



NATIONAL REHABILITATION HOSPITAL

CLINICAL SPECIALIST OCCUPATIONAL THERAPIST IN THE POLAR (Prosthetic, Orthotic, Limb Absence, Rehabilitation) Programme (Permanent, Half time)

Particulars of Office

1. The appointment is permanent whole 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 Clinical Specialist OT 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 hours per week, usually discharged between the hours of 8am and 8pm 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. **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 revett 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.

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.



NATIONAL REHABILITATION HOSPITAL

CLINICAL SPECIALIST OT POLAR PROGRAMME

(Permanent, Half time)

1. Qualifications

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

- B.Sc. /Masters Degree in Occupational Therapy approved by the Occupational Therapists Registration Board at CORU
- Membership of, or eligibility for membership of the Association of Occupational Therapist of Ireland (AOTI) and CORU registered at the time of application.
- A **minimum** of 5 years post graduate experience with a **minimum** of 3 years in the area of POLAR rehabilitation.
- Experience of teaching and mentoring students, staff, and senior grade therapists.
- Experience in clinical research.

Desirable requirements

- Experience in clinical audit
- Evidence of post graduate **clinical** education
- Evidence of significant experience in sub-sections of the speciality e.g. Upper limb amputee rehabilitation

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.

3. Character

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



CLINICAL SPECIALIST OCCUPATIONAL THERAPIST- POLAR

NATIONAL REHABILITATION HOSPITAL

JOB DESCRIPTION

(Permanent, Half time)

Title: **Clinical Specialist Occupational Therapist in the POLAR programme**

Purpose of the Position:

- To play a lead role in the clinical development of the OT Services in the POLAR programme
- To implement best practice on a continuing basis in prosthetic, orthotic, limb absence, rehabilitation
- To promote interdisciplinary working in the POLAR programme
- To act as an advanced clinical resource to OT's both in the National Rehabilitation Hospital and externally.
- To undertake clinical education and mentoring of senior therapists and contribute to the education of staff grade therapists within the POLAR Programme.
- To participate in research projects as appropriate.

Accountable to:

- Occupational Therapy Manager
- POLAR Programme Manager

Liaison / Communication:

- With senior and staff grade OT's within the POLAR programme.
- All members of the POLAR interdisciplinary teams.

- Medical consultants in the POLAR Programme
- Patients and relatives
- Occupational Therapy and other Allied Health Professional. Colleagues nationally as appropriate.



NATIONAL REHABILITATION HOSPITAL

Clinical Specialist Occupational Therapist in the POLAR Programme

(Permanent, Half time)

JOB DESCRIPTION

Overview of the Role

Having specialist clinical knowledge and skills in the area of spinal cord injury, the post holder will promote and demonstrate best practice and will facilitate the integration of current research theory into practice through an advanced level of clinical reasoning and decision making.

S/he will act as an advanced clinical resource to Occupational Therapists and other members of the interdisciplinary team.

S/he will participate in research as appropriate. The post holder will also carry a clinical caseload within the POLAR programme.

ACCOUNTABILITY, DUTIES AND RESPONSIBILITIES

General Accountability

- As a specialist member of the inter-disciplinary team to play a key role in the on-going development of the POLAR programme.
- With senior OT's to contribute to the continuing development of a high quality service to patients based on best practice and standards.
- Promote and facilitate the development of a learning environment and encourage and support reflective practice so that the service is demonstrably one which continuously improves and develops.
- To be cognisant of and abide by all National Rehabilitation Hospital Policies and Procedures.

Specific Accountability

- Provide a clinical advisory role to Occupational Therapy colleagues and other members of the interdisciplinary team.
- Deliver effective training and support to senior OTs in the POLAR Programme.
- Promote and demonstrate best practice in patient treatment.
- Facilitate the integration of current research theory into practice through an advanced level of clinical reasoning.
- Maintain appropriate patients records and provide statistical information as required to OT Manager and POLAR Programme Manager.

Outline of Duties and Responsibilities

Clinical

- Management of a clinical caseload using specialist clinical knowledge and skills.
- Lead and collaborate in the management of complex cases through advanced clinical reasoning and knowledge.
- Develop and review clinical guidelines according to best practice.
- Lead/participate in clinical research.
- 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 prosthetic, orthotic, limb absence rehabilitation and the implications that these may have for the OT service.
- Ensure a high standard of patient care through evaluation and audit.
- Provide clinical supervision and education for senior therapists
- Support senior staff in the clinical supervision and education of staff grade therapist and assistant staff
- Maintain an up to date C.P.D. in line with AOTI and CORU standards.
- To manage, participate and play a key role in the practice education of student Occupational Therapists.

Managerial

- Ensure that the privacy and dignity of the patient is respected at all times.
- Maintain close liaison with OT Manager on matters relating to the OT needs of POLAR patients and identify policies which may require development/change to meet service needs.
- Contribute to the strategic planning of service development of the POLAR Programme.
- Act as a positive and supportive team leader within the POLAR & OT team.
- Work with OT Managers and senior colleagues to ensure a balance between education and service delivery.
- Provide an annual report to OT 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 successful applicant upon appointment.

Employee Name: _____ ***Line Manager Name:*** _____

Employee Signature: _____ ***Manager's Signature:*** _____

Date: _____ ***Date:*** _____