



TRAINING COORDINATOR REHABILITATIVE TRAINING UNIT (Permanent/ Temporary Full-time)

Particulars of Office

- 1.** The appointment is temporary, 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 Training Coordinator 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 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 and Children.

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-vett 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.



TRAINING COORDINATOR REHABILITATIVE TRAINING UNIT (Temporary Full time)

1. Qualifications

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

- Qualification in Occupational Therapy, Psychology or relevant Allied Health Profession with minimum 3 years post qualification experience or eligible for a Senior Grade post.
- Relevant experience in working with people who have acquired brain injury in rehabilitation or training settings.
- Capacity to co-ordinate training programme content and delivery systems.
- Ability to assess trainees in order to design individual training plans in collaboration with trainees and multidisciplinary team.
- Ability to design, deliver and evaluate training modules for both individuals and groups.
- Have excellent organisational, communication and team working skills.
- Have a high capacity for responsibility, creativity and individual initiative.

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



TRAINING COORDINATOR REHABILITATIVE TRAINING UNIT

(Temporary Full time)

JOB DESCRIPTION

Job Title: Training Coordinator, Rehabilitative Training Unit

Purpose of the position: The Training Coordinator is responsible for coordinating the delivery of the 'Next Stage' training programme to the trainees of the unit. He/she would have a role in the design, planning & delivery of training modules in the Unit's Training Programme Specification. He/she would work closely with the Unit Manager in the screening, assessment & discharge planning of trainees. The TC will casework a number of assigned trainees through their programme.

Accountable To: Rehabilitative Training Unit Manager

Liaison/ Communication: The proper performance of these duties will require a high degree of liaison and communication with external referrer's, professionals, clinicians, RTU and NRH staff in relation to relevant trainee referral, information, assessment, progress and discharge. Liaison with trainees and their families/carers and employers is also required. Regular Liaison and representation of the RTU with relevant external agencies including the HSE RT Guidance officers and services, PCCC, Local Employment Service agencies, ETB, Headway, Acquired Brain Injury Ireland, etc is essential.



TRAINING COORDINATOR REHABILITATIVE TRAINING UNIT (Temporary Full time)

JOB DESCRIPTION

Overview of the Role

- The Training Coordinator has responsibilities regarding all aspects of training and assessment of RTU trainees through the Next Stage Rehabilitative Training Programme from referral through to discharge.
- He/she also has responsibility for coordinating the delivery of training and overseeing weekly training schedule. The coordinator will administer cognitive assessments as required. Regarding individual trainees, the training coordinator has responsibility for designing, implementing & updating individual training plans for those trainees assigned to him/her.
- He/she will also have to carry out training, both on an individual and group basis and have responsibility for associated report writing. Representation of RTU & trainees at conferences/medical reviews is also required of the training coordinator as is attendance at RTU clinical review and staff meetings.

ACCOUNTABILITY, DUTIES AND RESPONSIBILITIES

General Accountability

- Responsibility for ensuring that training meets standards as set by accreditation body e.g. HIQA, CARF etc.
- Responsibility for ensuring that training is consistent with the mission and values of the RTU.
- To instill, by example and direct training, proper work attitudes and work behaviours in each trainee.

- 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. To maintain professional CPD and registration with relevant body.
- To be responsible for safe work practices and the correct use of equipment, and to be accountable for materials used and for ensuring that adequate supplies are available.

Specific Accountability

- Work to be carried out under the guidance of and according to the policies and procedures as agreed with the National Rehabilitation Hospital and accordance with the mission and values outlined for the Rehabilitative Training Unit.
- Accountable to RTU manager in all matters relating to RTU.
- Provide professional support and advice to trainees in relation to all aspects of their training programme.

Outline of Duties and Responsibilities

1. With Unit Manager conduct **initial assessment** for programme admission of each prospective trainee as outlined in specific policy and procedures.
2. With Unit Manager as necessary assist in **screening and referral** of each prospective trainee as outlined in specific policy and procedures.
3. With Unit Manager and team members, implement **discharge procedures and reporting** for each trainee as outlined in specific policy and procedures
4. With each assigned trainee, **design and implement** an initial Individual Training Programme (ITP). Coordinate with staff the collection of goals and information as necessary to complete comprehensive ITP. With Unit manager and staff select training modules that facilitate completion of ITP
5. With each assigned trainee, to **update** Individual Training Programme (ITP), on an as needed or regular basis (4-8 weeks). Coordinate with staff the collection of goals and information as necessary to update ITP. With Unit manager and staff select training modules that facilitate completion of ITP
6. Prepare written ITP **progress reports** as required for external and internal trainee review or information needs.

7. Design, plan and deliver training modules on a **group basis** as specified in the Unit's Training Programme Specification.
8. Design, plan and deliver training modules on an **individual basis** specified in the Individual Training Programme (ITP) and Unit's Training Programme Specification.
9. To actively participate and lead as necessary in the Unit's weekly **trainee clinical meetings**.
10. To actively participate in the Unit's monthly **staff meetings, bi-annual strategy meetings**, and ongoing programme design and implementation.
11. To maintain individual trainee records to specified standards as listed in trainee record control.
12. To lead in the construction and RTU team formulation of the weekly trainee timetable
13. To liaise with the Unit Manager and inform them as appropriate should any problem arise.
14. To liaise with trainees' carers/ relatives and professionals within and outside the NRH on an appropriate and as needed basis.
15. To participate in Unit and NRH Hospital case conferences, preparing reports as required.
16. To instill, by example and direct training, proper work attitudes and work behaviors in each trainee and to provide trainees with adequate feedback about their progress.
17. To work under the guidance of the Unit Manager and in accordance with the ethos and policies/procedures of the Rehabilitative Training Unit.
18. To participate in promoting and developing the Unit and its Training Programme Specification.
19. To carry out any other duties and responsibilities within the requirements of the above job description that may be required from time to time.

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: _____