



SENIOR PHYSIOTHERAPIST IN RESPIRATORY/ACUTE CARE

(Permanent/Temporary, Full-time/Part-time)

Particulars of Office

- 1.** The appointment is permanent/temporary, full-time/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 Senior Physiotherapist will perform such duties as are outlined in the attached Job Description.
- 5. Hours of Work**
The whole time standard weekly working hours for this grade 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. Probation**
For permanent role 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 70 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 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.

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 wellbeing 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.

16. 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.



SENIOR PHYSIOTHERAPIST IN RESPIRATORY/ACUTE CARE

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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 the equivalent of at least 1 year full-time in the area of Acute/Respiratory care.
- Evidence of experience and **clinical** education in Acute/Respiratory care.
- Excellent interpersonal and communication skills
- Evidence of continuing professional development

2. Health

Candidates or any person holding the office must be free from any defect or disease, 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. Defects reported as a result of this examination must be remedied 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.



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JOB DESCRIPTION

- Title:** Senior Physiotherapist in Respiratory care
- Purpose of the Position:** To be responsible for the day to day management of the provision and development of a high-quality physiotherapy respiratory service to all NRH patients.
- Accountable to:**
- Physiotherapy Manager
- Liaison / Communication:**
- Clinical Specialist physiotherapists and other Senior physiotherapists and staff grade therapists across the programmes.
 - Programme Managers
 - All members of the 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 provide a patient centred, evidenced-based approach to the assessment, management and treatment of a range of respiratory conditions and physical impairments at a ward/unit level within an interdisciplinary team framework.
- She/he will co-ordinate and implement the physiotherapy respiratory service across all programmes in the NRH.
- She/he will provide physiotherapy respiratory assessment and treatment to patients in line with current best practice.
- She/he will design and implement initial treatment plans for positioning, stretching and mobilisation, as appropriate, for patients who require bedside intervention as deemed necessary by the team.
- In consultation with Programme Managers and Physiotherapy Managers and other relevant staff, will initiate and develop appropriate team protocols, policies and education modules.
- She/he will provide education on manual assisted cough to all SCSC team members.
- She/he will provide clinical supervision and education for respiratory team physiotherapists.
- She/he will provide induction education for newly appointed physiotherapists prior to commencing on call.
- She/he will provide education to the physiotherapy team as part of the in-service training programme.
- She/he will maintain a record of all education delivered
- She/he will collaborate with nursing education, CNM in tracheostomy, SLT. As members of the tracheostomy working group; meeting at interval for education, policy review and audit.
- She/he will jointly with the tracheostomy team in collaboration with the ward staff and medical team provide joint initial assessment, goal setting and further review as agreed according to each individual treatment plan.
- She/he will collaborate with tracheostomy team to review the tracheostomy policy at designated intervals.

- She/he will attend at FEES assessment when requested by SLT with patients with known swallow risk for airway clearance support.
- She/he will show evidence of IARS/ERS certificate of current eligibility to perform quality spirometry including MIP and MEP with SCI on admission and again pre discharge to inform the treatment plan.
She/he will set up and monitor the use of non-invasive ventilation in consultation with the Consultant in SCSC.
- She/he will assist other team members in education of staff in the use of non-invasive ventilation.
- She/he will liaise with the NRH intensivist, tracheostomy nurse in provision of staff education regarding ventilated spinal cord injured patients and weaning protocols where appropriate.
- She/he will set up, where appropriate provide staff education and monitor the use of cough assist machine.
- She/he will collaborate with the NRH intensivist, tracheostomy nurse regarding team competencies for the ventilated patient.
- She/he will provide education to family and carers to facilitate safe discharge.
- She/he will recommend equipment necessary for the safe discharge of people into the community.
- She/he will collaborate with physiotherapy manager in reviewing and monitoring the on-call policy.
- She/he will attend interdisciplinary meetings for example RISCI, Neuro-respiratory Inter-professional forum.
- She/he will provide education to other healthcare professionals.

ACCOUNTABILITY, DUTIES AND RESPONSIBILITIES

General Accountability

- As a senior member of the interdisciplinary team to contribute to the on-going development of the Respiratory service.
- 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 Managers in all matters related to the physiotherapy respiratory service.
- Provide professional support and education to other senior staff, staff grade physiotherapists, support staff and students.
- Maintain appropriate patients records and provide statistical information as required to Physiotherapy Manager and Programme Managers.
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Outline of Duties and Responsibilities

Clinical

- Organisation, delivery and development of the physiotherapy respiratory service to patients in the NRH.
- The organisation, delivery, and development of the physiotherapy respiratory service across all programmes.
- 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 respiratory 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 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: _____