



# **SENIOR PHYSIOTHERAPIST**

## **(Temporary, Part-time, Prosthetic, Orthotic and Limb Absence Rehabilitation (POLAR) Programme**

### **Particulars of Office**

1. The appointment is temporary, part-time and pensionable.
2. **Salary**  
Remuneration is in accordance with the salary scale approved by the Department of Health and Children Current scale.
3. **Superannuation**  
The terms of the Voluntary Hospitals Superannuation Scheme and the Voluntary Hospitals Spouses and Children's Scheme will apply to the position and superannuation contributions at the appropriate rate will be payable in accordance with the provisions of the scheme.
4. **Duties**  
The senior physiotherapist will perform such duties as are outlined in the attached Job Description.
5. **Hours of Work**  
The normal hours of work associated with the post are 37 hours per week usually discharged between the hours of 8.00am and 8.00pm on a Monday to Saturday basis as appropriate to the particular service. However, you will be required to participate in the On-call Rota for night and weekend work. The appointee may be required to attend at such other times as are required for the proper discharge of duties including attendance outside normal working hours.
6. **Retirement**  
No age restrictions shall apply to a candidate except where he/she is not classified as a new entrant (within the meaning of the Public Service Superannuation (Miscellaneous Provisions) Act, 2004). In this case the candidate must be under 65 years of age on the 1<sup>st</sup> day of the month in which the latest date for receiving completed application forms for the office occur. Continued employment is conditional upon capacity and conduct of the employee.
7. **Annual leave**

Annual leave and public holidays are granted in accordance with the provision of the Organisation of Working Time Act, 1997. Your annual leave entitlement will be advised to you by the Human Resources Department in your contract of employment. Annual Leave may be based on a number of factors such as grade, years of service and whole-time equivalency.

**8. Sick Leave**

Payment of salary during illness will be in accordance with arrangements as approved from time to time by the Department of Health and Children

**9. Termination of office**

The employment may be terminated at any time by two months notice on either side except where circumstances are dictated by the Minimum Notice and Terms of Employment Act 1973/77. The Management's right under this paragraph shall not be exercised save in circumstances where the Management is of the opinion that the holder of the office has failed to perform satisfactorily the duties of the post or has misconducted himself/herself in relation to the post or is otherwise unfit to hold the appointment.

**10. Garda Vetting Checks**

Arrangements have been introduced, on a national level, for the provision of Garda Vetting Checks in respect of candidates for employment in areas of the Health Service, where it is envisaged that potential employees would have substantial access to children or vulnerable adults in the course of their duties. Garda vetting is done for the protection of these groups and the National Rehabilitation Hospital reserves the right to re-vet employees at any future point, as deemed appropriate by Hospital Management.

**11. Confidentiality**

In the course of your employment you may have access to or hear information concerning the medical or personal affairs of patients and/or staff, or other health services business. Such records and information are strictly confidential and unless acting on the instructions of an authorised officer, on no account must information concerning staff, patients or other health service business be divulged or discussed except in the performance of normal duty. In addition records must never be left in such a manner that unauthorised person can obtain access to them and must be kept in safe custody when no longer required.

**12. Hygiene**

During the course of employment staff are required to ensure that the hospital's hygiene and infection control policies are adhered to at all times. All employees have responsibility to prevent transmission of infection by adhering to and implementing optimal hand hygiene and adhering to the Hospital's Hygiene processes. Hygiene is a fundamental component of the National Rehabilitation Hospital's quality system to ensure the safety and well being of its patients and staff and plays a role in the prevention and control of healthcare associated infection.

### **13. Policies / Legislation**

All Hospital policies and procedures form an integral part an employment contract and may be subject to update and revision, from time to time, in consultation with union representatives as appropriate. Employees are required to comply with all hospital policies, procedures (e.g. Dignity at Work, Trust in Care, Computer Usage Policy) and the Hospital's ethical codes of practice. Employees are required to abide by the hospital's code of behaviour and the code of practice as defined by their relevant professional body.

### **14. Disability Census**

As part of the NRH's commitment to supporting the employment of people with disabilities and to comply with the requirements of the Disability Act 2005, all staff are required to inform the Director of Human Resources Ms. Olive Keenan, of any personal disabilities. This information is only requested in the event that appropriate arrangements must be put in place during the course of one's employment and will be stored in compliance with Data Protection Legislation.



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### **1. Qualifications**

The candidate must, on the latest date for receiving completed application forms for the office, possess:

- B.Sc. /Masters Degree in Physiotherapy
- A qualification in Physiotherapy equivalent to the above
- Membership of, or eligibility for membership of the Irish Society of Chartered Physiotherapists and CORU registered or pending same.
- A minimum of 3 years post graduate experience with at least 1 year in the area of Prosthetic/Limb Absence rehabilitation.
- Evidence of post graduate **clinical** education in the area of Prosthetics/Limb Absence rehabilitation e.g. an advanced Strathclyde Prosthetics (3 day) course or its equivalent.
- Evidence of continuing professional development

### **2. Health**

Candidates or any person holding the office must be free from any medical condition which would render them unsuitable to hold the office and be in a state of health such as would indicate a reasonable prospect of ability to render regular and efficient service.

For the purposes of satisfying the requirements as to health, it will be necessary for each successful candidate before he/she is appointed to undergo a medical examination by a qualified medical practitioner to be nominated by the Chief Executive or designated officer. Any irregularities reported as a result of this examination which render the incumbent unsuitable for the post must be remedied / addressed before appointment.

Health Promotion – The Hospital is committed to promoting healthy lifestyles for both patients and staff. Staff are expected to participate in initiatives to support better health and well- being in line with the Hospital objectives.

### **3. Character**

Candidates for and any person holding the office must be of good character.



## **SENIOR PHYSIOTHERAPIST (Temporary, Part-time, POLAR Programme)**

### **JOB DESCRIPTION**

**Title:** Senior Physiotherapist

**Purpose of the Position:** To be responsible for the day to day management of the provision and development of a high-quality physiotherapy service to POLAR Programme patients.

**Accountable to:**

- Physiotherapy Manager
- POLAR Programme Manager

**Liaison / Communication:**

- Clinical Specialist physiotherapists, other senior physiotherapists and staff grade therapists in the programme.
- Members of the Prosthetic Department/Ability Matters
- All members of the POLAR Programme interdisciplinary teams.
- Patients and their relatives
- Community therapists and other agencies as appropriate.
- Medical consultants
- Clinical practice tutor



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### **JOB DESCRIPTION**

#### **Overview of the Role**

- The post holder will co-ordinate and implement the physiotherapy service within the POLAR Programme.
- She/he will provide physiotherapy assessment and treatment to patients within the POLAR Programme in line with current best practice.
- In consultation with Programme Manager and Physiotherapy Manager and other relevant staff, will initiate and develop appropriate team protocols, policies and education modules within the POLAR Programme.
- She/he will provide clinical supervision and education for staff grade therapists and assistants and will provide education to other interdisciplinary team members as appropriate.

#### **ACCOUNTABILITY, DUTIES AND RESPONSIBILITIES**

##### **General Accountability**

- As a senior member of the multidisciplinary team to contribute to the on-going development of the POLAR Programme.
- With Clinical Specialist and other senior physiotherapy colleagues to contribute to the continuing development of a high-quality service to patients based on best practice and standards.
- To be cognisant of and abide by all National Rehabilitation Hospital Policies and Procedures.

##### **Specific Accountability**

- Report to and be accountable to the Physiotherapy Manager and Programme Manager in all matters related to the POLAR physiotherapy service.
- Provide professional support and education to staff grade physiotherapists and support staff.

- Maintain appropriate patients records and provide statistical information as required to Physiotherapy Manager and POLAR Programme Manager.

## **Outline of Duties and Responsibilities**

### **Clinical**

- Organisation, delivery and development of the physiotherapy service to patients in the POLAR Programme (comprising of day patient, inpatient and outpatient).
- To work within the interdisciplinary team to achieve the maximum benefit to the patient through planned co-ordinated care.
- Assess the need for and make recommendations regarding appropriate appliances, wheelchairs and other equipment for patients.
- Liaise with hospitals, communities and other agencies to ensure appropriate referrals on discharge and to ensure appropriate continuity of care between hospital and home.
- Maintain an awareness of current research developments in Prosthetics, Orthotics and Limb Absence and the implications that these may have for the physiotherapy service.
- Ensure a high standard of patient care through evaluation and audit.
- Provide clinical supervision and education for staff grade therapists and assistant staff.
- Collaborate with clinical specialist in developing programmes of learning to be delivered both formally and/or informally.
- Maintain an up to date C.P.D. to I.S.C.P. standards.
- Maintain up to date statutory professional registration through CORU.
- To manage, participate and play a key role in the practice education of student physiotherapists.
- Participate in the on-call and continuing treatment rotas.

### **Managerial**

- Ensure that the privacy and dignity of the patient is respected at all times.
- Maintain a register of patients referred, ensure adequate records are kept and provide data for statistical purposes as required.
- Maintain close liaison with Physiotherapy Manager on matters relating to the physiotherapy needs of POLAR Programme/patients and identify policies which may require development/change to meet service needs.
- Report to Physiotherapy Manager regarding stock control and maintenance of equipment.
- Deputise for the Physiotherapy Manager if required.
- Provide monthly reports and an annual report to Physiotherapy Manager/Programme Manager.
- Familiarise her/himself with the hospital Safety Statement and all National Rehabilitation Hospital policies and observe same.
- Ensure a safe environment is maintained for patients, visitors and staff.

## **Patient Safety & Quality**

The NRH prioritises the delivery of quality and safe patient care under HIQA and other quality standards. It is the responsibility of all staff at all levels to ensure that the highest level of quality services required for each patient is maintained. If you have a concern regarding any issue of patient safety and well-being please bring this to the immediate attention of your manager.

Quality and Patient Safety supports the Health Service to deliver high quality and safe services to patients and service users. The post-holder is responsible and accountable to deliver a quality service that ensures patient safety. The post holder will work within a risk management framework that complies with the Health Information and Quality Authority (HIQA) National Standards and other quality standards as appropriate.

*The extent of speed and change in the delivery of health care is such that adaptability is essential for all staff. The post-holder will be required to maintain, develop and enhance the necessary professional knowledge, skills and aptitudes required to respond to a changing situation.*

*This job description does not contain an exhaustive list of duties, and the post holder may be required to undertake additional responsibilities. It will be reviewed from time to time in order to adapt and develop the role, according to service needs and Hospital policies.*

*I agree that this position description clearly outlines the specific responsibilities and duties that are to be carried out as part of this role. I also understand that these represent the minimum requirements to perform the duties at the current level.*

*To be signed by the post holder.*

Employee Name: \_\_\_\_\_

Line Manager Name: \_\_\_\_\_

Employee Signature: \_\_\_\_\_

Manager's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_