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| **Job Specification; Sample Content****Occupational Therapist Manager (331X)** |
| **The following template provides sample content for the above role.** **Please refer to the latest National Job Specification Template on the HSE Job Specification Repository to create your full and final version.** |
| **Purpose of the Post**  | ***For Example:*** The post holder will provide the professional and clinical leadership, management and support to facilitate the Occupational Therapy team to provide a quality Occupational Therapy service to meet the needs of the service-user population. |
| **Principal Duties and Responsibilities** | ***For Example:*** *The Occupational Therapist Manager will***Professional / Clinical*** Be responsible for the overall management and performance of Occupational Therapy activity within the designated area in keeping with good professional practice and subject to agreed national police directives and priorities including the clinical programmes.
* Provide clinical and professional leadership in the delivery of a high quality Occupational Therapy service.
* Ensure that professional standards are maintained through clinical audit, supervision and training.
* Operate within the scope of Occupational Therapy practice as per CORU requirements and in accordance with local guidelines.
* Ensure best practice Occupational Therapy needs assessments and appropriate ranges of service-user goal orientated interventions are in place.
* Provide clinical Occupational Therapy expertise to Occupational Therapists and other team members as appropriate.
* Develop and promote integrated models of service delivery between relevant stakeholders.
* Advise senior management on the planning and provision of Occupational Therapy services in line with the National Service plan and local operational plan.

**Education and Training*** Maintain standards of practice and levels of professional knowledge by participating in continuous professional development initiatives and attendance at courses as appropriate.
* Encourage and support the promotion of continued professional development and training by making recommendations with regard to the on-going education, research, training and in-service needs of Occupational Therapists to meet HSE standards.
* Be responsible, in partnership with local General Management, for the practice education of student therapists through provision of placements and through support for therapists who are practice educators within their departments.
* Build and communicate an understanding of the role and contribution of Occupational Therapy within multidisciplinary teams to ensure a clear pathway for service users.
* Engage in the HSE performance achievement process in conjunction with your Line Manager and staff as appropriate.

**Quality and Risk, Health and Safety Management*** Take responsibility for all aspects of staff and client safety within their area of responsibility.
* Adequately identify, assess, manage and monitor risks within their area of responsibility, ensuring any necessary follow up steps are taken.
* Contribute to the development of policies, procedures, guidelines and safe professional practice and adhere to relevant legislation, regulations and standards and ensure that staff comply with same.
* 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.

**Management*** Develop and implement strategic service and business plans, quality initiatives, audits etc. based on up to date evidence based practice and report on outcomes.
* Ensure service delivery corresponds to best national and international practice.
* Foster and lead a culture and practice of evaluating service outcomes and implementing quality improvement initiatives.
* Be responsible for the delivery of the Occupational Therapy service within the budget allocation.
* Optimise the use of available resources to achieve effective outcomes in planning and delivering a flexible service that meets the needs of service users.
* Ensure Occupational Therapy service complies with relevant HR and other policies, procedures and guidelines.
* Oversee the implementation of appropriate induction and probationary systems.
* Oversee and implement an appropriate performance management system (e.g. clinical audit/quality assurance programmes) for the delivery of a high quality Occupational Therapy service.
* Ensure compliance with a high standard of documentation, including service user files in accordance with local guidelines and relevant legislation e.g. FOI, GDPR.
* Liaise formally and informally with other health services, hospital departments and outside agencies, both statutory and voluntary.
* Keep updated on current and impending legislation and the perceived impact on practice.
* Keep up to date with national and organisational developments within the Irish Health Service.
* Represent Occupational Therapy on the Management Team.
* Act as spokesperson for the organisation as required
* Demonstrate pro-active commitment to all communications with internal and external stakeholders.

**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 them from time to time and to contribute to the development of the post while in office.**  |
| **Skills, competencies and/or knowledge** | ***For Example:*** *The candidate must demonstrate***Professional Knowledge and Experience** *For example:** Demonstrates a level of clinical knowledge, clinical reasoning skills and evidence based practice appropriate to carrying out the duties and responsibilities of the role in line with relevant legislation and standards.
* Demonstrates an appropriate level of understanding of the Occupational Therapy process, the underpinning theory and its application to the role.
* Demonstrates evidence of having applied / used appropriate assessment tools and treatments and a knowledge of the implications of outcomes to service users.
* Demonstrates the knowledge, abilities and technical skills required to provide safe, efficient and effective service in the area of responsibility. Has a sound knowledge of clinical risk management.
* Demonstrates knowledge of legislative requirements relating to the healthcare services and the workplace.
* Demonstrates a commitment to continuous professional development and knowledge sharing.
* Demonstrates a willingness to engage with and develop IT skills relevant to the role.

**Planning and Managing Resources**  *For example:** Demonstrates the ability to lead on planning, organising and delivering services in an efficient, effective and resourceful manner, within a model of patient centred care and with a focus on value for money.
* Co-ordinates work with other professions to ensure an optimum service is provided for service-users.
* Demonstrates a high level of initiative and adaptability in response to workforce demands.

**Managing and Developing (Self and Others)***For example:** Is sufficiently aware of policy, legislative and professional requirements to ensure appropriate standards in their area of responsibility.
* Provides clear direction on a regular basis and adopts an approachable management style, promotes collaborate working relationships.
* Deals positively and constructively with obstacles and conflict within teams.
* Demonstrates a commitment to the development of self and others.
* Fosters a learning culture amongst staff and colleagues to drive continuous improvement in services to patients.

**Commitment to providing a Quality Service***For example:** Demonstrates the ability to lead on the delivery, design, implementation of a high quality, person centred service.
* Embraces and promotes change - demonstrates an ability to plan strategically to drive change / make improvements to service delivery.
* Continuously challenges the standards of quality and efficiency and strives to find ways to improve standards of care.
* Displays strong awareness and appreciation of the service users and the ability to empathise with and treat others with dignity and respect.

**Evaluating Information and Judging Situations** *For example:** Demonstrates the ability to collate, analyse, interpret, and report on service activity and assigned/agreed KPI’s.
* Demonstrates the ability to effectively analyse and critically evaluate complex information and make appropriate decisions.
* Adequately identifies, assesses, manages and monitors risk within their area of responsibility.
* Demonstrate effective problem-solving strategies, including the ability to be flexible and innovative, and manage challenging scenarios.
* Explains the rationale behind decisions confidently when faced with opposing or competing demands. Is objective but also aware of sensitivities in their approach.

**Communications and Interpersonal Skills***For example:** Display effective communication skills (verbal and written), including the ability to present complex information.
* Tailors the communication method and the message to match the needs of the audience; demonstrates active listening skills.
* Demonstrates effective interpersonal skills including the ability to collaborate in partnership with others.
* Demonstrates sensitivity, diplomacy and tact when dealing with others; is patient and tolerant when dealing with conflict situations.
* Demonstrates strong influencing and negotiation skills; remains firm but flexible when putting forward a point of view.
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