



**Physiotherapist Staff Grade
 Job Specification & Terms and Conditions**

Job Title and Grade	Physiotherapist Staff Grade (Grade Code: 314X)
Campaign Reference	HBS09524
Closing Date	Thursday 10 th December 2020 at 12 noon
Proposed Interview Date (s)	Proposed interview dates will be indicated at a later stage. Please note you may be called forward for interview at short notice.
Taking up Appointment	A start date will be indicated at job offer stage.
Location of Post	<p>Individual sites / location will be indicated at expression of interest stage to panel members for each individual job.</p> <p>The role of Staff Grade Physiotherapist is a key role in both community and acute health services in Ireland. Physiotherapy services take place in both community and acute settings throughout the HSE.</p>
Details of Service	<p>The person appointed to this post will work 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>
Reporting Relationship	The professional reporting relationship for clinical governance and clinical supervision will be to the Head of Discipline (Physiotherapy Manager and/or his/her designated person as appropriate) through the professional line management structure.
Purpose of the Post	The provision of a quality Physiotherapy service in line with standards of Physiotherapy practice. To provide quality, client-centred Physiotherapy assessment and treatment to identified client groups at designated centres as directed by the Physiotherapy Manager.
Principal Duties and Responsibilities	<p><u>Professional / Clinical</u></p> <p><i>The Physiotherapist Staff Grade will:</i></p> <ul style="list-style-type: none"> • Carry a clinical caseload appropriate to the post. • Be responsible for client assessment, development and implementation of individualised treatment plans that are client centred and in line with best practice. • Be responsible for goal setting in partnership with the client, family and other team members as appropriate. • Communicate and work in co-operation with other team members. • Develop effective communication with and provide instruction, guidance and support to service users, family, carers etc. • Document client records in accordance with professional standards and departmental policies . • Provide a service in varied locations in line with local policy / guidelines and within

appropriate time allocation (e.g. clinic, home visits).

- Participate in review meetings, case conferences, ward rounds etc. as appropriate.
- Maintain professional standards of practice.
- Maintain quality standards of work and co-operate with quality assurance programmes.
- Work within own scope of professional competence in line with principles of best practice, professional conduct and clinical governance.
- Seek the advice of relevant personnel when appropriate / as required.
- Operate within the scope of practice.

Education & Training

The Physiotherapist Staff Grade will:

- Participate in mandatory training programmes.
- Take responsibility for, and keep up to date with Physiotherapy practice by participating in continuing professional development such as reflective practice, in service, self directed learning, research, clinical audit etc.
- Engage in performance review processes including personal development planning.
- Participate in the practice education of student therapists. Take part in teaching / training / supervision of staff / others as appropriate (once sufficient clinical experience has been attained) and attend practice educator courses as relevant to role and needs.

Health & Safety

The Physiotherapist Staff Grade will:

- Implement agreed policies, procedures and safe professional practice and adhere to relevant legislation, regulations and standards.
- Work in a safe manner with due care and attention to the safety of self and others.
- Be aware of risk management issues, identify risks and take appropriate action.
- Report any adverse incidents or near misses.
- Adhere to department policies in relation to the care and safety of any equipment supplied for the fulfilment of duty.
- Report any malfunctions or defects in equipment or any such suspicions immediately to the Senior Physiotherapist / Physiotherapy Manager.
- 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.

Administrative

The Physiotherapist Staff Grade will:

	<ul style="list-style-type: none"> • Actively participate in the improvement and development of Physiotherapy services by liaising with the Senior Physiotherapist / Physiotherapy Manager. • Gather and analyse statistics and participate in audits as directed by the Senior Physiotherapist / Physiotherapy Manager. • Represent the department at meetings and conferences as designated. • Assist in ensuring that the Physiotherapy service makes the most efficient and effective use of developments in IT. • Promote a culture that values diversity and respect in the workplace. • Keep up to date with organisational developments within the Irish Health Service. • Carry out other duties appropriate to the post as required from time to time by the Physiotherapy Manager. • Support, promote and actively participate in sustainable energy, water and waste initiatives to create a more sustainable, low carbon and efficient health service. <p>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.</p>
<p>Eligibility Criteria</p> <p>Qualifications and/or experience</p>	<p>Candidates must have at the latest date of application: -</p> <p><u>1. Statutory Registration, Professional Qualifications, Experience, etc</u></p> <p>(a) Candidates for appointment must:</p> <p>(i) Hold a Physiotherapy qualification recognised by the Physiotherapists Registration Board at CORU. Please see list of acceptable Physiotherapy qualifications: http://coru.ie/uploads/documents/Physiotherapist_Qualifications_HSE_List.pdf</p> <p style="text-align: center;">AND</p> <p>(ii) Be registered on the Physiotherapists Register maintained by the Physiotherapists Registration Board at CORU.</p> <p style="text-align: center;">OR</p> <p>(iii) Applicants who satisfy the conditions set out in Section 91 of the Health and Social Care Professionals Act 2005, (see note 1 below), must submit proof of application for registration with the Physiotherapists Registration Board at CORU. The acceptable proof is correspondence from the Physiotherapists Registration Board at CORU confirming their application for registration as a Section 91 applicant.</p> <p style="text-align: center;">AND</p> <p>(b) 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><i>Note 1: Section 91 candidates are individuals who qualified before 30 September 2016 and have been engaged in the practice of the profession in the Republic of Ireland for a minimum of 2 years fulltime (or an aggregate of 2 years fulltime), between 30th</i></p>

	<p>September 2011 and 30th September 2016 are considered to be Section 91 applicants under the Health and Social Care Professionals Act 2005.</p> <p><u>2. Annual registration</u> (i) On appointment, practitioners must maintain annual registration on Physiotherapists Register maintained by the Physiotherapists Registration Board at CORU</p> <p style="text-align: center;">AND</p> (ii) Practitioners must confirm annual registration with CORU to the HSE by way of the annual Patient Safety Assurance Certificate (PSAC). <p><u>3. Health</u> A candidate 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><u>4. Character</u> Each candidate for and any person holding the office must be of good character.</p>
Post Specific Requirements	Any specific requirements for individual posts will be indicated at “expression of interest” stage.
Other requirements specific to the post	<p>To participate in emergency / evening / weekend / bank holiday / on call / rotation schemes / services as required, such requirements will be outlined at “expression of interest” stage.</p> <p>Further requirements may be outlined at the “expression of interest” stage of the recruitment process e.g. access to transport, fluency in Irish etc.</p>
Skills, competencies and/or knowledge	<ul style="list-style-type: none"> • Demonstrate sufficient clinical knowledge to carry out the duties and responsibilities of the role. • Demonstrate an ability to apply knowledge to best practice. • Demonstrate the ability to plan and deliver care in an effective and resourceful manner within a model of person-centred care. • Demonstrate the ability to manage self in a busy working environment. • Demonstrate the ability to evaluate information and make effective decisions especially with regard to service user care. • Demonstrate sufficient communication and interpersonal skills to effectively carry out the duties and responsibilities of the role including the ability to collaborate with colleagues, families, schools etc. • Demonstrate a commitment to providing a quality service. • Display awareness and appreciation of the service user and the ability to empathise with and treat others with dignity and respect. • Demonstrate effective team skills. • Demonstrate flexibility and openness to change. • Demonstrate ability to utilise supervision effectively. • Demonstrate a willingness to develop IT skills relevant to the role. • Demonstrate commitment to continuing professional development.
Campaign Specific Selection Process	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

<p>Ranking/Shortlisting / Interview</p>	<p>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>
<p>Code of Practice</p>	<p>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 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 www.hse.ie/eng/staff/jobs in the document posted with each vacancy entitled "Code of Practice, Information for Candidates" or on www.cpsa.ie.</p>
<p>The reform programme outlined for the Health Services may impact on this role and as structures change the job specification may be reviewed.</p> <p>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.</p>	



**Physiotherapist Staff Grade
Terms and Conditions of Employment**

Tenure	<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>
Remuneration	<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 - 54,029 LSI</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>
Working Week	<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 16th 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>
Annual Leave	<p>The annual leave associated with the post will be confirmed at contracting stage.</p>
Superannuation	<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 01st 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 31st December 2004</p>
Age	<p>The Public Service Superannuation (Age of Retirement) Act, 2018* set 70 years as the compulsory retirement age for public servants.</p> <p>* <i>Public Servants not affected by this legislation:</i> 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>
Probation	<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.
Protection for Persons Reporting Child Abuse Act 1998	As this post is one of those designated under the Protection for 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.
Mandated Person Children First Act 2015	As a mandated person under the Children First Act 2015 you will have a legal obligation: <ul style="list-style-type: none"> • 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. 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.
Infection Control	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.
Health & Safety	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"> • Developing a SSSS for the department/service¹, 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. • 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. • Consulting and communicating with staff and safety representatives on OSH matters. • 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. • Ensuring that all incidents occurring within the relevant department/service are appropriately managed and investigated in accordance with HSE procedures². • Seeking advice from health and safety professionals through the National Health and Safety Function Helpdesk as appropriate. • Reviewing the health and safety performance of the ward/department/service and staff through, respectively, local audit and performance achievement meetings for example. <p>Note: Detailed roles and responsibilities of Line Managers are outlined in local SSSS.</p>

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

² See link on health and safety web-pages to latest Incident Management Policy