



Feidhmeannacht na Seirbhíse Sláinte
Health Service Executive

From College to Work in the Health Services

Introduction

The college to work project aims to provide support to newly qualified therapists in the transition from the role of student to the role of qualified therapist. This resource pack provides self directed learning materials that compliment the 'College to Work' workshop that you may have participated in before joining the Health Services. The learning material is also designed to enhance your learning and support during this transition from 'College to Work' when you do start working.

For some of you, gaining employment within the Health Services may have posed difficulties or may not have been as straight forward as it might have been in the past due to national economic factors. However, the 'College to Work' project is an innovation driven by a commitment to quality and an acknowledgement that learning supports can be useful to both prepare you for the transition and to help you when you start to work. The experience of working in the Health Services will bring many opportunities for personal and professional growth which will enhance your confidence and competence.

To help you orientate yourself to the work setting, it provides information on how the Health Services are organized. It also gives an overview of the main policies and legislation that impact on your practice and on the lives of the people with whom you work. There are many useful learning resources available to support your continuing professional development which are included in the menu section.

Together with support and learning from your team and through professional supervision, the college to work project should give you a firm foundation for starting in your first post within the Health Services.

The following is a listing of resource materials that have been selected to form part of the 'From College to Work in the Health Services' programme which is being offered to final year therapy students. The content of these resources together with the two hour interactive session are designed to assist you to achieve the learning outcomes identified for this programme. The learning outcomes are set out below for your convenience.

Learning outcomes

At the end of the programme students will:

- Access accurate and up-to-date information on the health services including recruitment procedures
- Give an overview of the public health service in terms of its history and current structure, function and culture as it relates to provision of therapy services
- Outline the key strategic issues, direction, and policies and the changing context of the current system
- Critically appraise the opportunities and challenges currently operating in the health services
- Reflect on how their education programme has prepared them to take up their role effectively in the health services

- Identify personal and professional areas of development which are required to work effectively in the health services
- Analyse how the learning from college can transfer to the workplace
- Feel better equipped as potential employees entering the workplace

For ease of access the resources have been divided into the following categories:

- **The Health Services – Structure and Function**
This section will help you to gain a better understanding of the reform of the health services, creation of the HSE and the current developments happening through the HSE Transformation Programme.
- **Strategic and Policy Framework**
This section will give you an outline of the main strategy documents which set the direction for health service policy.
- **Relevant Legislation**
This section will give you a list of the relevant legislation and where you can access it.
- **Professional Development**
This section contains resources to help you plan your continuing professional development.
- **The Recruitment Process**
This section will give you some useful information in relation to the recruitment process.

Much of the material referenced here is on the HSE and DOHC websites which can be accessed at <http://www.hse.ie/eng/> and <http://www.dohc.ie/>

Specific signposts to the information are included in each section.

The Health Services – Structure and Function

The information listed below contains information about the reform of the health services and creation of the HSE and the further development of the HSE through the Integrated Services Programme.

- A great deal of information about the HSE in terms of how it is structured and functions and the services it provides is available under the following headings on the HSE website. <http://www.hse.ie/eng/>
 - About the HSE
 - Healthstat
 - HSE FactFile
 - Publications – Annual Reports and Service Plans
- Publicly funded health services are also provided by large number of voluntary agencies and hospitals. Many of the voluntary organisations providing disability services are members of the Federation of Voluntary Bodies or the Disability Federation of Ireland. Links to their websites are included below together with other publicly funded hospitals:
 - www.fedvol.ie
 - www.disability-federation.ie
 - <http://www.beaumont.ie/>
 - <http://www.amnch.ie/>
 - <http://www.mater.ie/>
 - <http://www.stvincents.ie/>
 - <http://www.stjames.ie/>
 - <http://www.olhsc.ie/>
 - <http://www.cuh.ie/>

- The Health Service Reform Programme 2003
<http://www.lenus.ie/hse/bitstream/10147/46728/1/1785.pdf>
- HSE website section titled 'About the HSE' http://www.hse.ie/eng/About_the_HSE/
- An Integrated Health System for Ireland
<http://www.lenus.ie/hse/bitstream/10147/45850/1/9392.pdf>
- Updates of the Integrated Services Programme from Health Matters the HSE newsletter
 - Autumn 08 issue p4
http://www.hse.ie/eng/Publications/corporate/Health_Matters_Newsletter/Autumn_2008_Edition.html
 - Spring 09 issue p6
http://www.hse.ie/eng/Publications/corporate/Health_Matters_Newsletter/Spring_2009_Edition.html
 - Summer 09 issue p15
http://www.hse.ie/eng/Publications/corporate/Health_Matters_Newsletter/Summer_2009_Edition.html

Supplementary reading

A number of reports were commissioned by the Minister for Health and Children and Department of Health and Children which fed into the development of the Health Service Reform Programme and subsequent establishment of the HSE.

- The Brennan Report <http://www.lenus.ie/hse/bitstream/10147/46721/1/1776.pdf>
- The Prospectus Report
<http://www.lenus.ie/hse/bitstream/10147/42913/2/9833.pdf>
- The Hanley Report <http://www.lenus.ie/hse/bitstream/10147/46569/1/1680.pdf>

Strategic and Policy Framework

The following documents give an overview of the key strategic documents which set the direction for health service policy.

- National Health Strategy – Quality and Fairness: A Health System for You, 2001
<http://www.lenus.ie/hse/bitstream/10147/46392/1/1317.pdf>
- The Transformation Programme 2007 – 2010
<http://www.hse.ie/eng/services/Publications/corporate/transformation.pdf>
- HSE Corporate Plan 2008 – 2011
http://www.hse.ie/eng/services/Publications/corporate/HSE_Corporate_Plan_2008-2011.html
- National Strategy for Service User Involvement 2008 – 2013
<http://www.lenus.ie/hse/bitstream/10147/45923/1/9606.pdf>
- See also the Integrated Services Programme references in the Health Services – Structure and Function section

Key national reports

- The Commission on Patient Safety – Building a Culture of Patient Safety 2008
http://www.dohc.ie/publications/building_culture_patient_safety.html
- A Vision for Change 2006 http://www.dohc.ie/publications/vision_for_change.html
- A Strategy for Cancer Control in Ireland 2006
http://www.dohc.ie/publications/cancer_control_2006.html?lang=en
- Primary Care: A New Direction 2001
http://www.dohc.ie/publications/primary_care_a_new_direction.html
- National Children's Strategy – Our children...their lives
http://www.dohc.ie/publications/national_childrens_strategy.html

Supplementary reading

- Protected Disclosures of Information
[http://www.hse.ie/eng/staff/HR/Policies_Procedures_and_Guidelines/Protected Disclosures of Information.html](http://www.hse.ie/eng/staff/HR/Policies_Procedures_and_Guidelines/Protected_Disclosures_of_Information.html)
- Code Practice for Integrated Discharge Planning
[http://www.hse.ie/eng/services/Publications/services/Hospitals/Code of Practice for Integrated Discharge Planning.html](http://www.hse.ie/eng/services/Publications/services/Hospitals/Code_of_Practice_for_Integrated_Discharge_Planning.html)
- HSE Complaints Policy / Procedure – “Your Service Your Say”
[http://www.hse.ie/eng/services/Publications/Your Service, Your Say Consumer Affairs/Strategy/Customar Service Strategy.html](http://www.hse.ie/eng/services/Publications/Your_Service_Your_Say_Consumer_Affairs/Strategy/Customar_Service_Strategy.html)
[http://www.hse.ie/eng/services/Publications/Your Service, Your Say Consumer Affairs/Policies/Feedback.html](http://www.hse.ie/eng/services/Publications/Your_Service_Your_Say_Consumer_Affairs/Policies/Feedback.html)
- Trust in Care 2005
[http://www.hse.ie/eng/staff/HR/Policies_Procedures_and_Guidelines/Trust in Care.html](http://www.hse.ie/eng/staff/HR/Policies_Procedures_and_Guidelines/Trust_in_Care.html)

- Children First – National Guidelines for the Protection and Welfare of Children 1999
http://www.dohc.ie/publications/children_first.html
- The Agenda for Children's Services: A Policy Handbook
http://www.omcya.ie/viewdoc.asp?fn=%2Fdocuments%2FChild_Welfare_Protection%2FAgenda_for_Childrens_Services_061008.htm&mn=chiv&nID=4

Relevant Legislation

The following is a list of some of the legislation relevant to working in the health services. All of the pieces of legislation mentioned may be found on the Irish Statute Book website <http://www.irishstatutebook.ie/>

- Child Care Act 1991
- Children's Act 2001
- Data Protection Act
- Data Protection (Amendment) Act 2003
- Disability Act 2005
- Education for Persons with Special Educational Needs Act 2004
- Employment Equality Act 1998
- Equal Status Act 2000
- Equality Act 2004
- Ethics in Public Office Act 1995
- Freedom of Information Act 1997
- Freedom of Information (Amendment) Act 2003
- Health Act 2004
- Health Act 2007
- Health and Social Care Professionals Act 2005
- Mental Health Act 2001
- Protection of Persons Reporting Child Abuse Act 1998
- Safety Health and Welfare at Work Act 2005
- Standards in Public Office Act 2001

Professional Development

The following resources will help you to plan your continuing professional development.

- Therapy Project Office Competencies
 - Occupational Therapy Competencies <http://www.lenus.ie/hse/handle/10147/65275>
 - Speech and Language Therapy Competencies <http://www.lenus.ie/hse/handle/10147/65256>
 - Physiotherapy Competencies <http://www.lenus.ie/hse/handle/10147/65276>
- Therapy Project Office CPD Tools
 - Individual CPD Planning Tool <http://www.lenus.ie/hse/handle/10147/65279>
 - Departmental CPD Planning Tool <http://www.lenus.ie/hse/handle/10147/65278>
- Links to professional body websites
 - Association of Occupational Therapists of Ireland <http://www.aoti.ie/>
 - Irish Society of Chartered Physiotherapists <http://iscp.ie/>
 - Irish Association of Speech and Language Therapists <http://www.iaslt.com/>
- Hseland <http://www.hseland.ie/tohm/default.asp>
 - PDP
 - Induction
 - Employee handbook
 - Other resources and programmes
- Keep up to date through www.hse.ie and www.hsenet.ie, Health Matters etc.
- HSE Libraries on line <http://www.lenus.ie/hse/>

Supplementary

- H&SCP Act 2005 (see details of where to find this in the legislation section)
- The Education and Development of Health and Social Care Professionals in the Health Services 2009 -2014 <http://www.lenus.ie/hse/handle/10147/83537>
- OHM Competencies for H&SCP Managers (available on Hseland)

The Recruitment Process

- General information on careers in the HSE, vacancies etc.
<http://www.careersinhealthcare.ie/>
- Information in relation to the code of practice for recruitment and selection process information. Information about the selection process is included on page 6 of the document in this link.
http://www.careersinhealthcare.ie/searchapply/Code_of_practice.doc
- Preparing for interview – the following link to www.publicjobs.ie has some useful information to help prepare for an interview
http://www.publicjobs.ie/publicjobs/en/advice/prepare_interview.do