

**Occupational Therapy Assistant  
Job Specification & Terms and Conditions**

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| **Job Title and Grade** | **Occupational Therapy Assistant**  *(Grade Code: 6505)* |
| **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** | 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** | The role includes clinical and administrative duties that support Occupational Therapists in providing a high-quality service to users. |
| **Principal Duties and Responsibilities** | *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. * Participate in appraisal and the development of a personal development plan in conjunction with the line manager. * 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. * Do not undertake any duty related to patient / service user care for which he/she is 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 him/her 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** | **This section may be used to specify that candidates must demonstrate particular experience deemed necessary for safe and effective performance in the role**  **e.g.**   * **depth and breadth of experience in providing a service to marginalised communities** * **depth and breadth of experience of working in a High Dependency Unit in an Acute setting** * **depth and breadth of experience of delivering concurrent, multiple projects.**   **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. Essential requirements form part of the Eligibility Criteria. Eligibility Criteria must be agreed with National HR and are applied to all roles at this grade, not a job in a particular site or service.** |
| **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**  *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.   **Teamworking / 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. |
| **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. |
| **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 Code of Practice sets out how the core principles of probity, merit, equity and fairness might be applied on a principle basis. The Code also specifies the responsibilities placed on candidates, facilities for feedback to applicants on matters relating to their application when requested, and outlines procedures in relation to requests for a review of the recruitment and selection process and review in relation to allegations of a breach of the Code of Practice. Additional information on the HSE’s review process is available in the document posted with each vacancy entitled “Code of Practice, Information for Candidates”.  Codes of practice are published by the CPSA and are available on <https://www.hse.ie/eng/staff/jobs> in the document posted with each vacancy entitled “Code of Practice, Information for Candidates” or on <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 Therapy Assistant**

**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 Persons Reporting Child Abuse Act 1998** | As this post is one of those designated under the Protection of Persons Reporting Child Abuse Act 1998, appointment to this post appoints one as a designated officer in accordance with Section 2 of the Act.  You will remain a designated officer for the duration of your appointment to your current post or for the duration of your appointment to such other post as is included in the categories specified in the Ministerial Direction. You will receive full information on your responsibilities under the Act on appointment. |
| **Mandated Person Children First Act 2015** | As a mandated person under the Children First Act 2015 you will have a legal obligation:   * To report child protection concerns at or above a defined threshold to TUSLA. * To assist Tusla, if requested, in assessing a concern which has been the subject of a mandated report.   You will remain a mandated person for the duration of your appointment to your current post or for the duration of your appointment to such other post as is included in the categories specified in the Ministerial Direction. You will receive full information on your responsibilities under the Act on appointment. |
| **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[[1]](#footnote-1), 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[[2]](#footnote-2). * 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. 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-1)
2. [↑](#footnote-ref-2)