***Occupational Therapist, Senior***

***A note – Revised Care Groups***

*The Senior OT Care Groups were recently revised to ensure alignment with evolving changes to service delivery models. These care groups were agreed by a representative group of Occupational Therapy Managers in conjunction with CHO, Acute and National HR personnel. Senior Occupational Therapist recruitment should now be structured around these revised care groups.*

*Why are these care groups relevant?*

*The revised care groups were designed to support the development of recruitment panels that will be in alignment with upcoming organisational changes to service provision, especially in relation to Slaintecare and the establishment of the Regional Health Authorities (RHAs).*

*What do I need to do as a Recruiter?*

*The first step is to agree the campaign design with the Discipline Manager - deciding if the recruitment campaign will be for all care groups, or some of the care groups[[1]](#footnote-1) (see Care Groups below). The care group(s) to be recruited for will depend on current and future vacancies and any existing panels in place. Once it is agreed what care group(s) are being recruited, the Recruiter can then design the recruitment campaign and associated documentation to reflect them i.e. reflecting the care group(s) in the Job Specification, application form, short listing and interview content; interview board composition / care group expertise, and formation of care group panels.*

*The care group areas are presented below along with a description of the services within that care group area.*

**Occupational Therapist, Senior Care Groups (Agreed April 2022)**

* **Care Group 1 (Acute) = General Medicine (including Respiratory / Cardiac); General Surgery; Frail Elderly / Early Supported Discharge; Emergency Medicine (ED) / Acute Assessments Units**
* **Care Group 2 (Acute) = Neurology; Stroke / Early supported discharge; Neuro Surgery; Critical Care Unit**
* **Care Group 3 (Mental Health) = Child & Adolescent Mental Health Services (0-18 years)**
* **Care Group 4 (Mental Health) = Adult & Older Persons Services**
* **Care Group 5 (Primary & Social Care) = Paediatrics (Primary & Social Care)**
* **Care Group 6 (Primary & Social Care) = Adult and Older Persons (Primary Care)**
* **Care Group 7 (Primary Care) = Adult and Older Persons including Residential Care (Social Care)**

**If a particularly specialised post arises the care groups above may be modified, recording the rationale for this modification for audit purposes.**

|  |
| --- |
| **Job Specification; Sample Content****Occupational Therapist, Senior (3301)** |
| **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.** |
| **Reporting Relationship** | ***For Example:*** Your professional reporting relationship for clinical governance and clinical supervision will be to the Occupational Therapist Manager through the professional line management structure. |
| **Purpose of the Post**  | ***For Example:*** To work in conjunction with other team members in co-ordinating and developing the service to meet the needs of the service user group and the objectives of the organisation. The Senior Occupational Therapist will be responsible for the provision of a high quality Occupational Therapy service and will carry out clinical and educational duties as required. |
| **Principal Duties and Responsibilities** | ***For Example:*** *The Senior Occupational Therapist will:***Professional / Clinical*** Be responsible for the maintenance of standards of practice of self and staff appointed to clinical / designated area(s).
* Be responsible for managing own caseload and for assessment, planning, implementation and evaluation of treatment programmes for service users according to service standards.
* Participate in the integrated discharge planning process in line with the HSE Code of Practice.
* Be responsible for the day-to-day running of a designated service area(s) by supervising staff, prioritising and allocating work and promoting positive staff morale and team working in conjunction with the Occupational Therapist Manager.
* In conjunction with the Occupational Therapist Manager lead service planning by anticipating the changing needs of the service and service users.
* Participate in teams and foster and maintain professional working relationships with other team members.
* Ensure the quality of documentation of all assessments, treatment plans, progress notes, reports and discharge summaries are in accordance with local service, professional and legislative standards.
* Communicate verbally and / or in writing results of assessments, treatment / intervention programmes and recommendations to the team and relevant others in accordance with service policy.
* Attend clinics, review meetings, team meetings, case conferences, ward rounds etc. as designated by the Occupational Therapist Manager.
* Ensure that staff in the designated service area(s) arrange and carry out duties in a timely manner, within settings appropriate to service user needs, and in line with local policy/guidelines.
* Be responsible for adhering to existing standards and protocols and for leading out on the development and maintenance of standards / strategies for quality improvement and outcome measurement.
* Seek advice and assistance with any assigned duties in line with principles of evidence based practice and clinical governance.
* Ensure that professional standards are maintained in relation to confidentiality / data protection, ethics and legislation.
* Operate within the scope of Occupational Therapy practice as per CORU requirements and in accordance with local guidelines.

**Education and Training*** Participate in mandatory training programmes.
* Participate in continuing professional development including in-service training, attending and presenting at conferences / courses relevant to practice, contributing to research etc. as agreed by the Occupational Therapist Manager.
* Engage in professional clinical Occupational Therapist supervision with the Occupational Therapist Manager.
* Engage in peer support with Senior Occupational Therapist colleagues.
* Engage in the HSE performance achievement process in conjunction with your Line Manager and staff as appropriate.
* Manage, participate and play a key role in the practice education of student therapists. Take part in teaching / training / supervision of other Occupational Therapy and non-Occupational Therapy staff / students and attend practice educator courses as appropriate.
* Ensure newly qualified therapists have adequate induction and clinical supervision and assist in implementing annual staff development and performance review.

**Health and Safety*** Promote a safe working environment in accordance with Health and Safety legislation.
* Be aware of and implement agreed policies, procedures and safe professional practice by adhering to relevant legislation, regulations and standards.
* Actively participate in risk management issues, adequately identify, assess, manage and monitor risks within their area of responsibility.
* Document appropriately and report any adverse incidents, near misses, hazards and accidents in accordance with organisational guidelines.
* 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*** Be responsible for the co-ordination and delivery of service in designated area(s).
* Review and allocate resources within the designated area, in collaboration with the Occupational Therapist Manager and relevant others.
* Promote good working practice and uniformity of standards of best practice.
* Promote quality by reviewing and evaluating the Occupational Therapy service regularly, identifying changing needs and opportunities to improve services, in collaboration with the Occupational Therapist Manager and relevant others.
* Develop and implement service / business plans, quality initiatives, audits etc. and report on outcomes in collaboration with the Occupational Therapist Manager.
* Collect and evaluate data about the service user group and demonstrate the achievement of the objectives of the service.
* Oversee the upkeep of accurate records in line with best clinical governance, organisational requirements and the Freedom of Information Act, GDPR, and render reports and other information / statistics as required.
* Represent the department / team at meetings and conferences as appropriate.
* Liaise with the Occupational Therapist Manager regarding the needs, interests and views of Occupational Therapy staff.
* Promote good team working, and a culture that values diversity.
* Participate in the management of Occupational Therapy stock and equipment in conjunction with the Occupational Therapist Manager.
* Engage in IT developments as they apply to service user and service administration
* Keep up to date with developments within the organisation and the Irish 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 them from time to time and to contribute to the development of the post while in office**  |
| **Sample****Post Specific Requirements** | ***For Example:*** **Post Specific Requirements****This section may be used to specify that candidates must demonstrate particular experience deemed necessary for safe and effective performance in a particular care group role(s).****Post Specific Requirements are not additional qualifications. It is not possible to include other qualifications in this section, without engaging in having those qualifications recognised as an essential part of the role.** **Depending on the agreed care group(s) being recruited for, specify here the depth and breadth of experience required for each care group area i.e. use text below dependent on the care group(s) being recruited.** * **Care Group 1 (Acute) = General Medicine (including Respiratory / Cardiac); General Surgery; Frail Elderly / Early Supported Discharge; Emergency Medicine (ED) / Acute Assessments Units**
* **Care Group 2 (Acute) = Neurology; Stroke / Early supported discharge; Neuro Surgery; Critical Care Unit**
* **Care Group 3 (Mental Health) = Child & Adolescent Mental Health Services (0-18 years)**
* **Care Group 4 (Mental Health) = Adult & Older Persons Services**
* **Care Group 5 (Primary & Social Care) = Paediatrics (Primary & Social Care)**
* **Care Group 6 (Primary & Social Care) = Adult and Older Persons (Primary Care)**
* **Care Group 7 (Primary Care) = Adult and Older Persons including Residential Care (Social Care)**

**If a particularly specialised post arises the care groups above may be modified, recording the rationale for this modification for audit purposes.** |
| **Skills, competencies and/or knowledge** | ***For Example:*** *The candidate must demonstrate***Professional Knowledge and Experience** *For example:** Demonstrate 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 for service users.
* Demonstrate the knowledge, abilities and technical skills required to provide safe, efficient and effective service in the area of practice.
* Demonstrate a willingness to engage and develop IT skills relevant to the role.

**Planning and Managing Resources**  *For example:** Demonstrates the ability to plan activities and co-ordinate resources to ensure value for money and maximum benefit for the organisation.
* Demonstrates ability to prioritise the most important tasks on an ongoing basis.
* Demonstrates flexibility and adaptability in response to workforce demands.
* Demonstrate ability to take initiative and to be appropriately self-directed.

**Managing and Developing (Self and Others)***For example:** Demonstrates ability to lead by example and adapts leadership style to suit the demands of the situation and the people involved.
* Demonstrate an ability to manage and develop self and others in a busy working environment.
* Demonstrate the ability to work independently as well as part of a team, collaborates well with others.
* Demonstrates the ability to react constructively to setbacks and to both give direction / feedback, and take direction / feedback, from others.
* Demonstrates a commitment to continuous professional development and knowledge sharing.

**Commitment to providing a Quality Service***For example:** Demonstrate a commitment to and the ability to lead on the delivery of a high quality, person centred service.
* Demonstrates innovation in the provision of person-centred care and in overcoming resource limitations.
* Ensures that all service users are treated with dignity and respect and ensures that the welfare of the service user is a key consideration at all times.
* Works at an operational level to build alliances and learn how to best position service delivery to meet the needs of its service users.
* Is open to change and supports the implementation of change.

**Evaluating Information and Judging Situations** *For example:** Demonstrate the ability to evaluate information and make effective decisions in relation to service user care.
* Explains the rationale behind decisions confidently when faced with opposing or competing demands. Is objective but also aware of sensitivities in their approach.
* Regularly quantifies and evaluates activities against service plans and takes timely action to correct potential difficulties. Recognises how service constraints impact on service delivery.

**Communications and Interpersonal Skills***For example:** Displays effective communication skills (verbal and written).
* 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 negotiation skills; remains firm but flexible when putting forward a point of view.
 |

1. *Depending on service need, there may be a requirement to recruit for one or more of the care group areas.*  [↑](#footnote-ref-1)