***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.**



**Occupational Therapist, Senior  
Job Specification & Terms and Conditions**

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| **Job Title and Grade** | **Occupational Therapist, Senior**  *(Grade Code: 3301)* |
| **Remuneration** | The salary scale for the post is:  Insert the relevant salary scale for this position.  For example:  XX,XXX - XX,XXX - XX,XXX - XX,XXX - XX,XXX - - **XX,XXX LSI** (DD/MM/YY)  Salary Scales are updated periodically and the most up to date versions can be found here: <https://healthservice.hse.ie/staff/benefits-services/pay/pay-scales.html> |
| **Campaign Reference** | To be completed by Recruiter. |
| **Closing Date** | To be completed by Recruiter. |
| **Proposed Interview Date (s)** | To be completed by Recruiter. |
| **Taking up Appointment** | A start date will be indicated at job offer stage. |
| **Location of Post** | Insert location  There is currently xx permanent / specified purpose / part time / whole-time vacancy available in xxxxxxxxxx  A panel may be formed as a result of this campaign for xxxxxxxxxxx from which current and future, permanent and specified purpose vacancies of full or part-time duration may be filled. |
| **Informal Enquiries** | Please provide name & contact details for person who will deal with informal enquiries. |
| **Details of Service** | Provide details to the following types of questions:   * What service does the unit provide? * What client group is served by the unit? * What are the possible future developments for the service? * What is the team structure? * What area is covered by this service?   There is no limit to the text that can be inserted here. Please use this section to highlight the service and generate interest in the service and job being recruited for |
| **Reporting Relationship** | Your professional reporting relationship for clinical governance and clinical supervision will be to the Occupational Therapist Manager through the professional line management structure. |
| **Key Working Relationships** | Provide a brief overview of the types of people that the job holder will typically engage with in the fulfilment of the duties and responsibilities of their role. This overview should provide the applicant with a sense for the key working relationships associated with the role. |
| **Purpose of the Post** | 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** | *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 & 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. * Support, promote and actively participate in sustainable energy, water and waste initiatives to create a more sustainable, low carbon and efficient health service.   **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.** |
| **Eligibility Criteria**  **Qualifications and/ or experience** | **Candidates must have at the latest date of application:**  **Please insert Eligibility Criteria for the post - see HSE website at:** [**http://hse.ie/eng/staff/Jobs/Eligibility\_Criteria/**](http://hse.ie/eng/staff/Jobs/Eligibility_Criteria/)  **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.  **Character**  Each candidate for and any person holding the office must be of good character. |
| **Post specific Requirements** | **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.** |
| **Other requirements specific to the post** | **Please outline if there are specific practical requirements that are specific to the post**  **e.g.**   * **have access to appropriate transport to fulfil the requirements of the role** * **participate in an on-call rota** |
| **Skills, competencies and/or knowledge** | **Professional Knowledge & 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 & 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. |
| **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. |
| **Diversity, Equality and Inclusion** | The HSE is an equal opportunities employer.  Employees of the HSE bring a range of skills, talents, diverse thinking and experience to the organisation. The HSE believes passionately that employing a diverse workforce is central to its success – we aim to develop the workforce of the HSE so that it reflects the diversity of HSE service users and to strengthen it through accommodating and valuing different perspectives. Ultimately this will result in improved service user and employee experience.  The HSE is committed to creating a positive working environment whereby all employees inclusive of age, civil status, disability, ethnicity and race, family status, gender, membership of the Traveller community, religion and sexual orientation are respected, valued and can reach their full potential. The HSE aims to achieve this through development of an organisational culture where injustice, bias and discrimination are not tolerated.  The HSE welcomes people with diverse backgrounds and offers a range of supports and resources to staff, such as those who require a reasonable accommodation at work because of a disability or long term health condition.  For further information on the HSE commitment to Diversity, Equality and Inclusion, please visit the Diversity, Equality and Inclusion web page at <https://www.hse.ie/eng/staff/resources/diversity/> |
| **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 CPSA is responsible for establishing the principles that should be followed when making an appointment. These are set out in the CPSA Code of Practice. The Code outlines the standards that should be adhered to at each stage of the selection process and sets out the review and appeal mechanisms open to candidates should they be unhappy with a selection process.  The CPSA Code of Practice can be accessed via <https://www.cpsa.ie/>. |
| The reform programme outlined for the Health Services may impact on this role and as structures change the Job Specification may be reviewed.  This Job Specification 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. | |

**Occupational Therapist, Senior**

**Terms and Conditions of Employment**

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| **Tenure** | The current vacancy available is **permanent/temporary** and **whole time/part-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: **PLEASE INSERT (Pro Rata - part-time)**  **PLEASE INSERT the most recent salary scales for the role and grade code.**  New appointees to any grade start at the minimum point of the scale. Incremental credit will be applied for recognised relevant service in Ireland and abroad (Department of Health Circular 2/2011). Incremental credit is normally granted on appointment, in respect of previous experience in the Civil Service, Local Authorities, Health Service and other Public Service Bodies and Statutory Agencies. |
| **Working Week** | The standard working week applying to the post is to be confirmed at Job Offer stage.  **Please include the following paragraph for posts that traditionally worked 9-5, Monday to Friday. Do not include for nursing and other posts that are required to work shifts over a 7-day week.**  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 contracting 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 |
| **Age** | The Public Service Superannuation (Age of Retirement) Act, 2018\* set 70 years as the compulsory retirement age for public servants.  ***\* Public Servants not affected by this legislation:***  Public servants joining the public service, or re-joining the public service with a 26 week break in service, between 1 April 2004 and 31 December 2012 (new entrants) have no compulsory retirement age.  Public servants, joining the public service or re-joining the public service after a 26 week break, after 1 January 2013 are members of the Single Pension Scheme and have a compulsory retirement age of 70. |
| **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 Children Guidance and Legislation** | The welfare and protection of children is the responsibility of all HSE staff. You must be aware of and understand your specific responsibilities under the Children First Act 2015, the Protections for Persons Reporting Child Abuse Act 1998 in accordance with Section 2, Children First National Guidance and other relevant child safeguarding legislation and policies.  Some staff have additional responsibilities such as Line Managers, Designated Officers and Mandated Persons. You should check if you are a Designated Officer and / or a Mandated Person and be familiar with the related roles and legal responsibilities.  For further information, guidance and resources please visit: [HSE Children First Webpage](https://www.hse.ie/eng/services/list/2/primarycare/childrenfirst/resources/). |
| **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[[2]](#footnote-2), 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[[3]](#footnote-3). * 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. |

**\*\*\*\*\*\*\*Helpful Reminders\*\*\*\*\*\*\***

**1) Please remember to delete any prompts and / or tables (in dark blue) in the sections above**

**2) Ensure all fonts are now in black**

1. *Depending on service need, there may be a requirement to recruit for one or more of the care group areas.*  [↑](#footnote-ref-1)
2. A template SSSS and guidelines are available on the National Health and Safety Function, here: <https://www.hse.ie/eng/staff/safetywellbeing/about%20us/>

   2 See link on health and safety web-pages to latest Incident Management Policy [↑](#footnote-ref-2)
3. [↑](#footnote-ref-3)