



NATIONAL REHABILITATION HOSPITAL

Brain Injury and Stroke Outreach Specialist (Permanent, Full-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 and Children 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 Outreach Brain Injury and Stroke Specialist 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 8 am 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. **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 and Children.

9. 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.

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-vet 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.



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1. Qualifications

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

- Registration on the General Division and on the Sick Children's Division of Nursing and Midwifery Board of Ireland or eligible to be so registered.
- Eligibility for and/or professional registration under CORU.
- Minimum 5 years post registration experience with at least 2 years in the area of brain injury and/or stroke rehabilitation.
- Nursing candidates should possess post registration qualification in Rehabilitation Neurological or Neurodisability Nursing.
- Proven clinical and professional ability and excellent organisation skills.
- Ability to work autonomously and as part of the inter-disciplinary team.
- Display evidence of continuing professional development.
- Competency in IT skills, proficiency using tablets and smart devices, online calendars and dictaphone skills.
- Have good interpersonal and communication skills.
- Valid, clean drivers license

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.



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Brain Injury and Stroke Outreach Specialist

JOB DESCRIPTION

Title: Brain Injury and Stroke Outreach Specialist

Purpose of the Position: To provide an outreach specialist service to brain injury and stroke patients with complex rehabilitation needs and to support local services to deliver rehabilitation input.

Accountable to: Brain Injury and Stroke Programme Manager

Outreach to:

- Patients with acquired brain injury and stroke and their family members/carers in acute hospital
- Nursing, nursing support, medical and health and social care professional staff in acute hospital, primary and community care
- Relevant external support agencies in relation to the Brain Injury and Stroke Programmes at NRH



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Brain Injury and Stroke Outreach Specialist
JOB DESCRIPTION

Overview of the Role

The post holder will be responsible for:

- Providing a service which optimises safe, high quality and holistic care
- Maintaining a high standard of clinical practice
- Ensuring patient confidentiality and privacy
- Acting as advocate for patients with acquired brain injury and stroke
- Supporting NRH Interdisciplinary Teams (IDT) in rehabilitation planning for patients

ACCOUNTABILITY, DUTIES AND RESPONSIBILITIES

General Accountability

- The post holder has accountability both professionally and legally for decisions she/he makes which impacts on patient and staff health, safety and welfare.
- Ensure that a safe environment is maintained for staff and visitors in compliance with Health and Safety requirements and best practice.
- Being responsible for the day to day security of the work area to which assigned, with particular awareness of fire regulations and security arrangements.
- Keeping up to date with all relevant mandatory training for the department.

Specific Accountability

She/he is accountable for ensuring a high standard of patient care, including maintaining the patient's privacy and dignity at all times.

She/he is accountable for managing their role as outreach specialist within the Brain Injury and Stroke Programmes and maintaining her/his own case load. Where necessary she/he is responsible for linking in with other professionals in order to ensure all the patients' needs are met.

Outline of Duties and Responsibilities

- Act as a support and liaison between the NRH and referring agencies in the interest of the patient with complex needs.
- Provide assessment and recommendation of with patients and families as required.
- Gain high quality pre-admission assessment of rehabilitation needs of patients waitlisted for the Brain Injury and Stroke Programmes at NRH through direct and indirect work.
- Communicate rehabilitation needs of all patients to NRH IDTs to assist with rehabilitation planning.
- Provide NRH Rehabilitation Medicine Consultants and IDTs with recommendations as to the best placement along the rehabilitation continuum and location of these services for each patient, taking into account their individual physical, psychological and social factors.
- Provide direct patient input and IDT education to support the admission (to the NRH) or post discharge rehabilitation of NRH patients.
- Provide relevant stakeholders with information of alternative rehabilitation services nationally for the benefit of all patients.
- Coordinate IDT outreach or other visits from NRH to referred patients as required.
- Co-ordinate IDT teleconference or other meetings regarding complex patients on a pre-admission or post discharge basis.
- Attend waiting list management meetings.
- Work with the Rehabilitation Coordinator to deliver standardised patient information to NRH IDTs.
- Liaise with staff and other agencies to promote an appropriate and efficient admission system to the NRH.
- Liaise with staff and other agencies to support discharge planning at the earliest stage possible
- Liaise with all relevant parties to assist with effective management of each patient case.
- Provide the patient and his family with an understanding of the rehabilitation process and its outcome.
- Act as an advocate for the patient and his family at meetings with hospital and community services and other relevant agencies.

Management:

- Maintain accurate records, including statistical data relevant to all aspects of patient care and submit activity data as required.
- Manage caseload effectively.
- Establish links with other organisations, both at national and international level.
- Represent the hospital at local, national and international meetings as required.

Education:

- Give advice and recommendations to local teams from referring agencies in relation to earlier intervention to help minimise secondary complications and regarding discharge planning.
- Attend study days and conferences in order to update knowledge in the area of brain injury.
- Keep abreast of new developments in the area of brain injury through specialist literature.
- Deliver IDT education as required by the brain injury and stroke programmes.

Research:

- Develop an awareness of evidence based practice.
- Apply research findings to defined patient populations e.g. brain injured patients.

Self Development:

The post holder is expected to:

- Maintain and update knowledge and keep abreast of relevant professional development and all current trends in rehabilitation nursing.
- Discuss present performance and future needs with the Brain Injury and Stroke Programmes 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, 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:
