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| **Job Specification; Sample Content****Occupational Therapist, Manager-in-Charge III (3302)** |
| **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.** |
| **Principal Duties and Responsibilities** | ***For Example:*** *The Occupational Therapist, Manager-in-Charge III will:***Professional / Clinical Responsibilities*** Be responsible for the overall management and performance of Occupational Therapy activity within the designated area(s) in keeping with good professional practice and subject to agreed national policy directives and priorities including the clinical programmes.
* Provide professional, managerial and clinical leadership in the delivery of a high quality Occupational Therapy service.
* Ensure service delivery corresponds to best national and international practice e.g. that an appropriate range of service user goal orientated interventions are in place.
* 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.
* Engage at a national level on the development of standards and patient pathways.
* Develop and promote integrated models of service delivery between relevant stakeholders.
* Responsible for robust communication with relevant stakeholders regarding:
	+ Health and Safety and Risk Management pertaining to patient care.
	+ Service levels, service innovations and development.
	+ Medical / legal issues related to Occupational Therapy.
	+ Liaising with Universities and external agencies regarding CPD, student placements, accreditation etc.
* Foster and lead a culture and practice of evaluating service outcomes and implementing quality improvement initiatives.
* Ensure quality of service provision through clinical audit supervision and ongoing CPD.

**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, supervision, 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(s) 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*** Keep updated on current and impending legislation / national/ organisational / professional developments and the perceived impact on practice.
* Develop and co-ordinate the implementation of service and business plans for Occupational Therapy in line with the national and local service plans.
* Problem solve effectively and be innovative in service planning and development.
* Optimise the use of available resources to achieve effective outcomes when planning and delivering a flexible service that meets the needs of all service users.
* Engage in financial planning and the organisation of the service using relevant systems as appropriate to the role.
* Promote on-going evaluation and audit of service delivery models.
* Develop and implement quality initiatives, audits etc. based on up to date evidence based practice and report on outcomes.
* Contribute to the development of policies, procedures and guidelines in relation to the Occupational Therapy service, engaging staff as appropriate.
* Ensure the compliance to all HR policies and procedures as required.
* Oversee the implementation of appropriate induction and probationary systems.
* Oversee the implementation of appropriate performance management system (e.g. clinical audit/quality assurance programmes) for the delivery of a high quality Occupational Therapy service.
* Work with all stakeholders in the management of absenteeism, recruitment, performance and student allocations etc.
* Provide service delivery reports as required e.g. service plan, annual report.
* Ensure compliance with a high standard of documentation, including service user files in accordance with local guidelines and relevant legislation e.g. FOI, GDPR.
* Represent Occupational Therapy at relevant fora.
* 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:** Demonstrate 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.
* Demonstrate an appropriate level of understanding of the Occupational Therapy process, the underpinning theory and its application to the role.
* Demonstrate evidence of having applied / used appropriate assessment tools and treatments and a knowledge of the implications of outcomes to service users.
* Demonstrate the knowledge, abilities and technical skills required to provide safe, efficient and effective service in the area(s) of responsibility. Has a sound knowledge of clinical risk management.
* Demonstrate knowledge of legislative requirements relating to the healthcare services and the workplace.
* Demonstrate a commitment to continuous professional development and knowledge sharing.
* Demonstrate a willingness to engage with and develop IT skills relevant to the role.

**Planning and Managing Resources**  *For example:** Demonstrate the ability to lead on the strategic planning and delivery of services in an efficient, effective and resourceful manner, within a model of patient centred care and with a focus on value for money.
* Promotes and encourages 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:** Leads on the design and delivery of a high quality, person centred service working with and through others in achieving goals.
* Provides clear direction on a regular basis and adopts an approachable management style, promotes collaborate working relationships.
* Deals positively and constructively with obstacles / conflict.
* Fosters a learning culture amongst staff and colleagues to drive continuous improvement in services to patients.

**Commitment to providing a Quality Service***For example:** Is sufficiently aware of policy, legislative and professional requirements to ensure appropriate standards in their area(s) of responsibility.
* Embraces and promotes change - plans 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:** Relies on professional expertise and management experience to understand and evaluate problems.
* Makes decisions in a transparent manner by involving and empowering others where appropriate.
* Evaluates information, identifies and effectively manages risk, and makes effective decisions especially with regard to service delivery.
* 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 network effectively, collaborating and fostering positive working relationships to ensure person-centred service delivery.
* 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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