



STAFF GRADE OCCUPATIONAL THERAPIST

Full time, Temporary Panel

Particulars of Office

- 1.** The appointment is temporary, full-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 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 Staff Grade Occupational Therapist will perform such duties as are outlined in the attached Job Description.
- 5. Hours of Work**
The normal hours of work associated with the whole-time post are 37 hours per week usually discharged between the hours of 8.00am and 8.00pm on a Monday to Saturday basis. 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 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.
- 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.

9. 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.

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-verify 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.

15. HR Department Privacy / GDPR Policy

In order to carry out its administrative functions the Human Resource Department in the National Rehabilitation Hospital collects and processes personal data relating to individuals, which includes the job applicants and staff of the Hospital. The Human Resources Department takes the confidentiality of all personal data seriously and consequently takes all necessary steps to comply with data protection legislation including the GDPR. The Human Resource Department collects personal data only in order to meet specific lawful purposes, and will retain that data only for so long as necessary. We also ensure that all reasonable technical and organisational security measures are in place to safeguard personal data.

Ordinarily, the Human Resource Department will not pass personal data to any third party except where required by law, or under statutory obligations, or to fulfil a contract of employment or for other legitimate purposes as balanced against the rights and interests of the Data Subject. If you have any concerns about how your personal data is processed, you may contact our Data Protection Officer (dpo@nrh.ie). Please refer to the National Rehabilitation Hospital Human Resources Privacy Policy Document for more information. The Policy Document is available on request from the Human Resources Department.



STAFF GRADE OCCUPATIONAL THERAPIST (Temporary, Full time)

1. Qualifications

The candidate must, on the latest date for receiving completed application forms for the office, possess: a degree or diploma in Occupational Therapy. If this qualification was gained outside the Republic of Ireland it must have been validated by the Department of Health and Children. She/he must be eligible for membership of the Association of Occupational Therapists of Ireland.

2. Experience/Requirements

It is *essential* that candidates have a comprehensive understanding and evidence of:

- Application of the Occupational Therapy process
- Use of functional assessment and activity analysis
- Experience of the Irish Health Service or equivalent
- Must have current registration with CORU

It is *desirable* that the candidate have:

- post qualification experience working as an occupational therapist
- experience working in a rehabilitation setting
- experience working with individuals who have a range of neurological conditions..
- Documented evidence of Continuing Professional Development
- Membership of the Association of Occupational Therapists of Ireland
- Irish Driving Licence

3. 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.

4. Character

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



STAFF GRADE OCCUPATIONAL THERAPIST (Temporary, Full time)

- Title:** Staff Grade Occupational Therapist
- Purpose of the Position:** As a member of the Occupational Therapy and Interdisciplinary team, to provide a high quality Occupational Therapy service to patients under the care of the clinical programme to which they are assigned.
- To do this both by treating the patients directly and by delegating work to therapy assistants working with the discipline and the programme.
- This post consolidates and builds on graduate skills and knowledge.
- Accountable to:** Occupational Therapist Manager
Senior Occupational Therapist on programme to which assigned
Programme Manager of programme to which assigned
Medical Consultant on team
- Liaison / Communication:**
1. Patients, their families and carers.
 2. All members of the Occupational Therapy Department, particularly those providing specialist services to patients for whom you are responsible such as the Vocational Assessment Service, Discharge Liaison Occupational Therapy Service, Splinting, Seating etc.
 3. All members of the programme to which assigned.
 4. Outside agencies to whom patients are being referred or from whom referrals have been received and in particular Community Occupational Therapists;
 5. Members of other departments of the hospital as required
 6. Occupational Therapy Practice Tutor in relation to students for whom you are Practice Educator.



STAFF GRADE OCCUPATIONAL THERAPIST (Temporary, Full time)

JOB DESCRIPTION

Overview of the Role

This post is rotational in nature and will incorporate the following areas of clinical practice:

- Brain Injury rehabilitation
- Spinal Cord Injury rehabilitation
- Prosthetic rehabilitation
- Discharge Liaison Occupational Therapy Service.
- Paediatrics

Additional opportunities are available as an addendum to rotations in our Wheelchair and seating clinic and Splinting Clinic.

(Note: The order and allocation of rotations is determined by the Occupational Therapy Manager, taking account of the knowledge and experience required to fulfil the job role on each rotation and also the interests and preferences of individual staff grade therapists).

The purpose of this position is to:

1. Provide Occupational Therapy for patients of the designated programme.
2. Assess patients' functional abilities and provide individualised treatment, rehabilitation and equipment to maximise independence, both in hospital and for hospital discharge.
2. Be responsible for your own caseload, including patient who have complex conditions, using evidence-based/patient centered principles to assess, plan, implement and evaluate interventions.
3. Maintain clinical records in accordance with national and local policy and professional standards/guidance.
4. To undertake all aspects of clinical duties as an autonomous practitioner.
5. Participate in regular supervision with a designated Senior Occupational Therapist in accordance with local policy.
6. Identifying unmet patient needs within area of responsibility to the Senior Occupational Therapist, the Occupational Therapist Manager and Programme Manager.

7. Participating in supervision and the professional development of aides, technicians and Occupational Therapy students.

ACCOUNTABILITY, DUTIES AND RESPONSIBILITIES

Professional Practice

1. To be professionally, legally and ethically accountable for all aspects of your own work including the management of patients in your care.
2. Ensure patient confidentiality is maintained at all times.
3. To work as an autonomous professional managing own caseload and plan the Occupational Therapy component of the clinical programme in conjunction with patients, their families and colleagues.
4. To demonstrate an understanding and application of the importance of occupational engagement for health and well-being.
5. To prioritise and manage a caseload under supervision of a Senior Occupational Therapist.
6. To undertake assessments using clinical reasoning skills, addressing occupational performance and skills deficits, enabling function in areas of self-care, productivity and leisure.
7. Assess patients understanding of treatment proposals, gain valid consent and work within the legal framework with patients who lack capacity to consent to treatment.
8. To work with patients and other members of the interdisciplinary team to identify goals of the individualised treatment programme. Goals should be based on a sound knowledge of evidence-based practice and treatment options using assessment, reasoning and knowledge of core treatment skills.
9. Carry out agreed treatment programmes independently or with other members of the treatment team, including individual treatments, co-treatments and group interventions.
10. Liaise with patients, their relatives/carers, other staff and outside agencies as required.
11. Monitor, evaluate and modify treatment for patients in order to measure progress and ensure effectiveness in intervention.
12. Demonstrate a logical and systematic approach to problem solving and decision making, based on Occupational Therapy practice and supported by evidence.
13. To engage in reflection and evaluation of own practice..
14. Demonstrate and apply a broad level of understanding of the effect of disability and recommend adaptations to the patient's environment as appropriate.
15. Use a range of verbal and non-verbal communication tools to communicate effectively with patients in order to progress rehabilitation and treatment programmes. This will include patients who may have difficulties in understanding or communicating.
16. To escort patients to/from their homes/community environments/discharge location and carry out assessments in that environment as deemed necessary to meet the needs of the patient and as appropriate to the clinical rotation.
17. To develop comprehensive discharge plans
18. To understand clinical risk and manage effectively to ensure a safety of patients, families, colleagues and the general public.
19. To assess and recommend equipment and assistive technologies based on identified patient need.
20. To be responsible for the safe and competent use of Occupational Therapy equipment by patients. Ensure this through teaching, training and supervision of practice.
21. In consultation with the supervising Senior Occupational Therapist deciding when termination of Occupational Therapy is appropriate.

Communication and Teamwork

- 1) To have an awareness of own preferred communication style.
- 2) To be aware of the barriers to effective communication.
- 3) To adapt communication accordingly to overcome these barriers, for the benefit of therapeutic and professional relationships.
- 4) To give and receive feedback in an open and honest manner.
- 5) To communicate effectively as a member of a team, facilitating the inclusion of the patient and their family within the team.
- 6) To demonstrate an understanding of the roles and responsibilities of each professional working within the interdisciplinary team.
- 7) To form collaborative professional relationships with colleagues within the Occupational Therapy Service and within the Programmatic interdisciplinary team.
- 7) To ensure that up-to-date written and electronic (as appropriate) records and activity data are maintained in accordance with Professional and Hospital requirements.
- 8) To provide accurate statistical data of clinical and non-clinical work undertaken.
- 9) To provide occupational therapy reports to other relevant professionals as required.

Provision of a Quality Service

Quality

- 1) To be familiar with, and to observe, all National Rehabilitation Hospital Policies.
- 2) To be familiar with, and to observe, the “Departmental Procedures and Guidelines for Therapy” manual of the Occupational Therapy Department, which forms the basis of treatment and procedures of the department.
- 3) To exercise good personal time management, punctuality, consistency and reliable attendance.
- 4) To utilise resources effectively, be responsible for maintaining stock and advise the Occupational Therapy Manager and/or the Programme Manager on resources required for practice.
- 5) To participate in the planning, evaluation and audit of practice, clinical pathways and protocols with the professional team and the relevant programmatic team, in conjunction with colleagues and under the direction of the Occupational Therapy Manager and/or Programme Manager.
- 6) 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 Programme Manager and the Occupational Therapist Manager.
- 7) Identifying and reporting actual and potential hazards to the appropriate authority.
- 8) 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.
- 9) Responsibility for careful use of equipment and ensuring that the equipment is maintained to maximum efficiency and safety.
- 10) To contribute where appropriate to the Hospitals clinical governance arrangements and quality agenda.

Evidence Based Practice and Research

- 1) To demonstrate an understanding of evidence-based practice principles in Occupational Therapy.

- 2) To keep up to date with advances and new techniques.
- 3) To integrate evidence based practice principles into own clinical and professional practice to ensure up to date practice and the provision of a quality service.
- 4) In consultation with the Senior Occupational Therapist, Occupational Therapy Manager and Programme Manager, initiate and develop new ideas and methods in area(s) of responsibility, developing treatment programmes and materials.
- 5) Contribute to research and development as appropriate to each clinical rotation.

The Context of Professional Practice

- 1) To respect the individuality, values, culture and religious diversity of patients and colleagues and contribute to the provision of a service sensitive to diversity.
- 2) To comply with the AOTI Code of Ethics and Standards of Practice and local Hospital Policies and monitor own quality of practice as appropriate.
- 3) To be aware of and demonstrate an understanding and application of relevant legislation and policies which impact on practice.
- 4) To recognise the impact of inequality, poverty, exclusion and diversity on occupational performance.
- 5) To demonstrate the ability to reflect on ethical issues.

Education and Development

- 1) Take responsibility for own personal and professional development and competency to practice through continuing professional development (CPD) activities.
- 2) To maintain a CPD portfolio which reflects personal and professional development
- 3) To engage in supervision with allocated senior staff in accordance with local policy.
- 4) Undertake the measurement and evaluation of your work and current practices through the use of evidence-based practice projects, audit and outcome measures, either individually or with Senior Occupational Therapists.
- 5) To participate in the staff appraisal scheme of the National Rehabilitation Hospital as an appraisee, comply with agreed personal development programme and meet set knowledge and competencies.
- 6) Make any specific training needs you may have known to the Occupational Therapist Manager.
- 7) To attend and contribute to professional and programmatic in-service training.
- 8) To demonstrate basic leadership skills through the management of an agreed project during each clinical rotation.
- 9) Maintain and develop own knowledge of evidence-based practice during each clinical rotation.
- 10) To contribute to the learning, development and education of others including Occupational Therapy Assistants, Healthcare Assistants, other professionals, volunteers, work experience students, professional students and other identified individuals as appropriate.
- 11) Act as Practice Educator to Occupational Therapy students as delegated.

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: _____