

Circular 31/2004

25 June 2004

Regional Chief Executive  
Eastern Regional Health Authority

Chief Executive Officer  
Each Health Board

Chief Executive Officer

- St. James Hospital
- Tallaght Hospital
- Beaumont Hospital
- St Vincent's Hospital
- Mater Hospital
- National Rehabilitation Hospital



DEPARTMENT  
OF HEALTH AND  
CHILDREN  
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SLÁINTE AGUS LEANAÍ

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**Re: In – Charge III Posts – Therapy Professions**

The sanction of the Department of Health and Children can be assumed for the arrangements set out in the HSEA circular attached.

Health boards should note that any costs arising from the implementation of these arrangements are to be met from each agency's existing financial allocation.

Any queries in relation to the implementation of the HSEA circular should be addressed to Mr John Delemere, HSEA, telephone (01) 6626966.

Yours sincerely

*Paul Flanagan*

Paul Flanagan  
Personnel Management and Development Unit.

To: Director of Human Resources

- Each Health Board
- St. James's Hospital
- Tallaght Hospital
- Beaumont Hospital
- St. Vincent's Hospital
- Mater Hospital
- National Rehabilitation Hospital

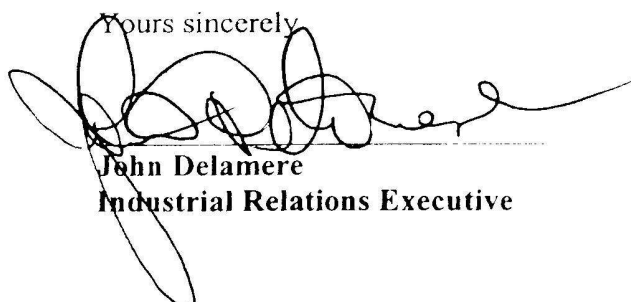
10<sup>th</sup> June 2004

**Re: In – Charge III Posts – Therapy Professions**

I refer to Adjudication Report conducted by James Doran/Sean McHugh in accordance with Recommendation 45 of Expert Group Report on Therapy Professions. The Adjudication recommended the introduction of the "In Charge III" posts in Occupational Therapy, Speech and Language Therapy and Dietician grades. The proposed allocation of those posts are now attached together with job description, salary and methodology of filling. Employers are requested to take the necessary measures to implement these proposals as soon as possible.

A separate letter of sanction from the Department of Health & Children will issue to employers in the near future.

Yours sincerely



**John Delamere**  
**Industrial Relations Executive**

- Level of service
- Personnel issues such as sick leave, recruitment, staff retention, staff performance and student placements.
- Medical legal issues in the practice of O.T, Speech and Language and Dietetics as appropriate.
- Health, Safety and Risk Management pertaining to patient care.
- Management issues relating to organisational, departmental and work pattern changes.
- Service Planning.
- Application of specialised knowledge and skills in developing and maintaining the relevant service.
- Liaising with nursing and medical staff, colleagues, medical schools and external agencies regarding issues such as continuing professional development, accreditation, discharge planning and other policies.
- In respect of posts at Health Board level, the duties outlined will carry in certain instances a regional remit.

The foregoing is not to be viewed as being exhaustive and may be subject to some degree of variation depending on local circumstances.

### **Qualifications**

Job Holders must be educated to Bachelor level or equivalent professional qualifications.

- a) The BSC (Hons) degree as appropriate (or equivalent).

Job Holders must possess a minimum of 5 years post qualification experience.

### **Job Title**

Recommendation 5 in paragraph 8.5 of the Adjudication Report states that "In Charge III" is no longer an appropriate title for staff holding senior managerial positions in the Health Services. This matter shall be the subject of further discussions between the parties.

Employers are requested to implement the arrangements set out in this circular as soon as possible.

Yours sincerely

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**John Delamere**  
**Industrial Relations Executive**

To: **Directors of Human Resources**

- **Each Health Board**
- **DATH's**
- **Each Voluntary Hospital**

5<sup>th</sup> May 2004

**Re: Therapy Grades (In Charge III Posts)**

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I refer to Adjudication Report undertaken by James Doran/Sean McHugh in accordance with the provisions of Recommendation No. 45 of the Expert Group Report on Therapy professions.

Paragraph 8.2 of the report dealt with the issue of " In Charge III " posts in professions other than Physiotherapy. The report recommends the establishment of a number of posts at a level equivalent to that of " In charge III " in the Occupational Therapy, Speech and Language and Dietetic professions. The report states that the number of such posts should not exceed the following numbers;

<b>Occupational Therapy</b>	<b>15</b>
<b>Speech and Language Therapy</b>	<b>12</b>
<b>Dietetics</b>	<b>7</b>

Agreement has now been reached between the parties with regard to the distribution of these posts. It is proposed to allot the quota of posts recommended in the following way.

	<b>Occupational Therapy</b>	<b>Speech &amp; Language</b>	<b>Dietetics</b>
1	NAHB	NAHB	St. James
2	ECAHB	ECAHB	Beaumont Hospital
3	SWAHB	SWAHB	Tallaght Hospital
4	NWHB	NWHB	St. Vincent's
5	WHB	WHB	MHB
6	MWHB	MWHB	NEHB
7	SHB	SHB	WHB
8	SEHB	SEHB	
9	MHB	MHB	
10	NEHB	NEHB	
11	St. James	Tallaght	
12	National Rehab. Hospital	St James	
13	Tallaght		
14	St. Vincent's		
15	Mater		

The report of the adjudication process states that the creation of such posts must be from within existing numbers.

No consequential upgradings will be considered arising from the implementation of these proposals.

In addition, staff who access posts at "In Charge III" will continue to carry out their normal range of responsibilities in addition to the additional duties recommended by the adjudication report and as outlined in the attached duties and responsibilities.

### **Method of filling of Posts**

The initial filing of posts will be by the following method:

1. In the case of a stand-alone location such as a tertiary referral hospital, the existing Therapy Manager should be upgraded by designation on the basis of fully accepting the additional responsibilities attaching to the post and providing that such individuals have the appropriate qualifications. These posts will have an effective date of 1<sup>st</sup> January 2004.
2. In respect of posts at Health Board level, and where there are currently more than one individual at managerial level, the post should be filled by way of confined competition from amongst existing post holders at manager level.

### **Salary Scale**

The salary Scale to apply to these posts shall be as follows (1<sup>st</sup> January 2004) €60,519, €61,510, €62,498, €63,540, €64,636, €65,730, €66,607. Assimilation from existing salary shall be in accordance with the provisions of circular 10/71.

### **Qualifications/Job Descriptions**

The Report of the Adjudication Committee recommends that the qualifications/jobs description should take account of the job descriptions for Physiotherapists "In charge III" as outlined in the Report of Benchmarking Body.

Accordingly the following broad range of duties shall attach to these new posts.

- Managing the Therapy Services in a hospital or community setting as appropriate.
- Ensuring the effective and efficient delivery of services within an allocated budget.
- Provision of a level of service which ensures the maintenance of a level of service that is quality driven with recognised standards of practice that keeps in line with health service changes and developments.
- Working with multiple stakeholders on the following issues.