



Basic Grade Physiotherapist

Job Title: Basic Grade Physiotherapist

Reports to: - Physiotherapy Manager

Contracted Hours: 37 hours a week – Monday to Friday

Type of Contract : Fixed Term Maternity Leave Cover (Commencing September 2018)

Job Purpose: -

The Physiotherapist will be responsible for the provision of a Physiotherapy Service in a designated clinical area or to a designated group of clients and will carry out clinical, supervisory, administrative and educational duties as assigned by the Senior Physiotherapist or Physiotherapy Manager.

Essential Skills

- The person must hold a BSC (Hons) Physiotherapy and be a registered member of the ISCP
- Believe in delivering excellent patient care
- Excellent people skills
- Competent using Microsoft packages
- Good Planning & Organisational Skills
- Attention to detail
- Ability to demonstrate initiative

Principle Duties and Responsibilities: -

Professional and Clinical

- Prioritise and manage a clinical caseload appropriate to the post
- Provide comprehensive assessment, development and implementation of individualised person centred treatment plans in line with best practice and in partnership with family and other team members as appropriate

- Participate in review meetings, discharge planning meetings and family meetings
- Liaise with other members of the multidisciplinary team including community services as appropriate to provide an integrated quality service
- Provide a service in various units and demonstrate flexibility in working across the various units as needed
- Seek advice and assistance with any assigned duties from relevant persons where appropriate
- Foster and maintain professional working relationships with colleagues, department managers and other team members
- Operate within the scope of practice of the Irish Society of Physiotherapists

Management/Administrative Duties

- To provide support and supervision to Physiotherapy Assistants, Physiotherapy students, other students and Volunteers, so as to ensure that good working practice and professional standards are maintained.
- To maintain administrative records/statistics and support the Physiotherapy Manager as required in the administrative tasks of designated areas.
- To take responsibility, in consultation with the Physiotherapy Manager, for the maintenance and monitoring of equipment and stock.
- To undertake such other duties appropriate to the post as may be assigned by the Senior Physiotherapist or Physiotherapy Manager

Educational Duties

- To provide evidence of on-going education on a yearly basis will be required. Such evidence may be assured by the attendance and participation at in-service training programmes, subject to the approval of the Physiotherapy Manager. From time to time, mandatory participation in in-service training programmes will be required.
- To participate, as required, in teaching/training of staff /students/volunteers of own or other departments or outside organisations. Teaching and supervision of Physiotherapy Assistants, students, and other health care workers, as appropriate, is an inherent part of the work of the Physiotherapist.
- Deliver in house Moving & Handling Training courses across the Hospital.
- Participate in mandatory training
- Participate in Continuing Professional Development
- Engage in personal development planning and performance review

Administrative

- Keep up to date records as required within the Physiotherapy Department
- Assist in the organisation, maintenance and ordering of equipment and materials used in treatment

- Engage in IT developments as they apply to the service users and service administration

Quality, Safety and Risk

- Comply with Safety, Health and Welfare at Work Act 2005
- Comply with relevant Health and Safety responsibilities as outlined in LPH Policies
- Have a working knowledge of HIQA Standards as they apply to the role

Other Duties

- To report all staff/patient accidents/incidents to the Physiotherapy Manager or deputy.
- The post holder will carry out other duties appropriate to the office as may be assigned from time to time by the Physiotherapy Manager or his/her designated officer.

General

- Adhere to Leopardstown Park Hospital Policies at all times

Person Specification: Physiotherapist Basic Grade

Essential Qualifications: -

The post holder will hold a qualification validated by the ISCP

Desirable Qualifications: -

Post qualification experience in Care of the Elderly

Essential Skills, competencies and/or knowledge;

The post holder will have;

- The ability to work on their own initiative, effectively and independently manage caseload and as work as part of an interdisciplinary team.
- An excellent command of the English language (both written and verbal) and excellent communication and interpersonal skills.
- The clinical knowledge, clinical reasoning skills and evidence based practice appropriate to carrying out the duties and responsibilities of the role.
- Evidence of having applied/used appropriate assessment tools and treatments and a knowledge of the implications of outcomes to service users.
- The ability to follow line management directions appropriately and to utilise supervision effectively.
- Evidence of a commitment to continuing professional development.
- Reasonable level of competence in using MS Office package and has the ability to use OT database and system. A willingness to engage and develop IT skills relevant to the role.
- The ability and commitment to plan and deliver a high quality, person centred service.

- The ability to effectively evaluate information and make appropriate decisions using good judgement.
- Effective communication and interpersonal skills including the ability to collaborate with colleagues, families, carers etc.,
- A strong work ethic, ability to prioritise and have good organisational and time management skills.
- The ability to be proactive and innovative and to develop the service in response to changing needs.
- The ability to effectively manage and develop self and others in a working environment.

Desirable Skills competencies and/or knowledge:

The post holder may have:

- Post qualification clinical experience in the care of the older person.

Confidentiality:

During the course of employment staff may have access to, or hear information of a confidential nature. Such records and information are strictly confidential and unless acting on the instructions of an authorised officer, such information must not be divulged or discussed except in the performance of normal duty. In addition records must never be left in such a manner that unauthorised persons can obtain access to them and must be kept in safe custody when no longer required.

Hygiene:

During the course of employment staff members are required to ensure that the Hospitals' hygiene and infection control policies are adhered to at all times. All employees have responsibility to prevent transmission of infection by adhering and implementing optimal hand hygiene and adhering to the hospitals' hygiene processes. Hygiene is a fundamental component of Leopardstown Park Hospital quality system to ensure the safety and well being of its patients and staff and plays a role in the prevention and control of healthcare associated infections.

Attire:

In line with the hospital's policy, Physiotherapist staff are expected to wear the appropriate uniform and will use appropriate personal protection equipment as required. All clothes and shoes must be spotlessly clean at all times.

Policies / Legislation:

All hospital policies and procedures form an integral part of an employment contract and may be subject to update and revision, from time to time, in consultation with union representatives as appropriate. Employees are required to familiarise themselves with and comply with all hospital policies, procedures (e.g. Dignity at Work, Trust in Care etc.) and the hospitals' ethical code of practice.

Employees are required to abide by the hospital's code of behaviour and the code of practice as defined by their relevant professional body.

Please note the following:

- The hospital board is not responsible for loss or theft of personal belongings.
- Fire orders must be observed and staff must attend fire training periodically.
- Staff must attend mandatory (appropriate) training periodically.
- All accidents within the department must be reported immediately and an incident report form submitted to the appropriate officer.
- In line with the Safety, Health & Welfare at Work Act (2005), smoking is permitted at the discretion of management in designated areas only.
- All staff are advised to avail of preventative inoculations (e.g. Hep B, Flu Vaccine etc.)
- Staff are not permitted to use their own equipment (e.g. mobile phone) during your working hours, unless it is work related and with their Line Manager's prior approval.

Health:

A candidate for and holding the office must complete a medical examination and be free from any defect or disease which would render him/her unsuitable to hold the office and be in a state of good health as would indicate a reasonable prospect of ability to attend regular and efficient service. Each employee is required to undergo a medical examination with the hospital's occupational health consultants to determine that they are fit and able for the post. Subsequent referrals may be made to occupational health consultants, if deemed warranted by hospital authorities.

Location of Substantive Post:

The location of the substantive post will be in Leopardstown Park Hospital, Foxrock, Dublin 18. Staff may be required to relocate to another healthcare facility within 40km of Leopardstown to facilitate training, up skilling or maximisation of utilisation of resources between agencies.

Hours of Duty/Attendance:

Employment will be on the basis of 37 hours per week and will be in accordance with the rosters determined by the hospital. Positive affirmation of attendance will be required by a mechanism determined by hospital authorities.

Sick Leave:

Payment of sick leave is at the discretion of management and will be in accordance with Department of Health (DoH)/ Health Service Executive (HSE) regulations. It is the responsibility of the employee to adhere to the protocols relating to notification of sick leave to their immediate line manager, return to work interviews etc. Please note that there is no entitlement to paid sick leave during your probationary period.

Annual Leave:

Annual leave must be approved by management in advance. The hospital will endeavour to accommodate all annual leave requests having regard to the service needs of the hospital. The carry over of leave from one leave period to the next may be restricted and management approval is required. The annual leave attaching to this post is 27 days per annum (based on full time employment). Where employment is less than full time employment, annual leave will be calculated on a pro rata basis.

Remuneration:

Remuneration is in accordance with Department of Health/ Health Service Executive consolidated pay scales. These pay scales may be amended from time to time. The current salary scale attaching to this post is €34,969 per annum rising to €51,033, a 14 point scale (based on full time employment). Where employment is less than full time employment, remuneration will be calculated on a pro rata basis.

Superannuation:

Provision is made for pensions, and where applicable is in accordance with either the Local Government Superannuation Scheme or the Single Public Service Pension Scheme.

Performance Review:

A system of regular performance review will be operated during employment with the hospital. Personal goals will be aligned to departmental goals and hospital strategy. Training and personal development needs will be considered annually.

Emergencies:

Employees will make themselves available in the event of an adverse incident occurring which may negatively impact on patient care. The hospital will use personal contact details of an employee to notify them of any such incident.

Probation:

A four month probation period will apply. This period may be extended at the discretion of management. The person employed shall cease to be employed at the end of the probationary period, unless the hospital certifies that the probationary period had been satisfactorily discharged. The hospital may at any time during the probationary period, terminate the employment without reason.

Notice:

The minimum period of notice will be set out in the contract of employment

This job description will be subject to review in light of changing circumstances and may include any other duties and responsibilities as may be determined from time to time.

I agree that this job description clearly outlines the specific responsibilities and duties that are to be carried out as part of this role.

I also understand that these represent the minimum requirements to perform the duties at the current level.

To be signed by the post holder.

Employee Name: _____ Line Manager Name:

Employee Signature: _____ Manager's Signature:

Date: _____ Date:

Please sign both copies; retaining one and returning the other to the HR Department.
