

**Physiotherapy Assistant**

**Job Specification & Terms and Conditions**

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| **Job Title, Grade Code** | Physiotherapy Assistant  Grade Code: 6503 |
| **Campaign Reference** | **25KROHSP3003** |
| **Closing Date** | **07.04.2025 at 2pm**  Applications received 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. |
| **Location of Post** | **Kilcreene Regional Orthopaedic Hospital** *incorporating University Hospital Waterford*  A panel may be formed as a result of this campaign for KROH, from which current and future, permanent and specified purpose vacancies of full or part-time duration may be filled. |
| **Informal Enquiries** | Eileen Long  Physiotherapy Manager  [EileenP,Long@hse.ie](mailto:Emma.mcgrane@hse.ie)  051 848858/842230 087-4467791 |
| **Details of Service** | 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 is an elective orthopaedic hospital with orthopaedic consultants from UHW doing elective surgery there. The physiotherapy service is provided by 2 senior physiotherapist and a physiotherapy assistant  It is hoped to develop an bed orthopaedic step-down & rehabilitation service in KROH in the future |
| **Reporting Relationship** | The Physiotherapy Assistant will report to the Physiotherapy Manager through the line management structure / work under the supervision and direction of a nominated supervisor as appropriate to the site. |
| **Key Working Relationships** | The Physiotherapy Assistant will assist Physiotherapists in the provision of service. The role includes clinical and administrative duties that support the Physiotherapy Department in the provision of a high-quality service to users. |
| **Purpose of the Post** | The role of the Physiotherapy Assistant is to support physiotherapists in the delivery of care to patients.  Physiotherapy is a therapeutic healthcare profession concerned with enhancing human function and movement and maximising potential and quality of life. Physiotherapists help people gain as much movement and physical independence as possible so they can resume their normal job or lifestyle. Physiotherapy assistants work together with physiotherapists to achieve these aims. |
| **Principal Duties and Responsibilities** | *The Physiotherapy Assistant will:*  **Clinical**   * Assist patients with established rehabilitation activities such as mobility and strengthening exercises, balance and walking programs * Assist patients in therapeutic activities to develop/improve physical skills * Assist the physiotherapists in the provision of appliances and equipment prescribed by the physiotherapist * Manage own caseload in accordance with the needs of the post. * Work directly with clients under the direction of the Physiotherapist to provide intervention in both individual and group settings. * 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 the Physiotherapist including assisting in the provision of education and advice to clients on the use of enabling equipment. * Prepare resources for assessment / intervention, including clinic appointments and group classes * Carry out duties related to the planning, organisation and maintenance of the physiotherapy programs and department as directed by the Physiotherapist. * Carry out generic programs and groups for service users to the specifications agreed with the Physiotherapist, either jointly with the Physiotherapist, independently and unaccompanied * Prepare the environment for group or 1:1 interventions, according to patient’s need and therapeutic goals, as directed. * Arrange and carry out duties in a timely manner within settings appropriate to service user needs and in line with local policy / guidelines. * Communicate verbally and / or in writing results of treatment / intervention programs and recommendations to the team and relevant others in accordance with service policy. * Observe, report and take appropriate action on any matter which may be detrimental to service user’s care or wellbeing or may inhibit the efficient provision of care. * Maintain professional standards in relation to consent, confidentiality, ethics and legislation.   **Care of facilities and equipment:**   * Maintaining tidiness and cleanliness in the Physiotherapy Department, treatment and waiting areas * To be involved in the preparation and cleaning of equipment and materials. * Where necessary, complete laundry duties and changing of linen. * To bring equipment to and from treatment areas as required by the physiotherapists   **Administrative**   * Carry out the administrative and clerical duties required to support the Physiotherapy staff e.g. posting out referrals and transfer letters. * Assist in the organisation, maintenance and / or ordering of equipment and materials used in assessment and treatment, in conjunction with the Physiotherapists. * Comply with department procedures with regard to the recommendation and provision of all assistive equipment / custom made devices. * Keep up-to-date statistics and other administrative records as required for the multidisciplinary team. * As part of the multidisciplinary team contribute to service planning and development. * Engage in IT developments as they apply to service user and service administration.   **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 service user case 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 Physiotherapy Assistant Theory and Physiotherapy 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 Physiotherapy Assistant Theory and Physiotherapy Assistant Practice within 1 year of taking up duty.   **Or**   1. Be currently employed as a Physiotherapy 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 Physiotherapy Assistant Theory and Physiotherapy Assistant Practice within 1 year of taking up post   **Or**   1. Have completed the relevant QQI Level 5 minor awards in both Physiotherapy Assistant Theory and Physiotherapy 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. |
| **Other requirements specific to the post** | Have access to appropriate transport to fulfil the requirements of the role. |
| **Skills, competencies and/or knowledge** | *Candidates must demonstrate:*  **Professional Knowledge**   * A willingness to engage and develop Information Technology skills relevant to the role. * Excellent computer skills including Word, Excel, PowerPoint, and the internet. * An awareness of scope of their role; knowing when to ask for help / for an MDT member to intervene.   **Planning and Organising Skills**   * The ability to plan and organise effectively. * The ability to manage competing demands and prioritisation   **Commitment to Providing a Quality Service**   * A commitment to providing a quality service.   **Team Skills**   * The ability to build and maintain relationships including the ability to work effectively as part of a multidisciplinary team. * The ability to maintain professionalism and manage situations where conflict arises   **Communication & Interpersonal skills**   * Excellent communication skills, including sufficient command of the English language so as to effectively carry out the duties and responsibilities of the role. * The ability to demonstrate understanding and appropriate responses to clients with varying degrees of need.   **Problem Solving & Decision Making**   * Initiative, flexibility and problem solving skills especially with regard to working in the changing environment |
| **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. | |

**Physiotherapy Assistant**

**Terms and Conditions of Employment**

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| **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: **(01/10/2024)**  €34,434; €35,883; €37,410; €37,816; €38,813; €39,675; €40,917; €42,204; €43,539  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 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 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-2), 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-3). * 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-2)
2. [↑](#footnote-ref-3)