



WHEELCHAIR TECHNICIAN/ TECHNICAL SUPPORT STAFF

(Permanent, Part time)

Particulars of Office

1. The appointment is permanent, part 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 Wheelchair technician will perform such duties as are outlined in the attached Job Description.
5. **Hours of Work**
The normal hours of work associated with the part time post are 17.5 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/OT 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 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.

8. Annual leave

Annual leave and public holidays are granted in accordance with the provision of the Organization 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 and Children

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 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 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 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.

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.

17. NRH Diversity, Equality and Inclusion

The NRH is committed to carrying out all activities in a way that values Diversity, promotes Equality and fosters Inclusion to successfully deliver the best public service to ensure a diverse, inclusive, high performance workplace.



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JOB DESCRIPTION

1. Qualifications

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

- Evidence of the relevant training/knowledge to act as a technical specialist in wheelchair modifications and repair
- Evidence of experience in the wheelchair provision process to ensure timely order, receipt, assembly and delivery of seating and mobility/positioning systems
- Experience of working with adults/children with acquired and/or learning disabilities in a Health Care Setting/Rehabilitation setting is advantageous.
- Ability to work on own initiative and as part of a team
- Flexibility and willingness to take a hands-on role in completion of technical work
- Demonstrated commitment to Continuing Professional Development
- Full, clean driving licence
- Excellent interpersonal and communication skills
- Time management skills and ability to organise own, and others' schedules.

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.



WHEELCHAIR TECHNICIAN / TECHNICAL SUPPORT STAFF

(Permanent, Part time)

JOB DESCRIPTION

Title: Wheelchair Technician

Purpose of the Position:

- To work in conjunction with the interdisciplinary wheelchair and seating team to provide a comprehensive wheelchair, seating and posture service to patients within the NRH
- To provide specialist technical support to the physiotherapy department in the management of NRH wheelchair stock to include hygiene management, ordering, maintaining and replenishing NRH wheelchair stock
- To maintain clear records and associated documentation.

Accountable to

- Physiotherapy Manager /OT Manager and their Deputies
- NRH wheelchair & seating clinic
- Physiotherapy team/OT team
- Senior Clinical Engineer

Liaison / Communication:

- All members of the Physiotherapy/OT Department
- Patients and relatives
- Community therapists as appropriate
- To develop and establish a confident rapport with patients to maximise the potential to achieve the treatment goals with wheelchairs, seating and posture.
- As an interdisciplinary team member ensure effective communication that respects the patient's confidentiality but allows communication of information between patients and team members.



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JOB DESCRIPTION

Overview of the Role

- The post holder will assist therapists in providing the right wheelchair and the best care for patients in all NRH programmes
- The Wheelchair technician will generally work between the NRH wheelchair and seating clinic and the Physiotherapy Department on a daily basis to work as part of the interdisciplinary team in the management of NRH Hospital wheelchair/seating stock and will contribute to the service development of the Wheelchair & Seating clinic
- To work in conjunction with the interdisciplinary wheelchair and seating team to provide a comprehensive wheelchair, seating and posture service to patients within the NRH
- To provide specialist technical support to the physiotherapy department in the management of NRH wheelchair stock to include ordering, maintaining and replenishing NRH wheelchair stock
- To maintain clear documentation and cleaning records.

ACCOUNTABILITY, DUTIES AND RESPONSIBILITIES

General Accountability

- To provide technical support to all hospital wheelchair stock to include stock hygiene management and to work collaboratively with the NRH seating team.
- To work with physiotherapy staff to ensure the smooth running of the hospital wheelchair stores in the provision of suitable wheelchairs for patients on admission and as necessary.
- To participate in staff meetings and any relevant in-service training as assigned.
- To actively participate in appraisal/supervision and competency sessions.
- To be cognisant of and observe all relevant NRH policies and procedures.
- To attend all NRH mandatory training.

- To participate in the continuing care rotas including the Maximising Rehabilitation Opportunities initiative involving Saturday and extended day working.
- 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.

Specific Accountability

- Assists the NRH wheelchair and seating clinic with fitting adjustment and equipment modification to ensure the best possible product for the patient.
- Assembles seating and mobility equipment in a timely manner.
- Makes necessary equipment modifications to prepare appropriate seating systems for delivery to the patient.
- Responds to service calls and makes repairs as needed within the hospital.
- Attends seating clinics with therapy assistant as necessary to assist with evaluations, modifications and deliveries.
- Provides inventory control for all special orders and stock items in the NRH hospital wheelchair stock room and in the wheelchair & seating clinic.
- Assists in the preparation of quotes for patients and community counterparts.
- Responsible for maintaining Hospital wheelchair stores and equipment in a clean and orderly manner.
- Ensures Physiotherapy /OT Manager/ or Deputies is informed of needed repairs and maintenance. To carry out other tasks as directed by your line management team.
- To comply with Health & Safety requirements.
- Maintain document records (wheelchair log) and cleaning schedules/audits as necessary.

Duties Specific to the interdisciplinary Wheelchair and Seating Clinic

Outline of Duties and Responsibilities

- To work as a team member of interdisciplinary wheelchair and Seating Clinic (WSC).
- Be aware of the roles of the clinic team and respect their views.
- Have a working knowledge of all common types of mobility equipment including specifications and maintenance procedures
- Use measuring techniques to achieve correct chair -to-user fit and to be capable of making technical adjustments accordingly.
- Be qualified to take part in moving and handling operations.
- The assessment, provision and set up of standard and complex manual and powered wheelchairs

- The undertaking of modifications/adjustment and fitting of accessories to specialist seating systems.
- To configure WSC wheelchair stock as directed by Clinic Staff and prepare wheelchairs for trial with patients
- To put on 3rd party backrests to WSC stock wheelchair or any other wheelchairs for patient trial. To remove existing backrest upholstery or replace them.
- To assist with fitting patients, own wheelchairs during issuing of new equipment- headrest, laterals, 3rd party backrest and any other accessories as required.
- Assisting WSC staff in the monitoring of Wheelchairs and seating systems maintenance and repair & hygiene requirements.
- To monitor and maintain servicing of WSC stock equipment by contacting NRH suppliers
- The provision of training on the adjustment and maintenance of wheelchairs and seating systems to staff, patients and carers
- To assist with the pressure management assessments and to be responsible for the pressure management equipment ie calibration, servicing, cleaning.

Main Duties for NRH wheelchair management

- Assist physiotherapists with provision of suitable wheelchair for patients on admission as required.
- Maintain a clean and tidy work area at all times.
- Managing NRH wheelchair stock for cleaning and deep cleaning and disinfection as required.
- Ensure that stocks of wheelchairs cushions, cushion covers. Headrests, trays are kept in order Prepare a stock list in collaboration with reporting seniors by the 1st of each month.
- Keep a log of all equipment and replace parts/equipment as equipment reaches beyond economic repair/end of life stage.
- Ensure a regular charge of batteries of powerchairs when not in use to maintain powerchairs.
- To repair wheelchairs minor repairs as brakes, punctures adjustments as directed by therapists
- To participate in internal and external training programmes as directed by the Manager.
- Ensure a safe environment is maintained for patients, staff and visitors.
- To be flexible with time, to make minor adjustments for wheelchairs that are being used by NRH inpatients. E.g headrest adjustments, broken footplate, armrest, brakes, puncture tyre, flat tyre.
- Have a team attitude with practical commitment and be able to act independently.

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: _____