

**Occupational Therapist, Senior**

**Job Specification & Terms and Conditions**

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| **Job Title and Grade** | **Occupational Therapist, Senior (Inpatient Orthopaedic Rehabilitation)**  *(Grade Code 3301)* |
| **Campaign Reference** | **25KROHAH2404** |
| **Closing Date** | **01.05.2025 at 2pm**  Applications received after this closing date and time will not be accepted. |
| **Proposed Interview Date (s)** | To be Confirmed |
| **Taking up Appointment** | A start date will be indicated at job offer stage. |
| **Organisational Area** | HSE Dublin & South East |
| **Location of Post** | Kilcreene Orthopaedic Hospital incorporating University Hospital Waterford.  There may be some requirement to attend UHW.  A panel may be formed as a result of this campaign from which current and future, permanent and specified purpose vacancies of full or part-time duration may be filled |
| **Informal Enquiries** | Claire Maidment, Occupational Therapist Manager  **Tel:** 051 842729  **Email:** claire.maidment@hse.ie |
| **Details of Service** | University Hospital Waterford (UHW) is a Model 4 hospital and provides a broad range of acute and regional services to the population of the South East. It is one of the 8 National Cancer Centres, and is a designated Teaching Hospital of UCC and the Royal College of Surgeons of Ireland.  The following Specialities are provided:-   * Critical Care * Designated Cancer Centre providing Haematology and Oncology inpatient and Day Services * Emergency Medicine * Cardiology * Neurology, * Respiratory * Rheumatology * General Medicine including Medicine for the Elderly & Acute Medicine * General Surgery * Regional Trauma & Orthopaedics   Occupational Therapy in University Hospital Waterford (UHW) provides services to inpatients including vascular, orthopaedics (mainly trauma) and medicine including general medicine, elderly care, acute stroke unit, oncology, palliative care and haematology. Outpatient services are provided to orthopaedics/hand therapy, rheumatology and neurology patients.  There is on-going in-service training within the department, a commitment to CPD and involvement in undergraduate training primarily with UCC.  Kilcreene Regional Orthopaedic Hospital (KROH) specialises in orthopaedics. It is a regional hospital providing care to the population of the South-Eastern counties of Wexford, Waterford, Carlow, Kilkenny and South Tipperary. KROH is under the governance of University Hospital Waterford (UHW). It has historically been an elective orthopaedic hospital with orthopaedic consultants from UHW doing elective surgery there.  A new 18 bed orthopaedic step-down & rehabilitation service in St Patrick’s ward in KROH. The therapy service will be provided by a Senior Occupational Therapist, Senior physiotherapist and an Occupational Therapy assistant. |
| **Reporting Relationship** | Occupational Therapist Manager or designated deputy. |
| **Purpose of the Post** | The successful candidate appointed to this post will work in Kilcreene: St Patrick’s Ward, under the governance of UHW.  The post holder will work in conjunction with other team members in co-ordinating and developing the service to meet the needs of the service user group and the objectives of the organisation. The Senior Occupational Therapist will be responsible for the provision of a high quality Occupational Therapy service and will carry out clinical and educational duties as required  The post will offer assessment intervention in both an acute and a rehabilitation setting to maximise independence and support discharge. The post holder will work as part of a multidisciplinary team delivering coordinated evidence based care for patients. The post holder will also support Therapy Assistant.  The successful candidate will be required to drive independently for follow-up intervention as required.  **The Occupational Therapist should abide by the Code of Ethics of the Association of Occupational Therapists of Ireland.** |
| **Principal Duties and Responsibilities** | **Professional / Clinical**   * Communicate and work in co-operation with the Occupational Therapist Manager and other team members in providing an integrated quality service, taking the lead role as required. * Be responsible for the co-ordination and delivery of a quality service in line with best practice and professional standards. * Be a lead clinician in assigned, allocated clinical areas of responsibility and carry a clinical caseload appropriate to the post. * Be responsible for client assessment, development and implementation of individualised treatment plans that are client centred and in line with best practice. * Be responsible for goal setting in partnership with client, family and other team members as appropriate. * Communicate effectively with and provide instruction, guidance and support to, staff clients, family, carers etc. * Build relations and links with community colleagues, working together to promote and enhance appropriate patient pathways * Ensure that communication with patients and families /carers is appropriate and timely * Communicate oral and written information in a clear, concise and well-structured manner appropriate to the content and the target audience * Build and maintain effective relationships with colleagues at clinical and management levels within the Orthopaedic service and in Kilcreene and the MDTs in UHW. * Facilitate and maintain open communication within own service and department * Be responsible for standards of professional and clinical practice of self and staff appointed to clinical / designated area(s) in line with the Scope of Practice of CORU and Health Service Executive (HSE) guidelines, policies, protocols and legislation. * Be a clinical resource for other Occupational Therapists. * Plan and manage resources efficiently in assigned areas of responsibility. * Document client records in accordance with professional standards and departmental policies. * Apply health promotion as an ethos across the clinical area to promote health and wellbeing. * Participate and be a lead clinician as appropriate in review meetings, case conferences etc. * Seek advice of relevant personnel when appropriate / as required. * Promote the role of the Occupational Therapy service in the service in the organisation and at national and international level * Joint leadership with the key stakeholders with regards to clinical decision-making processes in the service * Identify and prioritise the requirements of the service within a constantly changing environment * Develop guidelines for safe and effective practice in the inpatient rehabilitation service   **Education & Training**   * Participate in mandatory training programmes. * Take responsibility for, and keep up to date with Occupational Therapy practice by participating in continuing professional development such as reflective practice, in service, self-directed learning, research, clinical audit etc. * Be responsible for the induction and clinical supervision of staff in the designated area(s). * Co-ordinate and deliver clinical placements in partnership with universities and clinical educators. * Manage, participate and play a key role in the practice education of student therapists. Take part in teaching / training / supervision / evaluation of staff / students and attend practice educator courses as relevant to role and needs. * Engage in personal development planning and performance review for self and others as required. * As a mandated person under the Children First Act 2015 you will have a legal obligation to report child protection concerns at or above a defined threshold to TUSLA & to assist Tusla, if requested, in assessing a concern which has been the subject of a mandated report. * As this post is one of those designated under the Protection for Persons Reporting Child Abuse Act 1998, appointment to this post appoints one as a Designated Officer in accordance with Section 2 of the Act.  You will remain a Designated Officer for the duration of your appointment to your current post or for the duration of your appointment to such other post as is included in the categories specified in the Ministerial Direction. You will receive full information on your responsibilities under the Act on appointment.   **Quality, Health & Safety and Risk**   * Develop and monitor implementation of agreed policies, procedures and safe professional practice by adhering to relevant legislation, regulations and standards. * Ensure the safety of self and others, and the maintenance of safe environments and equipment used in Occupational Therapy in accordance with legislation. * Assess and manage risk in their assigned area(s) of responsibility. * Take the appropriate timely action to manage any incidents or near misses within their assigned area(s). * Report any deficiency/danger in any aspect of the service to the team or Occupational Therapist Manager as appropriate. * Develop and promote quality standards of work and co-operate with quality assurance programmes. * Have a working knowledge of the Health Information and Quality Authority (HIQA) Standards as they apply to the role for example, Standards for Healthcare, National Standards for the Prevention and Control of Healthcare Associated Infections, Hygiene Standards etc. and comply with associated HSE protocols for implementing and maintaining these standards as appropriate to the role. * Support, promote and actively participate in sustainable energy, water and waste initiatives to create a more sustainable, low carbon and efficient health service.   **Administrative**   * Contribute to the service planning process. * Assist the Occupational Therapist Manager and relevant others in service development encompassing policy development and implementation. * Review and evaluate the Occupational Therapy service regularly, identifying changing needs and opportunities to improve services. * Collect and evaluate data about the service area as identified in service plans and demonstrate the achievement of the objectives of the service. Collate and maintain accurate statistics and render reports as required. * Oversee the upkeep of accurate records in line with best practice. * Represent the department / team at meetings and conferences as appropriate. * Inform the Occupational Therapist Manager of staff issues (needs, interests, views) as appropriate. * Promote a culture that values diversity and respect in the workplace. * Participate in the control and ordering of Occupational Therapy stock and equipment in conjunction with the Occupational Therapist Manager. * Be accountable for the budget, where relevant. * Keep up to date with organisational developments within the Irish Health Service. * Engage in IT developments as they apply to clients and service administration. * Plan, deliver and evaluate education, training and health promotion activities, incorporating inter-professional education models as appropriate * Identify and avail of formal and informal learning opportunities within Occupational Therapy and MDT contexts * Provide safe and effective under-graduate clinical placements   **The above Job Description is not intended to be a comprehensive list of all duties involved and consequently, the post holder may be required to perform other duties as appropriate to the post which may be assigned to him/her from time to time and to contribute to the development of the post while in office.** |
| **Eligibility Criteria**  **Qualifications and/ or experience** | **Candidates must have at the latest date of application:**     1. **Statutory Registration, Professional Qualifications, Experiences, etc**      1. **Candidates for appointment must:** 2. Be registered or be eligible for registration on the Occupational Therapists Register maintained by the Occupational Therapists Registration Board at CORU. (*https://www.coru.ie/).*   **And**   1. Have three years full time (or an aggregate of three years) post qualification clinical experience.     **And**   1. Have the requisite knowledge and ability (including a high standard of suitability and professional ability) for the proper discharge of the duties of the office.     **And**   1. Provide proof of Statutory Registration on the Occupational Therapists Register maintained by the Occupational Therapists Registration Board at CORU **before a contract of employment can be issued.** 2. **Annual registration** 3. On appointment, practitioners must maintain annual registration on the Occupational Therapists Register maintained by the Occupational Therapists Registration Board at CORU.   **And**   1. Practitioners must confirm annual registration with CORU to the HSE by way of the annual Patient Safety Assurance Certificate (PSAC). 2. **Health**   A candidate for and any person holding the office must be fully competent and capable of undertaking the duties attached to the office and be in a state of health such as would indicate a reasonable prospect of ability to render regular and efficient service.     1. **Character**   Each candidate for and any person holding the office must be of good character. |
| **Post Specific Requirements** | Demonstrate depth and breadth of experience as relevant to the role. |
| **Other requirements specific to the post** | * Have access to appropriate transport to fulfil the requirements of the role. * The successful candidate will work 35 hours. Working hours may change as the service develops. * The candidate will be able to work between both sites across the course of working week. |
| **Skills, competencies and/or knowledge** | **Professional Knowledge & Experience**   * Demonstrate clinical knowledge, clinical reasoning skills and evidence-based practice appropriate to carrying out the duties and responsibilities of the role in line with relevant legislation and standards. * Demonstrate an appropriate level of understanding of the Occupational Therapy process, the underpinning theory and its application to the role. * Demonstrate evidence of having applied / used appropriate assessment tools and treatments and a knowledge of the implications of outcomes to service users. * Demonstrates the knowledge, abilities and technical skills required to provide safe, efficient and effective service in the area of practice. * Demonstrate a willingness to engage and develop IT skills relevant to the role.   **Planning and Managing Resources**   * Demonstrates the ability to plan activities and co-ordinate resources to ensure value for money and maximum benefit for the organisation. * Demonstrates ability to prioritise the most important tasks on an ongoing basis. * Demonstrates flexibility and adaptability in response to workforce demands. * Demonstrate ability to take initiative and to be appropriately self-directed.   **Managing and Developing (Self and Others)**   * Demonstrates ability to lead by example and adapts leadership style to suit the demands of the situation and the people involved. * Demonstrate an ability to manage and develop self and others in a busy working environment. * Demonstrate the ability to work independently as well as part of a team, collaborates well with others. * Demonstrates the ability to react constructively to setbacks and to both give direction / feedback, and take direction / feedback, from others. * Demonstrate a commitment to continuous professional development and knowledge sharing.   **Commitment to providing a Quality Service**   * Demonstrate a commitment to and the ability to lead on the delivery of a high-quality, person-centred service. * Demonstrates innovation in the provision of person-centred care and in overcoming resource limitations. * Ensures that all service users are treated with dignity and respect and ensures that the welfare of the service user is a key consideration at all times. * Works at an operational level to build alliances and learn how to best position service delivery to meet the needs of its service users. * Is open to change and supports the implementation of change.   **Evaluating Information and Judging Situations**   * Demonstrate the ability to evaluate information and make effective decisions in relation to service user care. * Explains the rationale behind decisions confidently when faced with opposing or competing demands. Is objective but also aware of sensitivities in their approach * Regularly quantifies and evaluates activities against service plans and takes timely action to correct potential difficulties. Recognises how service constraints impact on service delivery.   **Communications and Interpersonal Skills**   * Display effective communication skills (verbal & written). * Tailors the communication method and the message to match the needs of the audience; demonstrates active listening skills. * Demonstrates effective interpersonal skills including the ability to collaborate in partnership with others. * Demonstrates sensitivity, diplomacy and tact when dealing with others; is patient and tolerant when dealing with conflict situations. * Demonstrates strong negotiation skills; remains firm but flexible when putting forward a point of view. |
| **Campaign Specific Selection Process**  **Ranking/Shortlisting / Interview** | A ranking and or shortlisting exercise may be carried out on the basis of information supplied in your application form. The criteria for ranking and or shortlisting are based on the requirements of the post as outlined in the eligibility criteria and skills, competencies and/or knowledge section of this job specification. Therefore it is very important that you think about your experience in light of those requirements.  Failure to include information regarding these requirements may result in you not being called forward to the next stage of the selection process.  Those successful at the ranking stage of this process (where applied) will be placed on an order of merit and will be called to interview in ‘bands’ depending on the service needs of the organisation. |
| **Code of Practice** | The Health Service Executive will run this campaign in compliance with the Code of Practice prepared by the Commission for Public Service Appointments (CPSA). The Code of Practice sets out how the core principles of probity, merit, equity and fairness might be applied on a principle basis. The Code also specifies the responsibilities placed on candidates, facilities for feedback to applicants on matters relating to their application when requested, and outlines procedures in relation to requests for a review of the recruitment and selection process and review in relation to allegations of a breach of the Code of Practice. Additional information on the HSE’s review process is available in the document posted with each vacancy entitled “Code of Practice, Information for Candidates”.  Codes of practice are published by the CPSA and are available on [www.hse.ie/eng/staff/jobs](http://www.hse.ie/eng/staff/jobs) in the document posted with each vacancy entitled “Code of Practice, Information for Candidates” or on [www.cpsa.ie](http://www.cpsa.ie). |
| The reform programme outlined for the Health Services may impact on this role and as structures change the job specification may be reviewed.  This job specification is a guide to the general range of duties assigned to the post holder. It is intended to be neither definitive nor restrictive and is subject to periodic review with the employee concerned. | |

**Occupational Therapist, Senior**

**Terms and Conditions of Employment**

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| **Tenure** | The posts are pensionable. A panel may be created from which permanent and specified purpose vacancies of full or part time duration may be filled. The tenure of these posts will be indicated at “expression of interest” stage.  Appointment as an employee of the Health Service Executive is governed by the Health Act 2004 and the Public Service Management (Recruitment and Appointments) Act 2004 and Public Service Management (Recruitment and Appointments) Amendment Act 2013. |
| **Remuneration** | The Salary scale for the post is: **(as of 01/03/2025)**  €63,279 - €64,629 - €66,021 - €67,399 - €68,779 -€70,231 - €71,760 - €73,285 -€74,509  New appointees to any grade start at the minimum point of the scale. Incremental credit will be applied for recognised relevant service in Ireland and abroad (Department of Health Circular 2/2011). Incremental credit is normally granted on appointment, in respect of previous experience in the Civil Service, Local Authorities, Health Service and other Public Service Bodies and Statutory Agencies. |
| **Working Week** | The standard weekly working hours of attendance for your grade are **35** hours per week. Contracted hours that are less than the standard weekly working hours for your grade will be paid pro rata to the full time equivalent.  You are required to work agreed roster/on-call arrangements advised by your Reporting Manager. Your contracted hours are liable to change between the hours of 8.00am and 8.00pm over seven days to meet the requirements for extended day services in accordance with the terms of collective agreements and HSE Circulars. |
| **Annual Leave** | The annual leave associated with the post will be confirmed at job offer stage. |
| **Superannuation** | This is a pensionable position with the HSE. The successful candidate will upon appointment become a member of the appropriate pension scheme. Pension scheme membership will be notified within the contract of employment. Members of pre-existing pension schemes who transferred to the HSE on the 01st January 2005 pursuant to Section 60 of the Health Act 2004 are entitled to superannuation benefit terms under the HSE Scheme which are no less favourable to those which they were entitled to at 31st December 2004. |
| **Age** | The Public Service Superannuation (Age of Retirement) Act, 2018\* set 70 years as the compulsory retirement age for public servants.  ***\* Public Servants not affected by this legislation:***  Public servants joining the public service or re-joining the public service with a 26 week break in service, between 1 April 2004 and 31 December 2012 (new entrants) have no compulsory retirement age.  Public servants, joining the public service or re-joining the public service after a 26 week break, after 1 January 2013 are members of the Single Pension Scheme and have a compulsory retirement age of 70. |
| **Probation** | Every appointment of a person who is not already a permanent officer of the Health Service Executive or of a Local Authority shall be subject to a probationary period of 12 months as stipulated in the Department of Health Circular No.10/71. |
| **Protection of Children Guidance and Legislation** | The welfare and protection of children is the responsibility of all HSE staff. You must be aware of and understand your specific responsibilities under the Children First Act 2015, the Protections for Persons Reporting Child Abuse Act 1998 in accordance with Section 2, Children First National Guidance and other relevant child safeguarding legislation and policies.  Some staff have additional responsibilities such as Line Managers, Designated Officers and Mandated Persons. You should check if you are a Designated Officer and / or a Mandated Person and be familiar with the related roles and legal responsibilities.  Visit [HSE Children First](https://www.hse.ie/eng/services/list/2/primarycare/childrenfirst/resources/) for further information, guidance and resources. |
| **Mandated Person Children First Act 2015** | As a mandated person under the Children First Act 2015 you will have a legal obligation:   * To report child protection concerns at or above a defined threshold to TUSLA. * To assist Tusla, if requested, in assessing a concern which has been the subject of a mandated report.   You will remain a mandated person for the duration of your appointment to your current post or for the duration of your appointment to such other post as is included in the categories specified in the Ministerial Direction. You will receive full information on your responsibilities under the Act on appointment. |
| **Infection Control** | Have a working knowledge of Health Information and Quality Authority (HIQA) Standards as they apply to the role for example, Standards for Healthcare, National Standards for the Prevention and Control of Healthcare Associated Infections, Hygiene Standards etc. and comply with associated HSE protocols for implementing and maintaining these standards as appropriate to the role. |
| **Health & Safety** | It is the responsibility of line managers to ensure that the management of safety, health and welfare is successfully integrated into all activities undertaken within their area of responsibility, so far as is reasonably practicable. Line managers are named and roles and responsibilities detailed in the relevant Site Specific Safety Statement (SSSS).  Key responsibilities include:   * Developing a SSSS for the department/service[[1]](#footnote-1), as applicable, based on the identification of hazards and the assessment of risks, and reviewing/updating same on a regular basis (at least annually) and in the event of any significant change in the work activity or place of work. * Ensuring that Occupational Safety and Health (OSH) is integrated into day-to-day business, providing Systems Of Work (SOW) that are planned, organised, performed, maintained and revised as appropriate, and ensuring that all safety related records are maintained and available for inspection. * Consulting and communicating with staff and safety representatives on OSH matters. * Ensuring a training needs assessment (TNA) is undertaken for employees, facilitating their attendance at statutory OSH training, and ensuring records are maintained for each employee. * Ensuring that all incidents occurring within the relevant department/service are appropriately managed and investigated in accordance with HSE procedures[[2]](#footnote-2). * Seeking advice from health and safety professionals through the National Health and Safety Function Helpdesk as appropriate. * Reviewing the health and safety performance of the ward/department/service and staff through, respectively, local audit and performance achievement meetings for example.   **Note**: Detailed roles and responsibilities of Line Managers are outlined in local SSSS. |

1. A template SSSS and guidelines are available on the National Health and Safety Function/H&S web-pages [↑](#footnote-ref-1)
2. See link on health and safety web-pages to latest Incident Management Policy [↑](#footnote-ref-2)