



PSYCHOLOGY MANAGER (Permanent Full-time)

Particulars of Office (Generic)

1. The appointments are permanent, full-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 incumbent 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 08:00am and 08:00pm 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. **Probation**
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 first day of the month at which the latest date for receiving completed application forms for the office occurs. Continued employment is conditional upon the 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 several factors such as grade, years of service and whole-time equivalent.

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 three 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 safe 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 re-vet 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 businesses. 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 an 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.



PSYCHOLOGY MANAGER (Permanent, Full-time)

JOB DESCRIPTION

1. Qualifications

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

- The person must hold a degree in Psychology. 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 have had a minimum of eight years satisfactory post qualification experience with at least 3 years as Senior Psychologist .
- Ideally, he/she will have a minimum of 2 years experience in the area of neuro rehabilitation.
- To be registered as a Chartered Psychologist with the Psychological Society of Ireland.

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.



PSYCHOLOGY MANAGER

(Permanent, Full-time)

JOB DESCRIPTION

Title:	Psychology Manager
Purpose of the Position:	<ol style="list-style-type: none">1. To manage the services of the Psychology Department2. To assist, as appropriate, in the management of hospital programmes and services
Accountable to:	<ul style="list-style-type: none">• Clinical Director/ Medical Board in relation to clinical matters• Deputy Chief Executive Officer in relation to administrative matters
Liaison / Communication:	<ol style="list-style-type: none">1. Chief Executive Officer /Deputy Chief Executive Officer2. All staff of Psychology Department3. Programme Managers4. Medical Consultants5. Heads of Departments6. Human Resources Department7. Other staff as required.



PSYCHOLOGY MANAGER

Permanent Full-time

JOB DESCRIPTION

Overview of the Role

1. To manage the Psychology Department, by ensuring that duties are assigned to individual/named groups of staff of the department. In doing this to consider the needs of all programmes and services and to deploy staff equitably across programmes/services while bearing in mind that some posts were granted to provide specific services.
2. To ensure that the highest possible standards of ethical performance and professional competence are maintained at all times and be accountable for clinical governance of the Psychology service.
3. To ensure the effective and efficient delivery of services within an agreed budget.
4. In consultation with Programme Managers, Medical Consultants and other relevant staff initiating and developing appropriate services to meet patient needs
5. Participating in supervision and the professional development of the Psychology Team and Psychology students.
6. Keeping up to date with advances and new techniques in the field of Psychology.
7. Identifying unmet patient needs to the Operational Management Committee, the Hospital Executive Committee and the Medical Board as appropriate.
8. Ensure that all staff within the Department adhere to Hospital Infection Control Policies.

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 ensure that all staff are familiar with work practices and standard operating procedures that pertain to the safe and effective delivery of the Psychology Service in their assigned area.

3. To ensure that safety standards are maintained within the Psychology Department.
4. To identify and report actual and potential hazards to the appropriate authority.
5. Immediately reporting any accidents or near misses using the National incident report form.
6. To ensure that patient confidentiality is maintained at all times by the staff of the Psychology Department.
7. Being responsible for the day to day security of areas where Psychology staff work with particular awareness of fire regulations and security arrangements.
8. Keeping up to date with all mandatory training by attending all training sessions.
9. Being prepared to ask for assistance and guidance in case of doubt

Specific Accountability

1. Prioritise frontline delivery of direct patient care as part of the interdisciplinary team at all times.
2. Maintain clinical caseload.
3. To maintain protocols re staff, leave so as to minimise disruption to patient services. If staff numbers are reduced for any reason, to redeploy staff to maintain an equitable service to all programmes/services.
4. To maintain written competencies for all aspects of the work of the department and to update those as appropriate.
5. To continuously assess staff performance and to take appropriate action to maintain high standards of performance at all times.
6. To ensure that safe work practices are observed to protect the well-being of patients, staff and visitors; to identify and manage any hazards by changing work practices or removing faulty equipment from use and ensuring that it is repaired or replaced; to ensure that all equipment of the department is appropriately maintained and serviced.
7. To ensure that work is carried out within agreed time limits.
8. To introduce changes in work practices, procedures, techniques or technologies where required due to developments in the overall management of people with the conditions treated by the National Rehabilitation Hospital or to developments in the field of Psychology specifically.

9. To actively participate in and facilitate the development and implementation of the Hospital's agreed accreditation standards.
10. To note any gaps in the services provided by the Psychology Department to patients; to develop plans to overcome these in conjunction with staff of the department and interdisciplinary teams working and, where extra resources are required to implement these, to bring same to the attention of the appropriate authorities within the Hospital.
11. Undertake workforce planning and service delivery design outlining accurate staffing requirements for direct patient care, establish essential services, and prior to any new development and advocate for service development and resourcing in an interdisciplinary and programmatic manner.
12. To be aware of the developmental/educational needs of the staff of the department.
 - a) to facilitate training (either internal or external) to meet those needs.
 - b) to ensure that staff are facilitated to attend all mandatory training.
 - c) to undertake all required mandatory training for self.
 - d) to maintain and develop an intradepartmental training programme covering all aspects of the work of the department.
13. To develop and upgrade, as required, competencies and performance development plans, for all grades of staff in the department; to facilitate staff in acquiring the competencies developed for each rotation.
14. When organising staff grade rotations to consider both the needs of all programmes/services and the developmental needs of each staff member.
15. To liaise with the Human Resources Department in a timely fashion re the need to recruit new/replacement staff; to be involved in the interview and appointment process.
16. To observe all National Rehabilitation Hospital policies in respect of staff recruitment and management.

Outline of Duties and Responsibilities

17. To work in an interdisciplinary manner with peer HSCP Managers, NRH programme managers, Hospital management, in an ongoing management/development of services to patients and staff of the Hospital.
18. To engage in the workings of committees etc as designated by the Hospital management to support implementation of the NRH Strategic Plan across the clinical care, academic and research, interdisciplinary working by working in conjunction with all relevant stakeholders and through an organisational lens.

19. To support and encourage staff of the department in carrying out appropriate research that is correctly aligned with the NRH Academic and Research Strategy and prioritises.
20. To arrange appropriate induction of all new staff to the department.
21. To maintain records of all staff of the department, including assigned duties, rotations undertaken, outcome of staff development interviews, training undertaken, leave and absenteeism.
22. To assess the competencies and skills of new staff throughout their probationary period to ensure that they reach the required standards to become permanent members of staff of the Hospital.
23. To be available, as required, to staff of the Psychology Department, to assist them in dealing with any difficulties they are having in managing their duties by offering support and guidance. Where required to work with other managers of programmes/departments to ensure that any problems are appropriately managed.
24. To promote the role of the Psychology profession within and outside the Hospital.
25. To foster good working relationships with all hospital personnel and departments and outside agencies and service providers, including community services and Psychology schools within universities.
26. To assist in the training of Psychology students by facilitating fieldwork placements in the department.
27. To liaise with Hospital management, Managers of departments/programmes and services in the ongoing management/development of services to patients and staff of the Hospital.
28. To engage in audit of the services of the Psychology Department and of programmes in which Psychology team are engaged.
29. To provide reports/analysis of work of the department as required by management.
30. To maintain a system of stock control and ordering of supplies in the department.
31. To perform any other duties as assigned by the Medical Board or the Executive Committee of the Hospital.
32. In his/her absence to delegate responsibility to the appropriate staff member(s).

Quality, Patient Safety & Risk Management

The NRH is committed to supporting a culture of continuous quality improvement through effective governance, clinical effectiveness and outcome measurement.

Quality and Patient Safety supports the Health Service to deliver high quality and safe services to patients and service users. This involves developing appropriate standards of practice that can be measured from the clinician and service user perspective and requires that the Manager is:

- Responsible to ensure compliance with Health Information and Quality Authority (HIQA) National Standards, Health Service Executive (HSE), CARF/adopted Accreditation Standards, National and Local policies, procedures, guidelines, best practice standards, relevant government legislation and regulations.
- Participate in various standards, NRH accreditation and quality control groups to support the overall achievement and maintenance of the designated NRH quality and accreditation standards.
- To promote and effect a Continuous Quality Improvement (CQI) environment for services at NRH in line with existing and future regulatory requirements.
- To work closely with the Risk Management Department, clinical programmes and services in order to organise and assure implementation of all hospital and external quality, safety and risk management policies, procedures and requirements pertinent to services at the Hospital.

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: _____