



Occupational Therapy Assistant

(Permanent, Part-time)

Particulars of Office

1. The appointment is permanent, part-time and pensionable.
2. **Salary**
Remuneration is in accordance with the salary scale approved by the Department of Health current scale.
3. **Superannuation**
The terms of the Voluntary Hospitals Superannuation Scheme and the Voluntary Hospitals Spouses and Children's Scheme or the Single Public Service Pension Scheme will apply to the position. Superannuation contributions at the appropriate rate will be payable in accordance with the provisions of these schemes.
4. **Duties**
The Occupational Therapy Assistant 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 25 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.. 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. **Probation**
The successful candidate will be appointed initially for a probationary period of 6 months. During the probationary period, progress or otherwise will be monitored and at the end of the period, the service will be;
 - a) Certified as satisfactory and confirmed in writing;
 - b) In certain circumstances this period may be extended and in such case you will be advised in writing of this and the duration of the extension.
7. **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 1st 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.

8. 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.

9. Sick Leave

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

10. Termination of office

The employment may be terminated at any time by one 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.

11. 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-verify employees at any future point, as deemed appropriate by Hospital Management.

12. 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.

13. 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.

14. 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.

15. 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.



NATIONAL REHABILITATION HOSPITAL

Occupational Therapy Assistant

(Permanent, Part-time)

1. Qualifications

- Possess an Assistant Occupational Therapist Level 5 or equivalent relevant Healthcare Level 5 FETAC
- Are currently employed as an Occupational Therapy Assistant, Healthcare Assistant, Attendant, Multi-Task Attendant or in a comparable role for at least 1 year.

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.

3. Character

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



NATIONAL REHABILITATION HOSPITAL

Occupational Therapy Assistant

JOB DESCRIPTION

Title:	Occupational Therapy Health Care Assistant
Purpose of the Position:	<ol style="list-style-type: none">1. To assist the Occupational Therapists in carrying out treatment programmes with patients as assigned.2. Carrying out assigned duties in regard to cleaning, preparation of the department and stock control.
Accountable to:	Occupational Therapist Manager
Liaison / Communication:	<ol style="list-style-type: none">1. All members of the Occupational Therapy Department2. Patients, their families and carers.3. Members of other departments of the hospital as required.



NATIONAL REHABILITATION HOSPITAL

Occupational Therapy Assistant

JOB DESCRIPTION

Overview of the Role

1. Assisting therapists in providing Occupational Therapy for patients of the designated Clinics
2. Being responsible for ensuring that the clinic is prepared for treatment sessions at the start of each day.
3. Being responsible for specified cleaning responsibilities.
4. Maintaining stocks of materials in specified areas.
5. Portering patient.

ACCOUNTABILITY, DUTIES AND RESPONSIBILITIES

General Accountability

1. To be familiar with, and to observe, all National Rehabilitation Hospital Policies which apply to your work.
2. In cooperation with colleagues being responsible for the safety of patients and staff within area of responsibility
3. Identifying and reporting actual and potential hazards to the appropriate authority.

Job description reviewed by OT Manager – May 2019

4. Immediately reporting any accidents or near misses using the hospital incident report form.
5. If a patient suffers an actual or potential injury in the incident either seeking immediate medical assistance or returning the patient to the ward area and informing the appropriate nursing or medical staff of the incident so that the appropriate examination can be carried out.
6. Ensuring that patient confidentiality is maintained at all times.
7. In cooperation with colleagues being responsible for the day to day security of the work area to which assigned, with particular awareness of fire regulations and security arrangements.
8. Keeping up to date with all mandatory training by attending all training sessions. No training session arranged for you can be cancelled without the prior agreement of the Occupational Therapist Manager.
9. Attending all relevant in-service training provided by the Occupational Therapy Department and the Programme to which you are currently attached.
10. Making any specific training needs you may have known to the Occupational Therapist Manager.
11. Being prepared to ask for assistance and guidance in case of doubt.
12. Helping to keep the work area tidy and welcoming to patients, colleagues and visitors in collaboration with staff.
13. Responsibility for careful use of equipment and ensuring that the equipment is maintained to maximum efficiency and safety.
14. Responsibility for the careful and economical use of materials and the notification of the need to re-order.

Specific Accountability

1. Reporting on patients' progress to their Occupational Therapist;
2. Immediately reporting any accident/illness experienced by a patient while under your care to his/her Occupational Therapist (or if the patient's own therapist is not available to another Occupational Therapist);
3. Developing rapport with patients to encourage and motivate them;
4. If a patient does not attend for a scheduled session investigating the reason; encouraging attendance; reporting non-attendance to the patient's Occupational Therapist;
5. Ensuring that patients are not left unattended in the department; also that the department is not left open when no staff are present.

Outline of Duties and Responsibilities

1. Developing rapport with patients to encourage and motivate them;

2. Working as part of the team in the Occupational Therapy Department and being flexible in meeting the needs of the overall programme;
3. Being available to assist therapists as requested;
4. Helping with transferring patients for setting up for therapy and at end of sessions
5. Assisting Occupational Therapists by giving the security needed when they are treating patients who have the potential for abusive behaviour;
6. Carrying out specific activities with patients under the direction of the Occupational Therapists;
7. Portering patients;
8. Ensuring that the clinic is tidy at lunch time and in the evening;
9. Assisting therapists with taking out and putting away equipment; - tidying away equipment when therapists have finished using it;
10. Setting up equipment required for clinics; tidying up promptly after these clinic appointments;
11. Ensuring that floors are kept clear of impediments and that spills are dealt with promptly;
12. Delivering equipment to the wards or elsewhere as required by the Clinic Therapists (EAT & W&S Clinic);
13. Being responsible for the careful and economical use of materials and the notification of the need to re-order;
14. Keeping stock of cleaning materials and photocopying materials for the clinics up to date; if any materials need to be replenished ensuring that the list is written in to the clinic requisition book by the first of the month;
15. When any new materials are delivered to the department checking them off the delivery docket and leaving the docket in the Occupational Therapy Manager's office;
16. Putting newly delivered equipment away or ensuring that the person responsible for putting it away is aware that it has been delivered, as appropriate;
17. Re-charging of items within the EAT Clinic and hoist in W&S Clinic weekly;
18. Carrying out specific duties as agreed with the Occupational Therapist Manager;
20. Cleaning as agreed with Occupational Therapist Manager

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 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 successful applicant upon appointment.

Employee Name: _____ Line Manager Name: _____

Employee Signature: _____ Manager's Signature: _____

Date: _____ Date: _____

