



**Occupational Therapist (Staff Grade)
Job Specification & Terms and Conditions**

Job Title and Grade	Occupational Therapist (Staff Grade) (Grade Code: 3298)
Taking up Appointment	A start date will be indicated at job offer stage.
Reporting Relationship	The professional reporting relationship for clinical governance and clinical supervision will be to the Occupational Therapist Manager through the professional line management structure.
Purpose of the Post	The Occupational Therapist will be responsible for the provision of a high quality, person-centred Occupational Therapy service to a designated clinical area(s) and will carry out clinical and educational duties as assigned by the Senior Occupational Therapist / Occupational Therapist Manager.
Principal Duties and Responsibilities	<p><i>The Occupational Therapist will:</i></p> <p><u>Professional / Clinical</u></p> <ul style="list-style-type: none"> • Be responsible for assessment, planning, implementation and review of treatment / intervention programmes for service users according to service standards. • 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. • Plan discharge or transition of the service user between services as appropriate. • Document all assessments, treatment plans, progress notes, reports and discharge summaries in accordance with local service and professional 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. • Participate in teams, communicating and working in co-operation with other team members. • Attend clinics, review meetings, team meetings, case conferences, ward rounds etc. as designated by Senior Occupational Therapist / Occupational Therapist Manager. • Arrange and carry out duties in a timely manner within settings appropriate to service users' needs and in line with local policy / guidelines. • Maintain quality standards of practice and participate in quality assurance and clinical audit as appropriate. • Seek advice and assistance from his / her supervisor / manager with any assigned cases or issues that prove to be beyond the scope of his / her professional competence in line with principles of best practice and clinical governance. • Maintain professional standards in relation to confidentiality, ethics and legislation. • Operate within the scope of Occupational Therapy practice as per CORU requirements and in accordance with local guidelines. <p><u>Education and Training</u></p> <ul style="list-style-type: none"> • Participate in mandatory training programmes. • Participate in continuing professional development including in-service training, attending and presenting at conferences / courses relevant to practice, promoting and contributing to research etc. as agreed with the Occupational Therapist Manager. • Engage in support / supervision with Senior Occupational Therapist / Occupational Therapist Manager and participate in performance review. • Participate in the practice education of student therapists. Actively participate in teaching / training / supervision of other Occupational Therapy and non-Occupational Therapy staff / students and attend practice educator courses as appropriate. <p><u>Health & Safety</u></p>

	<ul style="list-style-type: none"> • Work in a safe manner with due care and attention to the safety of self and others. • Implement agreed policies, procedures and safe professional practice by adhering to relevant legislation, regulations and standards. • Be aware of risk management issues, identify risks and take appropriate action. • Document appropriately and report any near misses, hazards and accidents and bring them to the attention of the relevant person(s). • 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. <p><u>Administrative</u></p> <ul style="list-style-type: none"> • Contribute to the planning and development of the Occupational Therapy Service and participate in service improvements. • Comply with department procedures with regard to assessment, 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. • Participate in the establishment and maintenance of standards for quality improvement and adhere to existing standards and policies. • Assist in the organisation, maintenance and / or ordering of equipment and materials used in assessment and treatment. • Participate in audits / outcome measurement of intervention as directed by the Senior Occupational Therapist / Occupational Therapist Manager. • Represent the department at meetings and conferences as required by the Senior Occupational Therapist / 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. <p>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.</p>
<p>Eligibility Criteria</p> <p>Qualifications and/or experience</p>	<p>Candidates must have at the latest date of application:</p> <p>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.</p> <p>Character Each candidate for and any person holding the office must be of good character.</p>
<p>Skills, competencies and/or knowledge</p>	<p>Professional Knowledge & Experience <i>For example:</i></p> <ul style="list-style-type: none"> • Demonstrate sufficient clinical knowledge, clinical reasoning skills and evidence based practice to carry out the duties and responsibilities of the role. • Demonstrate an appropriate level of understanding of the Occupational Therapy process, the underpinning theory and its application to the role. • Within practice, demonstrates sound clinical and professional judgement consistent with accepted models of Occupational Therapy practice. • Demonstrate commitment to continuing professional development. • Demonstrate a willingness to develop IT skills relevant to the role. <p>Planning and Managing Resources <i>For example:</i></p> <ul style="list-style-type: none"> • Demonstrate the ability to plan and deliver care in an effective and resourceful manner. • Demonstrate awareness of potential problems and flexibility in prioritising to maintain service standards.

	<ul style="list-style-type: none"> • Demonstrate innovation in working within resource limitations to enhance service delivery. • Demonstrate ability to take initiative and be appropriately self-directed in a busy working environment. <p>Team Player <i>For example:</i></p> <ul style="list-style-type: none"> • Demonstrate effective team skills and the ability to work collaboratively with others. • Demonstrates a willingness to get involved and assist others as appropriate. • Promotes and participates in a culture of involvement and consultation. • Demonstrates the ability to react constructively to setbacks, is able to maintain professionalism and manage situations where conflict arises. <p>Commitment to providing a Quality Service <i>For example:</i></p> <ul style="list-style-type: none"> • Demonstrate a commitment to the delivery of a high quality, person centred service. • Treats all service users with dignity and respect and ensures that welfare of the service user is a key consideration at all times. • Demonstrate flexibility, adaptability and an openness to change. <p>Evaluating Information and Judging Situations <i>For example:</i></p> <ul style="list-style-type: none"> • Demonstrate the ability to evaluate information and make effective decisions in relation to service user care. • Demonstrates the ability to think ahead to the consequences of decisions and considers precedence to ensure consistency. • Establishes integrity by ensuring that the professional, ethical and safety factors are fully considered in decisions into which they have input. <p>Communications and Interpersonal Skills <i>For example:</i></p> <ul style="list-style-type: none"> • Display effective communication skills (verbal & written). • Tailors the communication method and the message to match the needs of the audience. • Demonstrates interpersonal skills including the ability to collaborate and work in partnership with others. • Is sensitive to issues arising from multiple stakeholders, is patient and understanding. • Demonstrates good negotiation skills, is assertive as required.
<p>Campaign Specific Selection Process</p> <p>Ranking/Shortlisting / Interview</p>	<p>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.</p> <p><u>Failure to include information regarding these requirements may result in you not being called forward to the next stage of the selection process.</u></p> <p>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.</p>
<p>Code of Practice</p>	<p>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".</p>

	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/ .
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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.