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| **Job Specification; Sample Content****Occupational Therapy Assistant (6505)** |
| **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:*** The Occupational Therapy Assistant will report to the Occupational Therapist Manager through the line management structure / work under the supervision and direction of a nominated Supervisor as appropriate to the site. |
| **Purpose of the Post**  | ***For Example:*** The role includes clinical and administrative duties that support Occupational Therapists in providing a high-quality service to users. |
| **Principal Duties and Responsibilities** | ***For Example:*** *The Occupational Therapy Assistant will:***Clinical / Administrative*** Manage own caseload in accordance with the needs of the post.
* Collaborate with service users, family, carers and other staff in treatment / intervention planning and in the provision of support and advice.
* Follow treatment plans as determined and delegated by an Occupational Therapist including assisting in the provision of education and advice to service users on the use of enabling equipment.
* Carry out duties related to the planning, organisation and maintenance of Occupational Therapy programmes as directed by the Occupational Therapist.
* Carry out generic programmes and groups for service users to the specifications agreed with the Occupational Therapist Supervisor and treating Occupational Therapists.
* Liaise with other staff and agencies in the provision of therapeutic programmes as directed by Occupational Therapist Supervisor.
* Prepare resources for assessment / intervention for clinic appointments, home visits and group interventions.
* Prepare the environment for group or 1:1 interventions according to service user needs and therapeutic goals, as directed by the Occupational Therapist.
* Work directly with service users under the direction of an Occupational Therapist, providing intervention in both individual and group settings for example:
	+ Assist service users with training and rehabilitation in e.g.:
		- Personal activities of daily living (PADL’s).
		- Domestic activities of daily living (DADL’s).
		- Work/vocational skills.
		- Leisure activities.
		- Community living skills.
	+ Assist service users with quality of life interventions e.g.:
		- Providing opportunities for service users to engage in purposeful activities.
		- Providing opportunities for service users to maintain appropriate occupational roles and habits.
		- Providing opportunities for service users to maintain / develop a sense of personal empowerment and esteem.
		- Providing opportunities for service users to maintain / develop occupational performance ability, including, cognitive skills, social interaction and physical ability.
* Record intervention outcomes as appropriate and report outcomes to the Occupational Therapist.
* Maintain accurate records of service user assessments and interventions. Maintain clinical notes relating to clinical work in service user files in accordance with local service protocols.
* Maintain professional standards in relation to consent, confidentiality, ethics and legislation.
* Carry out joint home assessments / follow up home visits with the supervising Occupational Therapist.

**Administrative*** Carry out the administrative and clerical duties required to support the Occupational Therapy staff and the Occupational Therapy department e.g. the scheduling of appointments.
* Assist in the organisation, maintenance and / or ordering of equipment and materials used in assessment and treatment, in conjunction with the Occupational Therapists.
* Comply with department procedures with regard to recommendation and provision of all assistive equipment / custom made devices.
* Keep up-to-date statistics and other administrative records as required within the Occupational Therapy department.
* Maintain / clean equipment and treatment areas as requested.
* Contribute to the planning and development of the Occupational Therapy Service and participate in service improvements, in conjunction with the Occupational Therapists

**Education and Training*** Attend induction and mandatory in-service education relevant to the role.
* Participate in the induction of new staff as directed.
* Engage in the HSE performance achievement process in conjunction with your Line Manager and staff as appropriate.
* Participate in team based development, education, training and learning.

**Health & Safety*** Observe all rules relating to Health and Safety and Conduct at Work and use any equipment provided in a safe and responsible manner.
* Report any incident or potential incident which may compromise the health and safety of others and take appropriate action. Report any accidents, near misses to the person in charge and ensure completion of incident / near miss forms.
* Adequately identify, assess, manage and monitor risk within their area of responsibility.
* Do not undertake any duty related to patient / service user care for which they are not trained.
* 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.

**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***For example:** Demonstrates a good understanding of the role of an Occupational Therapy Assistant.
* Demonstrates an ability to understand and comply with health and safety requirements in work situations.
* Demonstrates commitment to continuing professional development.
* Demonstrates a willingness to engage with and develop Information Technology skills relevant to the role.

**Planning and Organising Skills***For example:** The ability to plan and organise effectively.
* Demonstrates good time management skills in carrying out both administrative and clinical duties, including the ability to prioritise effectively and manage competing demands.
* Demonstrates the ability to take initiative and to be appropriately self-directed.

**Team Working / Building Effective Working Relationships***For example:** Demonstrates effective team skills, shows respect for other team members.
* Participates in and contributes to the team, strives to foster good working relationships within the team.
* Works collaboratively with others, can be flexible within one’s own role and responsibility.
* Demonstrates the ability to react constructively to setbacks, is able to maintain professionalism and manage situations where conflict arises.

**Commitment to providing a Quality Service***For example:** Demonstrates a commitment to the delivery of a high quality, person centred service.
* Treats all service users with dignity and respect and ensures that the welfare of the service user is a key consideration at all times.
* Demonstrates the ability to respect and maintain confidentially.
* Demonstrates an interest in contributing to alternative methods/new ways of working to improve service user care.
* Demonstrates flexibility and an openness to change, has a positive attitude towards change.

**Evaluating Information and Judging Situations** *For example:** Reads situations quickly and responds appropriately; can find common ground and get co-operation with minimum upset.
* Recognises and interprets an unsafe situation and takes appropriate action.
* Demonstrates the ability to make effective decisions with regard to service user care.
* Knows when to ask for help / when to ask another team member to intervene.

**Communications & Interpersonal Skills***For example:** Displays effective communication skills (verbal & written).
* Tailors the communication method and the message to match the needs of the audience.
* Acts with professionalism and demonstrates empathy with others in undignified / stressful situations, retains composure.
* Demonstrates understanding and appropriate responses to service users with varying degrees of need.
* Demonstrates the ability to communicate effectively with a wide range of people, particularly in listening, giving explanations / directions and in reporting back on observations.
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