



ROSIA Project Coordinator 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 and not to exceed that of a Grade VI, CNM2 or Senior OT (for AHP's).
3. **Superannuation**
The terms of the Voluntary Hospitals Superannuation Scheme and the Voluntary Hospitals Spouses and Children's Scheme or the Single Public Service Pension Scheme will apply to the position. Superannuation contributions at the appropriate rate will be payable in accordance with the provisions of these schemes.
4. **Duties**
The Project 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 35 hours per week, usually discharged between the hours of 8am and 6pm on a Monday to Friday 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 70 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.

9. Termination of office

The employment may be terminated at any time by 6 weeks' 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.

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.



ROSIA Project Coordinator Temporary, Full time

1. Qualifications

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

Essential Criteria:

Experience:

- Coordination and management of professional relationships with clinical teams, health care providers, rehabilitation and community care specialists and service managers in Ireland.
- Direct experience driving patient-led rehabilitation provision - within a hospital/community environment; and engagement with local/regional multidisciplinary teams.
- Knowledge of tele-rehabilitation (or advanced/disruptive technologies) and patient-led innovation pathways with clinicians, care providers and community out-reach engagement
- Knowledge of project design and partnership methods
- Knowledge of Action Research methodological principles in health care and design of advanced 'participatory' tools for patient-led engagements / monitoring / evaluation.
- Knowledge of GDPR Ethical and data protection practices in relation to project delivery

Skills:

- Collection and collation of multiple sources of data (qualitative & quantitative data) and integrating into wider programme Work Package tasks
- Facilitation of engagement strategies with clinical / rehabilitation teams and across project activity and management of multiple 'stakeholder' (internal/external) groups.
- Facilitation of health care 'workshops' - for patient engagement pathways; and within clinical and rehabilitation provision

Desirable Criteria:

- Project management competencies - consistent with European Commission administration practices and management of WP/Task delivery and reporting.
- Management and coordination of patient stakeholders
- Knowledge and understanding of research project designs and extended partnerships with national/European health care institutions and practitioners.
- Ability to prepare project reports and communication strategy for internal/external stakeholders

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.



ROSIA Project Coordinator Temporary, Full time

Title:	Rosia Project Coordinator
Purpose of the Position:	Management of NRH's roles and responsibilities and coordinate engagement with partners to complete Work Package tasks (Phase 1) and assist in budget/financial reporting. Full details in job description.
Accountable to:	In respect of the ROSIA Project the post holder will be accountable to the Principle Investigator, Prof. Aine Carroll, Professor of Healthcare Integration and Improvement/Consultant in Rehabilitation Medicine In respect of operational aspects of the role the post holder will report to the Academic Lead, NRH
Liaison / Communication:	The post holder will communicate with colleagues across NRH Departments, Programmes and Services, academic-research institutes, service providers, policymakers and funding agencies and ROSIA Project Team and Collaborators.



JOB DESCRIPTION

Overview of the Role

Background on ROSIA Project - Remote Rehabilitation Service for Isolated Areas:

As a Pre-Commercial Procurement (PCP) project the ROSIA project is a Horizon 2020 funded programme addressing present health care provision short-comes and where innovative digital solutions will allow the development of devices and applications capable of accompanying people in their rehabilitation journey. The project will create a catalogue of technology-based products and solutions and deliver a comprehensive service of rehabilitation; enabled by technological (Telerehabilitation) and disruptive technologies (i.e. virtual-augmented reality, depth cameras, sensors, IoT, or artificial intelligence). ROSIA will focus on seven pathologies: Chronic spinal cord injury, acquired brain injury, pneumology, arthroplasty, cardio-vascular disease, hip fracture and COVID and has four key work areas:

1. Integrated model of care to provide care continuity for patients
2. High-tech tele-rehabilitation devices and services
3. Improved patient experience
4. Sustainable business modelling.

The ROSIA project consists of 12 partners across 5 countries (5.5 Million Euro budget) and will work collaboratively with industry partners for development of tele-rehabilitation solutions. An 'Open Tender' process will seek comprehensive, integrated solutions for European care providers and identify two finalists who will be awarded contracts to advance innovative technologies validated in real life and patient engagement exercises. As 'PROCURERS' three public administrations (Aragón /Spain, Centro Hospitalar e Universitário de Coimbra /Portugal and the National Rehabilitation Hospital) will take a leading role in programme delivery.

Officially launched on 18th January 2021; ROSIA partners/NRH will take full advantage of PCP framework models and deliver IMPACT on the best benefits for patients in Ireland and enable patients (particularly COVID19) to receive increase rehabilitation periods through extensive use of disruptive technologies - together with supervision-support of care team members.

Role Objectives:

1. Management of NRH's roles and responsibilities and coordinate engagement with partners to complete Work Package tasks (Phase 1) and assist in budget/financial reporting.
2. In conjunction with NRH ROSIA Project Team Lead on NRH's engagement within **Work Package 2 (Design of Remote Rehabilitation Model)** and development of a unified vision of the ROSIA telerehabilitation model.

Work Package 2 tasks include:

Analysis of State-of-the-Art

- Desk-top exercise to elicit the evidence supporting the Integrated Telerehabilitation Ecosystem and deployment of solutions for self-monitoring of long-term conditions - including available research results.
- A survey (public health and care authorities) to review former innovation ecosystems - emerging technologies relevant for the purpose of the project, policy standards and obstacles.

Co-Design with Stakeholders & User needs:

- Recruitment of participants and the creation of the collaboration structures and to gain relevant patient and stakeholders' insights.
- Co-creation process multi-level methodology determining patients journeys and through quantitative analysis consisting of expert interviews followed by semi structured interviews with clinicians, patients, carers, families and other stakeholders of the community - validated in an online workshop with representatives of all ROSIA partner locations.
- Participatory healthcare workshops (or on-line facilitated engagement dialogues) will be conducted at each ROSIA test-field location and with relevant stakeholders.

ROSIA model design:

- Develop the ROSIA Innovation Ecosystem model integrating the evidence of findings of Work Package 2
 - Integrate NRH WP findings / results into ROSIA Project
 - Identify and consider IT model to support and implement findings.
 - Consider appropriate IT methods to define existing services / policies.
3. Develop collaborations with colleagues across NRH Departments, Programmes and Services, academic-research institutes, service providers, policymakers and funding agencies to fully exploit ROSIA programme delivery and advancement of new research and innovation opportunities.

4. Liaise and assist colleagues working across NRH innovation programmes and advance synergises for stakeholder engagement - IDT, service provides, patient and community care engagement practices, and knowledge transfer opportunities.

General Accountability

- 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.

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: _____