserve to enjoy meaningful moments outside of work AND meet the (reasonable) demands of productivity at work.

First ask for the appointment.

OT (to manager): *I'd like to schedule a time to walk with you to better understand my productivity. When would be a good time to talk for 20 minutes?*

Express gratitude and be direct.

OT: *Thank you for setting aside this time! I'd like to get super clear on my productivity requirements. The more specific you are, the more helpful this will be for me. What, exactly, is my productivity?*

OT: *Is my productivity measured on a DAILY basis or a WEEKLY basis?*

OT: *Is my productivity measured per visit or weighted? (IF weighted, see below.)*

If using a weighted system, ask clarifying questions.

OT: Please help me understand how much time I'll have for (or where it's accounted for me to do) the following AND how many points it counts for in the weighted system:

OT eval including chart review, documentation, visit and drive time	= ___(min)/___ (points)
Regular OT including documentation, visit and drive time	= ___(min)/___ (points)
OT 30-day reassessment including documentation, visit and drive time	= ___(min)/___ (points)
OT discharge including documentation, visit and drive time	= ___(min)/___ (points)
Agency OASIS d/c including documentation, visit and drive time	= ___(min)/___ (points)
Cognitive assessments including ACL leather lacing	= ___(min)/___ (points)
Shower assessments/training sessions including documentation	= ___(min)/___ (points)
Driving 60+ miles in a day	= ___(min)/___ (points)
Meetings including case conferences	= ___(min)/___ (points)
Refilling supplies	= ___(min)/___ (points)

Ask for support and ideas.

OT: *There are certain visits and tasks that take longer. I'd like suggestions on how I could handle these without sacrificing my quality of care. (The more specific you are here, the better suggestions you're likely to get.)*

1. For example: Organizing my schedule, especially managing new evaluations tends to take ____ (amount of time).
- 2.

OT: *What have other OTs done in the past to be productive AND provide high-quality care?*

OT: *What are at least 1-2 shortcuts, strategies or tools you'd recommend using to help keep quality high, but also manage productivity?*

- 1.
- 2.

Know your go-to person and process.

OT: *I'd like to give you a scenario and get your feedback about how I would be expected to handle it. Scenario: Let's say I have too many patients, including evals, on my schedule every other day of the week and want help with developing a better system or tips for what I could try different.*

- Who could help me address this?
- Who, if anyone, is the person most able to help me problem-solve scheduling conflicts?
- How would you prefer I handle the scenario above? For example, would you prefer I call the scheduler, or just be proactive and address it myself?
- What is the quickest way to know my own productivity results for the week? (Some companies have a shortcut strategy to see this info to eliminate manual counting.)

Recap the details.

OT: *Just to make sure I am understanding clearly, I'd like to repeat what I heard today. My productivity goal is ____ visits/____points per week or day. If weighted, this means I have the following amounts of time allotted for the following visits and activities. (Then refer to the min/points clarified.)*

The best way for me to see my actual productivity result is to _____.

Close the discussion with gratitude.

OT: *Are there questions you have for me? Is there anything I have missed? Thank you for your time!*

You're not alone in this challenge! Questions or want to connect with a fellow home health OT who can relate to HH productivity demands? Email othomehealthboutique@gmail.com, or connect via [Facebook](#) or [LinkedIn](#).