



SENIOR OCCUPATIONAL THERAPIST (POLAR Programme)

Permanent/ Temporary, Full time/Part-time

Particulars of Office

1. The appointment 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 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 successful candidate 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. 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 status only)**
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.

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.



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JOB DESCRIPTION

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.
- He/she must also have a minimum of three years satisfactory post qualification experience including one year in the treatment of persons with an acquired brain injury.
- She/he must be eligible for membership of the Association of Occupational Therapists of Ireland and be CORU registered.

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 GRADE OCCUPATIONAL THERAPIST (POLAR Programme)

Permanent/ Temporary, Full time/Part-time

JOB DESCRIPTION

- Title:** Senior Grade Occupational Therapist, Full-time/Part-time, POLAR Programme
- Purpose of the Position:** To co-ordinate and implement the Occupational Therapy programme for the assigned group of patients in the Brain Injury programme. To do this both by treating the patients directly assigned to you and by supervising the work of staff grade Occupational Therapists and aides and assistants assigned to the programme.
- Accountable to:** Occupational Therapist Manager
Polar Programme Manager
Medical Consultant on team
- Liaison / Communication:**
1. All members of the Brain Injury programme, particularly the specific team of which you are a member;
 2. Patients, their families and carers;
 3. Staff grade Occupational Therapist for whose supervision you are responsible
 4. 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.;
 5. Occupational Therapy Practice Tutor in relation to students for whom you are Practice Educator;
 6. Staff of the Rehabilitative Training programme;
 7. Outside agencies to whom patients are being referred or from whom referrals have been received and in particular Community Occupational Therapists;
 8. Members of other departments of the hospital as required.



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JOB DESCRIPTION

Overview of the Role

1. Providing Occupational Therapy for patients of the designated area of the Brain Injury Programme.
2. Co-ordinating and implementing the Occupational Therapy Service in the designated area of the Brain Injury Programme.
3. Liaising with the Programme Manager and other staff to develop and co-ordinate total patient care in that area.
4. In consultation with the Programme Manager, Occupational Therapist Manager and other relevant staff initiating and developing appropriate new ideas and methods in area(s) of responsibility.
5. Developing treatment programmes and materials.
6. Participating in supervision and the professional development of staff grade Occupational Therapists, aides and technicians and Occupational Therapy students.
7. Keeping up to date with advances and new techniques.
8. Identifying unmet patient needs within area of responsibility to the Occupational Therapist Manager and Programme Manager.

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. 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. Responsibility for the safety of patients and staff within area of responsibility
4. Identifying and reporting actual and potential hazards to the appropriate authority.
5. Immediately reporting any accidents or near misses using the hospital incident report form.
6. 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.
7. Ensuring that patient confidentiality is maintained at all times.
8. 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. 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.
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. Assisting in/leading, as appropriate, audit of the service.
13. Helping to keep the work area tidy and welcoming to patients, colleagues and visitors in collaboration with staff.
14. Responsibility for careful use of equipment and ensuring that the equipment is maintained to maximum efficiency and safety.
15. Responsibility for the careful and economical use of materials and the notification of the need to re-order.

Specific Accountability

1. Liaising with other staff to develop and co-ordinate total patient care in the Brain Injury Programme.
2. Management of own case load.
3. Participating in supervision of staff grade Occupational Therapists, aides and technicians as required so as to ensure that high professional standards of care prevail at all times; this will normally include having specific responsibility for 1 or more junior staff.
4. Providing ongoing mentoring and tutoring to staff who report to you to ensure that they meet the competencies for their rotation in the area for which you are responsible.
5. Assisting in providing in-service training to staff, both Occupational Therapist and other disciplines
6. Acting as a consultant to other Occupational Therapists and other grades of staff.
7. In consultation with the Occupational Therapist Manager and Programme Manager initiating and developing new ideas and methods in area(s) of responsibility, developing treatment programmes and materials; encouraging other staff to do the same.
8. Keeping up to date with advances and new techniques.
9. Identifying unmet patient needs within area of responsibility to the Head Occupational Therapist and the Programme Manager.

Outline of Duties and Responsibilities

1. Assessment of patients.
2. Development of goals for the treatment programme of patients by liaising with other members of the treatment team.
3. Planning the Occupational Therapy component of that programme in liaison with colleagues.
4. Carrying out treatment programmes – both individual treatments, co-treatments and groups run alone or with other members of the treatment team.
5. Deciding when termination of Occupational Therapy is appropriate and ensuring that adequate discharge plans are in place.
6. Meeting with staff grade Occupational Therapists on your team regularly to discuss the ongoing care of their patients and to offer guidance and support as required.

7. Recording patient progress in accordance with the Hospital's Record Keeping Policy - verbal reporting where appropriate, and prepare/present written reports where required.
8. Liaising with patients, their relatives/carers, other staff and outside agencies as required.
9. Attendance at chart/ward rounds and case conferences/reviews as required.
10. Maintenance and provision of statistics, records and other information related to the treatment programme as required.
11. Acting 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: _____