



**Occupational Therapist Staff Grade  
 Job Specification & Terms and Conditions**

<b>Job Title and Grade</b>	<b>Occupational Therapist Staff Grade</b> (Grade Code: 3298)
<b>Campaign Reference</b>	HBS09522
<b>Closing Date</b>	Thursday 10 <sup>th</sup> December 2020 at 12 noon
<b>Proposed Interview Date (s)</b>	Proposed interview dates will be indicated at a later stage. Please note you may be called forward for interview at short notice.
<b>Taking up Appointment</b>	A start date will be indicated at job offer stage.
<b>Location of Post</b>	Individual sites / location will be indicated at expression of interest stage to panel members for each individual job. The role of Staff Grade Occupational Therapist is a key role in both community and acute health services in Ireland. Occupational Therapy services take place in both community and acute settings throughout the HSE.
<b>Details of Service</b>	<p>The person appointed to this post will as part of multi-disciplinary teams delivering a coordinated approach to client care. S/he will be required to work as a key worker for particular cases.</p> <p>Please note more post specific information will be provided to candidates at the 'expression of interest' stage of the recruitment process.</p>
<b>Reporting Relationship</b>	The professional reporting relationship for clinical governance and clinical supervision will be to the Head of Discipline (Occupational Therapist Manager) through the professional line management structure.
<b>Purpose of the Post</b>	The Occupational Therapist will be responsible for the provision of a high quality, person-centred Occupational Therapy service to a designated clinical area(s) and will carry out clinical and educational duties as assigned by the Senior Occupational Therapist / Occupational Therapist Manager.
<b>Principal Duties and Responsibilities</b>	<p><b><u>Professional / Clinical</u></b></p> <p><i>The Occupational Therapist will:</i></p> <ul style="list-style-type: none"> <li>• Be responsible for assessment, planning, implementation and review of treatment / intervention programmes for service users according to service standards</li> <li>• Manage own caseload in accordance with the needs of the post</li> <li>• Collaborate with service users, family, carers and other staff in treatment / intervention planning and in the provision of support and advice</li> <li>• Plan discharge or transition of the service user between services as appropriate</li> <li>• Document all assessments, treatment plans, progress notes, reports and discharge summaries in accordance with local service and professional standards</li> <li>• Communicate verbally and / or in writing results of assessments, treatment / intervention programmes and recommendations to the team and relevant others in</li> </ul>

accordance with service policy

- Participate in teams as appropriate, communicating and working in co-operation with other team members
- Attend clinics, review meetings, team meetings, case conferences, ward rounds etc. as designated by Senior Occupational Therapist / Occupational Therapist Manager
- Arrange and carry out duties in a timely manner within settings appropriate to service users needs and in line with local policy / guidelines
- Maintain quality standards of practice and participate in quality assurance and clinical audit as appropriate
- Seek advice and assistance from his / her supervisor / manager with any assigned cases or issues that prove to be beyond the scope of his / her professional competence in line with principles of best practice and clinical governance
- Maintain professional standards in relation to confidentiality, ethics and legislation
- Operate within the scope of Irish Occupational Therapy practice and in accordance with local guidelines
- As a mandated person under the Children First Act 2015 you will have a legal obligation to report child protection concerns at or above a defined threshold to TUSLA & to assist Tusla, if requested, in assessing a concern which has been the subject of a mandated report

### **Education and Training**

*The Occupational Therapist will:*

- Participate in mandatory training programmes
- Participate in continuing professional development including in-service training, attending and presenting at conferences / courses relevant to practice, promoting and contributing to research etc. as agreed with the Occupational Therapist Manager
- Engage in support / supervision with Senior Occupational Therapist / Occupational Therapist Manager and participate in performance review
- Participate in the practice education of student therapists. Actively participate in teaching / training / supervision of other Occupational Therapy and non-Occupational Therapy staff / students and attend practice educator courses as appropriate

### **Health & Safety**

*The Occupational Therapist will:*

- Work in a safe manner with due care and attention to the safety of self and others
- Implement agreed policies, procedures and safe professional practice by adhering to relevant legislation, regulations and standards
- Be aware of risk management issues, identify risks and take appropriate action
- Document appropriately and report any near misses, hazards and accidents and bring them to the attention of the relevant person(s)
- Have a working knowledge of the Health Information and Quality Authority (HIQA) Standards as they apply to the role for example, Standards for Healthcare, National Standards for the Prevention and Control of Healthcare Associated Infections, Hygiene Standards etc and comply with associated HSE protocols for implementing and maintaining these standards as appropriate to the role.
- Support, promote and actively participate in sustainable energy, water and waste initiatives to create a more sustainable, low carbon and efficient health service.

### **Administrative**

	<p><i>The Occupational Therapist will:</i></p> <ul style="list-style-type: none"> <li>• Comply with department procedures with regard to assessment, recommendation and provision of all assistive equipment / custom made devices</li> <li>• Keep up-to-date statistics and other administrative records as required within the Occupational Therapy department</li> <li>• Participate in the establishment and maintenance of standards for quality improvement and adhere to existing standards and policies</li> <li>• Assist in the organisation, maintenance and / or ordering of equipment and materials used in assessment and treatment</li> <li>• Contribute to the planning and development of the Occupational Therapy Service and participate in service improvements</li> <li>• Participate in audits / outcome measurement of intervention as directed by the Senior Occupational Therapist / Occupational Therapist Manager</li> <li>• Represent the department at meetings and conferences as required by the Senior Occupational Therapist / Occupational Therapist Manager</li> <li>• Engage in IT developments as they apply to service user and service administration</li> <li>• Keep up to date with developments within the organisation and the Irish Health Service</li> <li>• Carry out other duties as assigned by the Senior Occupational Therapist / Occupational Therapist Manager</li> </ul> <p><b>The above Job Specification is not intended to be a comprehensive list of all duties involved and consequently, the post holder may be required to perform other duties as appropriate to the post which may be assigned to him/her from time to time and to contribute to the development of the post while in office.</b></p>
<p><b>Eligibility Criteria</b></p> <p><b>Qualifications and/or experience</b></p>	<p><b>Candidates must have at the latest date of application: -</b></p> <p>1. <b><u>Statutory Registration Professional Qualifications, Experience, etc</u></b></p> <p><b><u>a) Candidates for appointment must:</u></b></p> <p>(i) Be registered, or be eligible for registration, on the Occupational Therapists Register maintained by the Occupational Therapists Registration Board at CORU. (<a href="https://www.coru.ie/">https://www.coru.ie/</a>)</p> <p style="text-align: center;"><b>AND</b></p> <p>(ii) Have the requisite knowledge and ability (including a high standard of suitability and professional ability) for the proper discharge of the duties of the office.</p> <p style="text-align: center;"><b>AND</b></p> <p>(iii) Provide proof of Statutory Registration on the Occupational Therapists Register maintained by the Occupational Therapists Registration Board at CORU <b><u>before a contract of employment can be issued.</u></b></p> <p>2. <b><u>Annual registration</u></b></p> <p>(i) On appointment practitioners must maintain annual registration on Occupational Therapists Register maintained by the Occupational Therapists Registration Board at CORU</p> <p style="text-align: center;"><b>and</b></p>

	<p>(ii) Practitioners must confirm annual registration with CORU to the HSE by way of the annual Patient Safety Assurance Certificate (PSAC).</p> <p>3. <b>Health</b> Candidates for and any person holding the office must be fully competent and capable of undertaking the duties attached to the office and be in a state of health such as would indicate a reasonable prospect of ability to render regular and efficient service.</p> <p>4. <b>Character</b> Candidates for and any person holding the office must be of good character.</p>
<b>Post specific Requirements</b>	Further requirements may be outlined at the “expression of interest” stage dependent on individual service needs.
<b>Other requirements specific to the post</b>	Further requirements may be outlined at the “expression of interest” stage of the recruitment process e.g. access to transport, fluency in Irish etc.
<b>Skills, competencies and/or knowledge</b>	<ul style="list-style-type: none"> <li>• Demonstrate proficiency in the English language so as to effectively carry out the duties and responsibilities of the role</li> <li>• Demonstrate sufficient clinical knowledge, clinical reasoning skills and evidence-based practice to carry out the duties and responsibilities of the role</li> <li>• Demonstrate the ability to plan and deliver care in an effective and resourceful manner and the ability to manage self in a busy working environment</li> <li>• Demonstrate a commitment to the delivery of a high quality, person centred service</li> <li>• Demonstrate ability to take initiative and to be appropriately self-directed</li> <li>• Demonstrate the ability to evaluate information and make effective decisions in relation to service user care</li> <li>• Display effective communication and interpersonal skills including the ability to collaborate and work in partnership with colleagues, service users, families, carers, schools etc.</li> <li>• Demonstrate effective team skills</li> <li>• Demonstrate flexibility and openness to change</li> <li>• Demonstrate the ability to follow line management directions appropriately and to utilise supervision effectively</li> <li>• Demonstrate commitment to continuing professional development</li> <li>• Demonstrate a willingness to develop IT skills relevant to the role</li> </ul>
<b>Campaign Specific Selection Process</b>  <b>Ranking/Shortlisting / Interview</b>	<p>A ranking and or shortlisting exercise may be carried out on the basis of information supplied in your application form. The criteria for ranking and or shortlisting are based on the requirements of the post as outlined in the eligibility criteria and skills, competencies and/or knowledge section of this job specification. Therefore it is very important that you think about your experience in light of those requirements.</p> <p><u>Failure to include information regarding these requirements may result in you not being called forward to the next stage of the selection process.</u></p> <p>Those successful at the ranking stage of this process (where applied) will be placed on an order of merit and will be called to interview in ‘bands’ depending on the service needs of the organisation.</p>
<b>Code of Practice</b>	The Health Service Executive will run this campaign in compliance with the Code of Practice prepared by the Commission for Public Service Appointments (CPSA). The Code of Practice sets out how the core principles of probity, merit, equity and fairness might be applied on a principle basis. The Code also specifies the responsibilities placed on candidates, facilities for feedback to applicants on matters relating to their application when requested, and

	<p>outlines procedures in relation to requests for a review of the recruitment and selection process and review in relation to allegations of a breach of the Code of Practice. Additional information on the HSE's review process is available in the document posted with each vacancy entitled "Code of Practice, Information for Candidates".</p> <p>Codes of practice are published by the CPSA and are available on <a href="http://www.hse.ie/eng/staff/jobs">www.hse.ie/eng/staff/jobs</a> in the document posted with each vacancy entitled "Code of Practice, Information for Candidates" or on <a href="http://www.cpsa.ie">www.cpsa.ie</a>.</p>
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The reform programme outlined for the Health Services may impact on this role and as structures change the job specification may be reviewed.

This job specification is a guide to the general range of duties assigned to the post holder. It is intended to be neither definitive nor restrictive and is subject to periodic review with the employee concerned.



## Occupational Therapist Terms and Conditions of Employment

<b>Tenure</b>	<p>The current vacancy available is permanent/specified purpose and whole time/part-time.</p> <p>The post is pensionable. A panel may be created from which permanent and specified purpose vacancies of full or part time duration may be filled. The tenure of these posts will be indicated at “expression of interest” stage.</p> <p>Appointment as an employee of the Health Service Executive is governed by the Health Act 2004 and the Public Service Management (Recruitment and Appointments) Act 2004 and Public Service Management (Recruitment and Appointments) Amendment Act 2013.</p>
<b>Remuneration</b>	<p>The salary scale for the post as at 01/10/20 is: Euro 37,022 - 39,214 - 41,018 - 42,330 - 43,440 - 44,591 - 45,727 - 46,894 - 48,054 - 49,213 - 50,434 - 51,719 - 53,002 - <b>54,029 LSI</b></p> <p>New appointees to any grade start at the minimum point of the scale. Incremental credit will be applied for recognised relevant service in Ireland and abroad (Department of Health Circular 2/2011). Incremental credit is normally granted on appointment, in respect of previous experience in the Civil Service, Local Authorities, Health Service and other Public Service Bodies and Statutory Agencies.</p>
<b>Working Week</b>	<p>The standard working week applying to the post is to be confirmed at Job Offer stage.</p> <p>HSE Circular 003-2009 “Matching Working Patterns to Service Needs (Extended Working Day / Week Arrangements); Framework for Implementation of Clause 30.4 of Towards 2016” applies. Under the terms of this circular, all new entrants and staff appointed to promotional posts from Dec 16<sup>th</sup> 2008 will be required to work agreed roster / on call arrangements as advised by their line manager. Contracted hours of work are liable to change between the hours of 8am-8pm over seven days to meet the requirements for extended day services in accordance with the terms of the Framework Agreement (Implementation of Clause 30.4 of Towards 2016).</p>
<b>Annual Leave</b>	<p>The annual leave associated with the post will be confirmed at contracting stage.</p>
<b>Superannuation</b>	<p>This is a pensionable position with the HSE. The successful candidate will upon appointment become a member of the appropriate pension scheme. Pension scheme membership will be notified within the contract of employment. Members of pre-existing pension schemes who transferred to the HSE on the 01<sup>st</sup> January 2005 pursuant to Section 60 of the Health Act 2004 are entitled to superannuation benefit terms under the HSE Scheme which are no less favourable to those which they were entitled to at 31<sup>st</sup> December 2004</p>
<b>Age</b>	<p>The Public Service Superannuation (Age of Retirement) Act, 2018* set 70 years as the compulsory retirement age for public servants.</p> <p><b>* <u>Public Servants not affected by this legislation:</u></b> Public servants joining the public service, or re-joining the public service with a 26 week break in service, between 1 April 2004 and 31 December 2012 (new entrants) have no compulsory retirement age.</p> <p>Public servants, joining the public service or re-joining the public service after a 26 week break, after 1 January 2013 are members of the Single Pension Scheme and have a compulsory retirement age of 70.</p>
<b>Probation</b>	<p>Every appointment of a person who is not already a permanent officer of the Health Service Executive or of a Local Authority shall be subject to a probationary period of 12</p>

	months as stipulated in the Department of Health Circular No.10/71.
<b>Protection of Persons Reporting Child Abuse Act 1998</b>	As this post is one of those designated under the Protection of Persons Reporting Child Abuse Act 1998, appointment to this post appoints one as a designated officer in accordance with Section 2 of the Act. You will remain a designated officer for the duration of your appointment to your current post or for the duration of your appointment to such other post as is included in the categories specified in the Ministerial Direction. You will receive full information on your responsibilities under the Act on appointment.
<b>Mandated Person Children First Act 2015</b>	As a mandated person under the Children First Act 2015 you will have a legal obligation: <ul style="list-style-type: none"> <li>• To report child protection concerns at or above a defined threshold to TUSLA.</li> <li>• To assist Tusla, if requested, in assessing a concern which has been the subject of a mandated report.</li> </ul> You will remain a mandated person for the duration of your appointment to your current post or for the duration of your appointment to such other post as is included in the categories specified in the Ministerial Direction. You will receive full information on your responsibilities under the Act on appointment.
<b>Infection Control</b>	Have a working knowledge of Health Information and Quality Authority (HIQA) Standards as they apply to the role for example, Standards for Healthcare, National Standards for the Prevention and Control of Healthcare Associated Infections, Hygiene Standards etc. and comply with associated HSE protocols for implementing and maintaining these standards as appropriate to the role.
<b>Health &amp; Safety</b>	It is the responsibility of line managers to ensure that the management of safety, health and welfare is successfully integrated into all activities undertaken within their area of responsibility, so far as is reasonably practicable. Line managers are named and roles and responsibilities detailed in the relevant Site Specific Safety Statement (SSSS).  Key responsibilities include: <ul style="list-style-type: none"> <li>• Developing a SSSS for the department/service<sup>1</sup>, as applicable, based on the identification of hazards and the assessment of risks, and reviewing/updating same on a regular basis (at least annually) and in the event of any significant change in the work activity or place of work.</li> <li>• Ensuring that Occupational Safety and Health (OSH) is integrated into day-to-day business, providing Systems Of Work (SOW) that are planned, organised, performed, maintained and revised as appropriate, and ensuring that all safety related records are maintained and available for inspection.</li> <li>• Consulting and communicating with staff and safety representatives on OSH matters.</li> <li>• Ensuring a training needs assessment (TNA) is undertaken for employees, facilitating their attendance at statutory OSH training, and ensuring records are maintained for each employee.</li> <li>• Ensuring that all incidents occurring within the relevant department/service are appropriately managed and investigated in accordance with HSE procedures<sup>2</sup>.</li> <li>• Seeking advice from health and safety professionals through the National Health and Safety Function Helpdesk as appropriate.</li> <li>• Reviewing the health and safety performance of the ward/department/service and staff through, respectively, local audit and performance achievement meetings for example.</li> </ul> <p><b>Note:</b> Detailed roles and responsibilities of Line Managers are outlined in local SSSS.</p>

<sup>1</sup> A template SSSS and guidelines are available on the National Health and Safety Function/H&S web-pages

<sup>2</sup> See link on health and safety web-pages to latest Incident Management Policy

