***Physiotherapist, Senior***

***A note – Revised Guidance re Care Groups***

*The guidance re Senior Physiotherapist Care Groups was recently revised to support the alignment of recruitment with evolving changes to service delivery models. The revised care groups were agreed by a representative group of Physiotherapy Managers in conjunction with CHO, Acute and National HR personnel. Senior Physiotherapist recruitment should now be guided by 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 proposed care group areas are presented below along with a description of the services within each care group area. They serve as guidelines for local recruiters - variances may exist at local level dependent on the unique services within that geographical area.*

**Physiotherapist Senior Care Groups (Guidelines Agreed June 2022)**

**Community:**

* **Care Group Area 1: Primary Care (may include 2 or a combo of up to 3 of the following: neuro/ gerontology/ MSK /Ortho/ Rheum/ resp / paeds).**
* **Care Group Area 2: MSK/Ortho/ Rheum**
* **Care Group Area 3: Respiratory (RIC/Pulmonary rehab)**
* **Care Group Area 4: Paeds (primary care and/ or disability)**
* **Care Group Area 5: Neurology/gerontology/ rehab**

It is recognised that a small number of bespoke campaigns may be required for specialised settings:

* **Bespoke: Pelvic health & continence**
* **Bespoke: Oncology and lymphoedema**
* **Bespoke: Cardiology**

**Acute:**

* **Care Group Area 6: MSK/Ortho/Rheum**
* **Care Group Area 7: Orthopaedic Wards**
* **Care Group Area 8: Acute Wards (med/surg/neuro/geron)**
* **Care Group Area 9: Respiratory (critical care/ICU)**
* **Care Group Area 10: Neurology/gerontology/ rehab**
* **Care Group Area 11: Cancer Services and/or lymphoedema (if relevant per volume of appointments)**

It is recognised that a small number of bespoke campaigns may be required for specialised settings:

* **Bespoke: Pelvic health & continence**
* **Bespoke: Any other very specialist posts e.g. plastics**
* **Bespoke: Cardiology**

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



**Physiotherapist, Senior  
Job Specification & Terms and Conditions**

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| --- | --- |
| **Job Title and Grade** | **Physiotherapist, Senior**  *(Grade Code: 3158)* |
| **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 Physiotherapy 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 be responsible for the provision of a high quality Physiotherapy service in accordance with standards of professional practice * To work in conjunction with other team members in co-ordinating and developing the service to meet the needs of the population it serves in line with the objectives of the organisation * To work with the Physiotherapy Manager in ensuring the co-ordination, development and delivery of a quality, client centred physiotherapy service across and between networks in the geographical area * To carry out clinical and educational duties as required |
| **Principal Duties and Responsibilities**  **Step difference** | *The Physiotherapist, Senior will:*  **Professional / Clinical**   * Communicate and work in co-operation with the Physiotherapy Manager and other team members in providing an integrated quality service, taking the lead role as required. * Be responsible for the co-ordination and delivery of a quality service in line with best practice and professional standards. * Be a lead clinician in assigned, allocated clinical areas of responsibility and carry a clinical caseload appropriate to the post. * Lead a team of Staff Grade Physiotherapists, as appropriate to the role. * Be responsible for client assessment, development and implementation of individualised treatment plans that are client centred and in line with best practice. * Be responsible for goal setting in partnership with client, family and other team members as appropriate. * Communicate effectively with and provide instruction, guidance and support to, staff clients, family, carers etc. * Work as a key worker for particular cases, if required. * Be responsible for standards of professional and clinical practice of self and staff appointed to clinical / designated area(s) in line with the Scope of Practice of CORU and Health Service Executive (HSE) guidelines, policies, protocols and legislation. * Be a clinical resource for other Physiotherapists. * Plan and manage resources efficiently in assigned areas of responsibility. * Document client records in accordance with professional standards and departmental policies. * Provide a service in varied locations in line with local policy and within appropriate time allocation (e.g. clinic, home visits). * Apply health promotion as an ethos across the clinical area to promote health and wellbeing. * Participate and be a lead clinician as appropriate in review meetings, case conferences etc. * Seek advice of relevant personnel when appropriate / as required.   **Education & Training**   * Participate in mandatory training programmes. * Take responsibility for, and keep up to date with Physiotherapy practice by participating in continuing professional development such as reflective practice, in service, self-directed learning, research, clinical audit etc. * Be responsible for the induction and clinical supervision of staff in the designated area(s). * Co-ordinate and deliver clinical placements in partnership with universities and clinical educators. * Manage, participate and play a key role in the practice education of student therapists. Take part in teaching / training / supervision / evaluation of staff / students and attend practice educator courses as relevant to role and needs. * Engage in the HSE performance achievement process in conjunction with your Line Manager and staff as appropriate.   **Quality, Health & Safety and Risk**   * Develop and monitor implementation of agreed policies, procedures and safe professional practice by adhering to relevant legislation, regulations and standards. * Ensure the safety of self and others, and the maintenance of safe environments and equipment used in Physiotherapy in accordance with legislation. * Adequately identifies, assesses, manages and monitors risk within their area of responsibility. * Take the appropriate timely action to manage any incidents or near misses within their assigned area(s). * Report any deficiency/danger in any aspect of the service to the team or Physiotherapy Manager as appropriate. * Develop and promote quality standards of work and co-operate with quality assurance programmes. * 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**   * Contribute to the service planning process. * Assist the Physiotherapy Manager and relevant others in service development encompassing policy development and implementation. * Review and evaluate the Physiotherapy service regularly, identifying changing needs and opportunities to improve services. * Collect and evaluate data about the service area as identified in service plans and demonstrate the achievement of the objectives of the service. Collate and maintain accurate statistics and render reports as required. * Oversee the upkeep of accurate records in line with best practice. * Represent the department / team at meetings and conferences as appropriate. * Inform the Physiotherapy Manager of staff issues (needs, interests, views) as appropriate. * Promote a culture that values diversity and respect in the workplace. * Participate in the control and ordering of Physiotherapy stock and equipment in conjunction with the Physiotherapy Manager. * Be accountable for the budget, where relevant. * Keep up to date with organisational developments within the Irish Health Service. * Engage in IT developments as they apply to clients and service administration.   **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.**  **Physiotherapist, Senior Guideline Care Groups (Agreed June 2022)**  **Community:**   * **Care Group Area 1: Primary Care (may include 2 or a combo of up to 3 of the following: neuro/ gerontology/ MSK /Ortho/ Rheum/ resp/ paeds).** * **Care Group Area 2: MSK/Ortho/ Rheum** * **Care Group Area 3: Respiratory (RIC/Pulmonary rehab)** * **Care Group Area 4: Paeds (primary care and/ or disability)** * **Care Group Area 5: Neurology/gerontology/ rehab**   Bespoke Campaigns: Post specific requirements for bespoke campaigns as relevant to the service area being recruited for:   * **Bespoke: Pelvic health & continence** * **Bespoke: Oncology and lymphoedema** * **Bespoke: Cardiology**   **Acute:**   * **Care Group Area 6: MSK/Ortho/Rheum** * **Care Group Area 7: Orthopaedic Wards** * **Care Group Area 8: Acute Wards (med/surg/neuro/geron)** * **Care Group Area 9: Respiratory (critical care/ICU)** * **Care Group Area 10: Neurology/gerontology/ rehab** * **Care Group Area 11: Cancer Services and/or lymphoedema (if relevant per volume of appointments)**   Bespoke Campaigns: Post specific requirements for bespoke campaigns as relevant to the service area being recruited for:   * **Bespoke: Pelvic health & continence** * **Bespoke: Any other very specialist posts e.g. plastics** * **Bespoke: Cardiology**   **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 Physiotherapy 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. * Demonstrates 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. * Demonstrate 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:*   * Display 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. | |

**Physiotherapist, 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)