

**Occupational Therapy Assistant**

**Job Specification & Terms and Conditions**

|  |  |
| --- | --- |
| **Job Title, Grade Code** | **Occupational Therapy Assistant**  **(Grade Code: 6505)** |
| **Campaign Reference** | **25KROHSP2804** |
| **Closing Date** | **02.05.2025 @ 2pm**  *Applications after this date and time will not be accepted* |
| **Proposed Interview Date (s)** | Proposed interview dates will be indicated at a later stage. Please note you may be called forward for interview at short notice. |
| **Taking up Appointment** | A start date will be indicated at job offer stage. |
| **Organisational Area** | HSE Dublin & South East |
| **Location of Post** | **Kilcreene Regional Orthopaedic Hospital incorporating University Hospital Waterford**  Kilcreene Regional Orthopaedic Hospital under governance of University Hospital Waterford Occupational Therapy Department.  A panel may be formed as a result of this campaign for University Hospital Waterford from which current and future, permanent and specified purpose vacancies of full or part-time duration may be filled. |
| **Informal Enquiries** | **University Hospital Waterford**  Name: Claire Maidment  Title: Occupational Therapist Manager  Phone: 051 842729  Email: [claire.maidment@hse.ie](mailto: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:-   * Cancer surgery * Critical Care * Designated Cancer Centre providing Haematology and Oncology inpatient and Day Services * Emergency Medicine * Cardiology including Cardiac Cath Lab, Dermatology, Endocrinology, Gastroenterology, Nephrology, Neurology, Respiratory and Rheumatology * Endoscopy * General Medicine including Medicine for the Elderly & Acute Medicine * General Surgery, Urology, Breast, Colorectal, Vascular & Trauma Surgery * Gynaecology and Obstetrics * Paediatric services including Regional Neonatal Intensive Care Unit * Palliative Care * Regional Trauma & Orthopaedics * Regional Orthopaedic Trauma Services   Occupational Therapy in University Hospital Waterford (UHW) is a regional service providing OT service to patients from the South East area. Regional outpatient services are provided to orthopaedics/hand therapy, rheumatology and neurology services. All other services are provided on an in-patient basis. These include, surgery including vascular, orthopaedics (mainly trauma) and medicine including general medicine, elderly care, acute stroke unit, oncology, palliative care and haematology.  Kilcreene Orthopaedic Hospital also is part of the UHW service. The 18 bed unit step down orthopaedic unit will provide rehabilitation for trauma orthopaedic patietns  There is on-going in-service training within the department, a commitment to CPD. |
| **Reporting Relationship** | The post holder will report to the Occupational Therapist Manager, University Hospital Waterford. |
| **Key Working Relationships** | The Occupational Therapy Assistant will work under the supervision and direction of the Occupational Therapist in Kilcreene and will report to the Occupational Therapist Manager through the line management structure / work under the supervision and direction of a nominated Supervisor as appropriate to the site. |
| **Purpose of the Post** | The Assistant’s role will be to work under the direction and guidance of the Manager or supervising therapist to support the provision of high quality patient-centred therapy services and to manage administrative duties, maintain hygiene and health and safety policies as appropriate |
| **Principal Duties and Responsibilities** | The Occupational Therapy Assistant will:  **Clinical / Administrative**   * Manage own caseload in accordance with the needs of the post. * Collaborate with service users, family, carers and other staff in treatment / intervention planning and in the provision of support and advice. * Follow treatment plans as determined and delegated by an Occupational Therapist including assisting in the provision of education and advice to service users on the use of enabling equipment. * Carry out duties related to the planning, organisation and maintenance of Occupational Therapy programmes as directed by the Occupational Therapist. * Carry out generic programmes and groups for service users to the specifications agreed with the Occupational Therapist Supervisor and treating Occupational Therapists. * Liaise with other staff and agencies in the provision of therapeutic programmes as directed by Occupational Therapist Supervisor. * Prepare resources for assessment / intervention for clinic appointments, home visits and group interventions. * Prepare the environment for group or 1:1 interventions according to service user needs and therapeutic goals, as directed by the Occupational Therapist. * Work directly with service users under the direction of an Occupational Therapist, providing intervention in both individual and group settings for example:   + Assist service users with training and rehabilitation in e.g.:   + Personal activities of daily living (PADL’s).   + Domestic activities of daily living (DADL’s).   + Work/vocational skills.   + Leisure activities.   + Community living skills. * Assist service users with quality of life interventions e.g.:   + Providing opportunities for service users to engage in purposeful activities.   + Providing opportunities for service users to maintain appropriate occupational roles and habits.   + Providing opportunities for service users to maintain / develop a sense of personal empowerment and esteem.   + Providing opportunities for service users to maintain / develop occupational performance ability, including, cognitive skills, social interaction and physical ability. * Record intervention outcomes as appropriate and report outcomes to the Occupational Therapist. * Maintain accurate records of service user assessments and interventions. Maintain clinical notes relating to clinical work in service user files in accordance with local service protocols. * Maintain professional standards in relation to consent, confidentiality, ethics and legislation. * Carry out joint home assessments / follow up home visits with the supervising Occupational Therapist.   **Administrative**   * Carry out the administrative and clerical duties required to support the Occupational Therapy staff and the Occupational Therapy department e.g. the scheduling of appointments. * Assist in the organisation, maintenance and / or ordering of equipment and materials used in assessment and treatment, in conjunction with the Occupational Therapists. * Comply with department procedures with regard to recommendation and provision of all assistive equipment / custom made devices. * Keep up-to-date statistics and other administrative records as required within the Occupational Therapy department. * Maintain / clean equipment and treatment areas as requested. * Contribute to the planning and development of the Occupational Therapy Service and participate in service improvements, in conjunction with the Occupational Therapists.   **Education and Training**   * Attend induction and mandatory in-service education relevant to the role. * Participate in the induction of new staff as directed. * Participate in appraisal and the development of a personal development plan in conjunction with the line manager. * Participate in team based development, education, training and learning.   **Health & Safety**   * Observe all rules relating to Health and Safety and Conduct at Work and use any equipment provided in a safe and responsible manner. * Report any incident or potential incident which may compromise the health and safety of others and take appropriate action. Report any accidents, near misses to the person in charge and ensure completion of incident / near miss forms. * Do not undertake any duty related to patient / service user care for which he/she is not trained. * 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.   **The above Job Specification 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. **Professional Qualifications, Experience, etc**   1. Eligible applicants will be those who on the closing date for the competition have the following: 2. Possess a relevant \*health skills QQI Level 5 qualification (formerly FETAC) having achieved the associated Level 5 minor awards in both Occupational Therapy Assistant Theory and Occupational Therapy Assistant practice at Level 5 on the National Framework of Qualifications (NFQ)   **Or**   1. Possess a relevant Healthcare qualification at not less that QQI Level 5 on the National Framework of Qualifications (NFQ) and give an understanding to successfully complete an approved programme leading to QQI Level 5 minor awards in both Occupational Therapy Assistant Theory and Occupational Therapy Assistant Practice within 1 year of taking up duty.   **Or**   1. Be currently employed as a Occupational Therapy Assistant, Healthcare Assistant, Care Assistant, Attendant, Multi-task Attendant or in a comparable role for at least 1 year and give an understanding to acquire an appropriate healthcare qualification at not less than QQI Level 5 on the National Framework of Qualifications (NFQ) major award, having achieved the associated Level 5 minor awards in both Occupational Therapy Assistant Theory and Occupational Therapy Assistant Practice within 1 year of taking up post   **Or**   1. Have completed the relevant QQI Level 5 minor awards in both Occupational Therapy Assistant Theory and Occupational Therapy Assistant Practice and give a commitment to successfully complete a QQI Level 5 award within 1 year of taking up post.   **Or**   1. An equivalent qualification from another jurisdiction   **And**    (b) Candidates must 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.  **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.  **3. Character**  Each candidate for and any person holding the office must be of good character. |
|  | With regard to Criterion (i), the listing below has been identified as what is considered relevant QQI (formerly FETAC) Level 5\* qualifications.   * QQI Level 5 Healthcare Support * QQI Level 5 Nursing Studies * QQI Level 5 Community Care * QQI Level 5 Health Service Skills * QQI Level 5 Community Health Services   \*(A full QQI/FETAC 5 Major award requires a minimum of 120 credits/8 Modules - Please note a Component Certificate will not suffice.)  With regard to Criterion (ii), a relevant Healthcare qualification at not less than QQI Level 5 on the National Framework of Qualifications (NFQ) is considered to be a qualification with applied patient care modules/placements typically but not limited to qualifications in: Social Care Work, Nursing , Therapy Professions etc |
| **Post Specific Requirements** | * Demonstrate depth and breadth of experience as relevant to the role of Occupational Therapy Assistant * Demonstrate depth and breadth of experience within Inpatient Services |
| **Other requirements specific to the post** |  |
| **Skills, competencies and/or knowledge** | **Professional Knowledge**   * Demonstrates a good understanding of the role of an Occupational Therapy Assistant. * Demonstrates an ability to understand and comply with health and safety requirements in work situations. * Demonstrates commitment to continuing professional development. * Demonstrates a willingness to engage with and develop Information Technology skills relevant to the role.   **Planning and Organising Skills**   * The ability to plan and organise effectively. * Demonstrates good time management skills in carrying out both administrative and clinical duties, including the ability to prioritise effectively and manage competing demands. * Demonstrates the ability to take initiative and to be appropriately self-directed.   **Teamworking / Building Effective Working Relationships**   * Demonstrates effective team skills, shows respect for other team members. * Participates in and contributes to the team, strives to foster good working relationships within the team. * Works collaboratively with others, can be flexible within one’s own role and responsibility. * Demonstrates the ability to react constructively to setbacks, is able to maintain professionalism and manage situations where conflict arises.   **Commitment to providing a Quality Service**   * Demonstrates a commitment to the delivery of a high quality, person centred service. * Treats all service users with dignity and respect and ensures that the welfare of the service user is a key consideration at all times. * Demonstrates the ability to respect and maintain confidentially. * Demonstrates an interest in contributing to alternative methods/new ways of working to improve service user care. * Demonstrates flexibility and an openness to change, has a positive attitude towards change.   **Evaluating Information and Judging Situations**   * Reads situations quickly and responds appropriately; can find common ground and get co-operation with minimum upset. * ey * Demonstrates the ability to make effective decisions with regard to service user care. * Knows when to ask for help / when to ask another team member to intervene.   **Communications & Interpersonal Skills**   * Displays effective communication skills (verbal & written). * Tailors the communication method and the message to match the needs of the audience. * Acts with professionalism and demonstrates empathy with others in undignified / stressful situations, retains composure. * Demonstrates understanding and appropriate responses to service users with varying degrees of need. * Demonstrates the ability to communicate effectively with a wide range of people, particularly in listening, giving explanations / directions and in reporting back on observations. |
| **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** | Cpl will run this campaign on behalf of the HSE 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 <https://www.hse.ie/eng/staff/jobs> in the document posted with each vacancy entitled “Code of Practice, Information for Candidates” or on <https://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 Therapy Assistant**

**Terms and Conditions of Employment**

|  |  |
| --- | --- |
| **Tenure** | The post is 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 at 01/03/2025):**  €35,434 - €36,883 - €38,410- €38,816 - €39,813 - €40,675 -€41,917- €43,204 - €44,539  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 **39** 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 Contracting 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. |
| **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, here: <https://www.hse.ie/eng/staff/safetywellbeing/about%20us/>

   2 See link on health and safety web-pages to latest Incident Management Policy [↑](#footnote-ref-1)
2. [↑](#footnote-ref-2)