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**Occupational Therapy Assistant**

**Job Specification & Terms and Conditions**

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| **Job Title and Grade** | **Occupational Therapy Assistant**  *(Grade Code: 6505)* |
| **Campaign Reference** | HBS05579 |
| **Closing Date** | **Wednesday 15th November 2017 at 12 noon** |
| **Proposed Interview Date (s)** | **Mid December 2017/Early January 2018** |
| **Taking up Appointment** | A start date will be indicated at job offer stage. |
| **Location of Post** | **Naas General Hospital, Naas, Co Kildare**  **Dublin Midlands Hospital Group**  There is one initial permanent whole-time vacancy available in Naas General Hospital.  A panel may be formed as a result of this campaign for **Naas General Hospital, Naas, Co Kildare,** from which current and future, permanent and specified purpose vacancies of full or part-time duration may be filled. |
| **Informal Enquiries** | Joan Elliott, Occupational Therapy Manager  joan.elliott@hse.ie  Phone: 045 843030 |
| **Details of Service** | 10 WTE staff in the department – 1 WTE x OT Manager, 4.5WTE x Senior Occupational Therapists, 3 WTE x Staff Grade Occupational Therapists,1W TE x OT Assistant and 0.5WTE x Clerical support  The Occupational Therapy Department provides a service to all in patients, a 10 bedded stroke service, Emergency Departyment, Day Hospital, Consultant Geriatrician outpatient clinics and Rheumatology outpatients.  The Occupational Therapists help facilitate a timely, co-ordinated and safe discharge to those patients referred to them. They provide all equipment that is deemed necessary for discharge.  www.naashospital.ie |
| **Reporting Relationship** | Reports to Occupational Therapist Manager or delegated Occupational Therapist.  Works as part of the Occupational Therapy team |
| **Purpose of the Post** | Provides group and individual programmes for patients under the supervision of the Occupational Therapist. When the clerical Officer is off on leave the OTA also provides clerical support to the OT Department. |
| **Principal Duties and Responsibilities** | **Departmental Duties**   * Carry out the administrative and clerical duties required to support the Occupational Therapy staff and the Occupational Therapy department * General upkeep and maintenance of intervention areas in keeping with infection control and health and safety standards. * To maintain / clean equipment and treatment areas as requested * Carry out ordering and organisation of materials and equipment for occupational therapy programme as directed by occupational therapist * Carry out the ordering of stock and equipment for the department * As part of Occupational Therapy team contribute to service planning and development.   **Clinical Duties**  *The Occupational Therapy Assistant will:*   * To carry out generic programmes and groups for patients to the specifications agreed with the Occupational Therapist Supervisor and treating Occupational Therapists * To carry out these interventions either jointly with the occupational therapist, independently and unaccompanied or in collaboration with appropriate other staff (Following the direction and supervision of the occupational therapist) * To carry out duties related to the planning, organisation and maintenance of the occupational therapy programmes and department as directed by the occupational therapist * To liaise with other staff and agencies in the provision of therapeutic programmes as directed by Occupational Therapist Supervisor * Prepare the environment for group or 1:1 interventions, according to the patient needs and therapeutic goals, as directed by the occupational therapist. * Training and rehabilitation in (Group and individual work)   + Personal activities of daily living (PADL’s)   + Domestic activities of daily living (DADL’s)   + Work/vocational skills   + Leisure activities   + Community living skills * Quality of life interventions (Group and individual work)   + Providing opportunities for patients to engage in purposeful activities   + Providing opportunities for patients to maintain appropriate occupational roles and habits   + Providing opportunities for patients to maintain/develop a sense of personal empowerment and esteem   + Providing opportunities for patients to maintain/develop occupational performance ability, including, cognitive skills, social interaction and physical ability * Coordinate the intervention timetable with colleagues and other relevant personnel * Explain the intervention to the patient * Facilitate the patient in carrying out the goals in relation to the task * Modify the level of assistance according to the patients needs * Provide verbal and physical prompting as required to complete tasks * Record intervention outcomes as appropriate * Report outcomes to the occupational therapist * Carry out joint home assessments with the supervising Occupational Therapist * Carry out follow up home visits to collect or provide equipment   **Health & Safety**  *The Occupational Therapy Assistant will:*   * In accordance with Health and Safety at work policy, it is each staff members responsibility to observe all rules relating to Health and Safety and Conduct at Work and to use any equipment provided in a safe and responsible manner. * Understand and adhere to all relevant HSE policies, guidelines and procedures, comply with health and safety, infection control and risk management procedures, comply with statutory obligations. * Report any incident or potential incident which may compromise the health and safety of patient/ clients / residents, staff or visitors and take appropriate action. * Report any accidents, near misses to the person in charge and ensure completion of incident / near miss forms. * Not undertake any duty related to patient/ client care for which he/she is not trained. * Attend training courses as required e.g. CPR, Hygiene, HACCP, Fire Prevention etc. * Conduct his / herself in a manner that ensures safe patient/ client care. * 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. * To support, promote and actively participate in sustainable energy, water and waste initiatives to create a more sustainable, low carbon and efficient health service.   **Education & Training**  *The Occupational Therapy Assistant will:*   * Attend induction and mandatory in-service education. * As directed participate in the induction of new staff. * Maintain continuous personal and participate in team based development, education, training and learning. * Participate in appraisal and the development of a personal development plan in conjunction with his / her line 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 etcand comply with associated HSE protocols for implementing and maintaining these standards as appropriate to the role. * To support, promote and actively participate in sustainable energy, water and waste initiatives to create a more sustainable, low carbon and efficient health service.   **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.** |
| **Eligibility Criteria**  **Qualifications and/ or experience** | **Candidates must have at the latest date of application:**  **1. Professional Qualifications & Experience, etc.**  a)   1. Possess the relevant Health Service Skills FETAC Level 5 qualification which contains Modules 1 & 2.   **Or**   1. Have obtained an equivalent qualification to (i) from another jurisdiction.   **Or**   1. Be currently employed as an Occupational Therapy Assistant or in a comparable role.   **And**  b) Candidates must have the personal competence and capacity to properly discharge the duties of the role.  **2. Health**  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.  **3. Character**  Each candidate for and any person holding the office must be of good character.  **4. Age**  Age restrictions shall only apply to a candidate where he/she is not classified as a new entrant (within the meaning of the Public Service Superannuation Act, 2004). A candidate who is not classified as a new entrant must be under 65 years of age on the first day of the month in which the latest date for receiving completed application forms for the office occurs. |
| Post Specific Requirements | N/A |
| **Other requirements specific to the post** | Access to appropriate transport is necessary to fulfil the requirements of the role |
| **Skills, competencies and/or knowledge** | *Candidates must demonstrate:*  **Professional Knowledge**   * A willingness to engage and develop Information Technology skills relevant to the role. * Excellent computer skills including word, excel, powerpoint, internet * An awareness of scope of their role; knowing when to ask for help / for an MDT member to intervene   **Planning and Organising Skills**   * The ability to plan and organise effectively. * The ability to manage competing demands and prioritise   **Commitment to Providing a Quality Service**   * A commitment to providing a quality service.   **Team Skills**   * The ability to build and maintain relationships including the ability to work effectively as part of a multi-disciplinary team. * The ability to maintain professionalism and manage situations where conflict arises.   **Communication & Interpersonal skills**   * Excellent communication skills, including sufficient command of the English language so as to effectively carry out the duties and responsibilities of the role. * The ability to demonstrate understanding and appropriate responses to clients with varying degrees of need.   **Problem Solving & Decision Making**   * Initiative, flexibility and problem solving skills especially with regard to working in the changing environment of an Acute Hospita |
| **Campaign Specific Selection Process**  **Ranking/Shortlisting / Interview** | 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.  Failure to include information regarding these requirements may result in you not being called forward to the next stage of the selection process.  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. |
| **Code of Practice** | 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”.  Codes of practice are published by the CPSA and are available on [www.hse.ie/eng/staff/jobs](http://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](http://www.cpsa.ie). |
| The reform programme outlined for the Health Services may impact on this role and as structures change the job description may be reviewed.  This job description 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. | |



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**Terms and Conditions of Employment**

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| **Tenure** | The current vacancy available is permanent and whole-time.  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.  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. |
| **Remuneration** | The Salary Scale for the post is (as at 01/04/2017):  €26,834 – €28,444 – €29,704 – €30,374 – €31,107 – €31,859 – €32,319 – €33,102 – €33,906 |
| **Working Week** | The standard working week applying to the post is to be confirmed at Job Offer stage.  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). |
| **Annual Leave** | The annual leave associated with the post will be confirmed at Job Offer stage. |
| **Superannuation** | 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. |
| **Probation** | 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 months as stipulated in the Department of Health Circular No.10/71. |
| **Protection of Persons Reporting Child Abuse Act 1998** | 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. |
| **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:   * Developing a SSSS for the department/service[[1]](#footnote-1), 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 procedures.[[2]](#footnote-2) * 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.   **Note**: Detailed roles and responsibilities of Line Managers are outlined in local SSSS. |

1. A template SSSS and guidelines are available on the National Health and Safety Function/H&S web-pages [↑](#footnote-ref-1)
2. See link on health and safety web-pages to latest Incident Management Policy [↑](#footnote-ref-2)