



# **TRAINING FACILITATOR REHABILITATIVE TRAINING UNIT**

(Temporary, Full time)

## **Particulars of Office (Generic)**

1. The appointment is temporary, wholetime 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 Training Facilitator 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 8.00am 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 1<sup>st</sup> 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.

## **9. Termination of office**

The employment may be terminated at any time by one month's 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-verify 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 the following qualification:

- A third level qualification in either Occupational Therapy, Psychology, Social or Behavioural Sciences.
- Relevant experience in working with adults who have acquired brain injury or cognitive impairments in rehabilitation or training/ adult learning settings.
- 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.

## **3. Character**

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



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## **JOB DESCRIPTION**

<b>TITLE:</b>	<b>Training Facilitator, Rehabilitative Training Unit</b>
<b>Purpose of the Position</b>	The Training Facilitator (TF) will be required to deliver training, support and guidance to adults with acquired brain injury consistent with and in support of the aims of the Rehabilitative Training Programme and of the National Rehabilitation Hospital. The person appointed will also have responsibility to deliver other types of group and individual training in topics appropriate to the programme aims, and also the person's own qualifications and training. The TF will also be caseworker for assigned trainees.
<b>Accountable to</b>	The Rehabilitative Training Unit Manager
<b>Liaison/Communication</b>	The proper performance of these duties will require a high degree of liaison and communication with external referrers, professionals, clinicians 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, Local Employment Services, Acquired Brain Injury Ireland, Headway, NLN, ETB, etc is essential.

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## **JOB DESCRIPTION**

### **Overview of the Role**

The Training Facilitator (TF) will be required to deliver training, support and guidance to adults with acquired brain injury consistent with and in support of the aims of the Rehabilitative Training Unit and of the National Rehabilitation Hospital. The person appointed will also have responsibility to deliver other types of group and individual training in topics appropriate to the programme aims, and also the person's own qualification and training. The TF will be caseworker to a number of assigned trainees throughout their training programme.

### **ACCOUNTABILITY, DUTIES AND RESPONSIBILITIES**

#### **General Accountability**

- Be responsible for ensuring that training and documentation meets standards as set by accreditation bodies.
- Be responsible for ensuring that training/ intervention is consistent with the mission and values of the RTU and NRH.
- Ensure that a safe work environment is maintained for staff and visitors in compliance with Health and Safety policies 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.
- Keep up to date with all relevant mandatory training for the NRH Brain Injury Programme and the RTU.

## **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 or designate 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. To work under the guidance and supervision of the RTU Manager and Training Coordinator and in accordance with the ethos and policies/procedures of the NRH and Rehabilitative Training Unit
2. To assist Training Coordinator and Unit Manager where required in screening, evaluation and decision making relating to referral process.
3. To assist the Training Coordinator and Administrator in maintenance of Unit's waiting list and current trainee database.
4. To assist in design, planning and delivery of training modules on a group and individual basis as specified in the Unit's Training Programme Specification as appropriate and within the person's qualification, training and experience.
5. To perform caseworker role for each assigned trainee with functions and duties as determined by the team and as per the role description of RTU Caseworker. To meet with all assigned trainees regularly to review progress and update ITP goals.
6. To maintain all clinical recording and documentation systems to required standard, including individual and group training records, trainee file, correspondence, progress and discharge reports.
7. To independently deliver training modules on a group and individual basis per aims and objectives in the Unit's Training Programme Specification.
8. 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.
9. To participate in the Unit's team meetings, including client review meetings, staff meetings, strategy and planning meetings, team formulation of the weekly timetable, and ongoing programme design and implementation.
10. Where required to facilitate weekly trainee group meetings, supporting trainees' communication, feedback and self-advocacy.
11. To maintain individual trainee records to specified standards. To prepare written trainee progress/ discharge reports as required by the Unit Manager/Training Coordinator.

12. To liaise with the Training Coordinator/Unit Manager and inform them as appropriate should any problem arise.
13. To liaise with trainees' carers/ relatives and professionals within and outside the NRH on an appropriate and as needed basis.
14. To represent RTU on various committees as assigned by RTU Manager, reporting back to RTU team.
15. 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.
16. To participate in promoting and developing the Unit and its Training Programme Specification. To attend conferences and training events as requested. To take responsibility for maintaining own professional development.

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### **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: \_\_\_\_\_