



PHYSIOTHERAPY/AQUATIC THERAPY ASSISTANT

(Permanent, Full-time/Part-time)

Particulars of Office

1. The appointment is permanent, full-time/part-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 Physiotherapy Assistant will perform such duties as are outlined in the attached Job Description.
5. **Hours of Work**
The normal hours of work associated with the full-time post are 39 hours per week usually discharged between the hours of 8.00 am 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. Any work outside the normal hours must be authorised by the Physiotherapy Manager or her/his deputy.
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 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.

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 a number of factors such as grade, years of service and whole-time equivalency.

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 four 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.

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 revett 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 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.

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 legalisation.

16. 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.



PHYSIOTHERAPY/AQUATIC THERAPY ASSISTANT

(Permanent, Full-time/Part-time)

1. Qualifications

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

- F.E.T.A.C courses in relevant areas advantageous e.g. rehabilitation, physiotherapy assistant.
- Experience of working with adults/children with acquired disabilities and/or learning disabilities in a Healthcare Setting.
- Experience with N.R.H. client groups e.g. Acquired Brain Injury, Spinal Cord Injury, etc is advantageous.
- Experience in working in a rehabilitation setting is advantageous.
- Enthusiasm to engage in active delivery of prescribed rehabilitation activities for patients across all programmes.
- Proficient skills in use of Microsoft Office and digital photography programmes.
- Time management skills and ability to organise own, and others' schedules.
- Must be a proficient, confident swimmer
- Holding a lifesaving qualification would be advantageous.
- Awareness and experience of postural management, wheelchairs and seating would be advantageous.

2. Health

Candidates or any person holding the office must be free from any defect or disease, 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. Defects reported as a result of this examination must be remedied 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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JOB DESCRIPTION

Title: Physiotherapy/Aquatic Therapy Assistant

Purpose of the Position:

- To assist therapists in delivery of treatment programmes with patients as assigned in all areas of the service/programme.
- To carry out assigned duties in regard to stock control, preparation of the clinical area and cleaning as required.
- To maintain clear records, documents and cleaning records.

Accountable to:

- Physiotherapy Manager/Deputy
- Clinical Specialists, Senior and Staff grade therapists across the service/programme.

Liaison / Communication:

- All members of the Physiotherapy Department
- Patients, families and carers
- Staff from units, other services and programmes as required



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Overview of the Role

The post holder will assist therapists in providing therapy for patients in their assigned NRH programme and/or service and will be responsible for ensuring the treatment areas are prepared for treatment sessions as appropriate. She/he will be responsible for cleaning before, during and after treatment sessions. She/he will also have house-keeping duties and assisting with facilitating transporting/mobilising of patients as required. The primary areas of work will be in the IDT treatment areas and the Aquatic Therapy Department, but she/he may be asked to carry out appropriate tasks in other physiotherapy areas, e.g. Sports & Exercise Department, Wheelchair & Seating clinic and units from time to time. They will work with patients on a one-to-one basis and in groups to support therapy programmes. Therapy Assistants will work with their therapy colleagues on a daily basis to enhance skill sets and to facilitate appropriate cover for colleagues as required.

ACCOUNTABILITY, DUTIES AND RESPONSIBILITIES

General Accountability

- To work with therapy staff to ensure the smooth running of the service/programme.
- To participate in staff meetings and any relevant in-service training as assigned.
- To participate in continuing care rotas including the Maximising Rehabilitation Opportunities initiative involving Saturday and extended day working.
- To be cognisant of and observe all relevant NRH policies.
- To attend all NRH mandatory training.
- In co-operation with colleagues be responsible for the safety of patients and staff within the department.
- To undertake any other duties appropriate to the post as may be required & directed by management.

Specific Accountability

- Develop rapport with patients to encourage and motivate them.
- Ensure that patients are not left unattended in the treatment areas.
- Be responsible for opening the treatment areas as deemed necessary in the morning.
- Ensure that the treatment areas are not left open when no staff are present i.e. lock up at lunch-time and at the end of the day.
- Check emergency equipment (i.e. ventilation equipment and First Aid kit) in the treatment areas on a weekly basis and report any defects to the Physiotherapy Manager or Deputy.
- Re-charging hoists weekly.
- Portering patients as required.
- Providing personal care (e.g. toileting) for patients as required.
- Follow flushing and purging protocol for all sinks in the Physiotherapy Department.
- Make up Clor Clean solution for cleaning equipment as required.
- Maintain document records and cleaning schedules.

Main Duties

- Assist physiotherapists with treatment programmes as assigned.
- Following appropriate training, carry out activities such as passive movements, applying splints, etc.
- Following appropriate training, set patients up on equipment e.g. Tilt tables, Motomed, Erigo, Lokomat.
- Contribute to the maintenance of records of treatment and progress of patients either in hard copy and/or on TrakCare in accordance with departmental/programmatic requirements.
- Transfer patients to and from wheelchair as directed by treating physiotherapist.
- Transfer patients using hoist/handling aids as appropriate to and from plinths/tilt tables/Erigo.
- Maintain treatment areas in a clean/tidy condition appropriate to patient care.
- Ensure that plinths, tilt tables, mats are wiped down at the end of each treatment session.
- Return used linen to laundry bags after each session and notify laundry department if not collected, ensuring laundry bags are only ever three quarters full.
- Ensure that stocks of cleaning, photocopying, office supply, therapeutic materials such as electrodes, Theraband bandages are adequate. Prepare a stock list in collaboration with physiotherapists by the 1st of each month.
- Check off monthly stores as they are delivered and put them away.

- Deliver equipment, notices etc to the wards or other areas as required by physiotherapists.
- All pieces of equipment including plinths, tilt tables, mats, parallel bars, Motomed, Arjo walkers, etc are to be wiped down after each patient contact.
- Monitor sharps box and ensure it is maintained and disposed of as directed.
- Maintain and monitor emergency equipment and first aid box and report deficiencies to Manager/Deputy.
- Ensure a safe environment is maintained for patients, staff and visitors.

Duties Specific to the Aquatic Therapy Department

- The Physiotherapy Assistant in the Aquatic Therapy Department must be poolside whenever there are patients and staff in the water except when she/he is attending to a patient in the dressing room.
- The Physiotherapy Assistant in Aquatic Therapy should not leave the pool area without informing the senior Aquatic therapist/s and indicating how long they will be.
- Carry out testing and recording of the water temperature and chemical levels and dosing as per guidelines.
- Maintain and monitor emergency equipment and first aid box and report deficiencies to senior aquatic therapist/s.
- Ensure that the pool trolley is delivered to patients on the units as required.
- Ensure there is an adequate supply of towels, swimwear, and robes for patients and staff for each session.
- Return used linen to laundry bags after each session and notify laundry department if not collected, ensuring laundry bags are only ever three quarters full.
- Operate pool hoist as required.
- Transfer patients using hoist/handling aids as appropriate.
- Maintain changing rooms (patient and staff) in a clean and tidy manner.
- Maintain pool area in accordance with the cleaning schedule.
- Ensure that the pool 'scum line' is cleaned as required but at least weekly.
- Assist patients with showering before and after sessions.
- Assist patients with dressing before and after sessions.
- Assist patients to and from the department if required.
- Weekly timetabling of patient sessions and amending it as necessary.
- Giving pool side instruction of exercise programs to patients as instructed by therapists.

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: _____