



LEOPARDSTOWN PARK HOSPITAL

JOB DESCRIPTION

Job Title:

Full-Time Senior Occupational Therapist (Maternity Leave Cover)

Reports to: -

Occupational Therapy Manager or deputy.

Staff who report to post holder: -

Staff Grade Occupational Therapist/s and Occupational Therapy Assistant/s.

Job Purpose: -

The Senior Occupational Therapist will be responsible for the provision of an Occupational Therapy Service in a designated clinical area and/or to a designated group of residents/clients and will carry out clinical, supervisory, administrative and educational duties as assigned by the Occupational Therapy Manager or Deputy.

Principle Duties and Responsibilities: -**Professional/Clinical Duties: -**

- Be responsible for the maintenance of standards of practice of self and staff appointed to clinical / designated area(s)
- Be responsible for managing own caseload and for assessment, planning, implementation and evaluation of treatment programs for residents/clients.
- Participate in the integrated discharge planning process with relevant service users.
- Be responsible for the day-to-day running of a designated service area(s) by supervising staff, prioritising and allocating work and promoting positive staff morale and team working in conjunction with the Occupational Therapist Manager.
- Foster and maintain professional working relationships with colleagues, front line managers, and other healthcare personnel in the team.
- Ensure the quality of documentation of all assessments, treatment plans, progress notes, reports and discharge summaries are 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, as appropriate, including Community Services, other Hospitals and Voluntary Agencies.
- Participate in teams as appropriate, communicating and working in co-operation with other team members.
- Attend resident/client review meetings, team meetings, case conferences, family meetings, purpose specific IDT meetings, committee meetings etc. as designated by Occupational Therapist Manager.
- Ensure that staff in the designated service area(s) arrange and carry out duties in a timely manner, within settings appropriate to service users needs, and in line with local policy/guidelines.
- Be responsible for adhering to existing standards and protocols and for the development and maintenance of standards / strategies for quality improvement and outcome measurement.
- Seek advice and assistance with any assigned duties in line with principles of evidence based practice and clinical governance.
- Ensure that professional standards are maintained in relation to confidentiality, ethics and legislation.
- Operate within the scope of Occupational Therapy practice within Ireland and in accordance with local guidelines.
- To undertake such duties appropriate to the post as may be assigned by the Occupational Therapy Manager or Deputy.
- To deal constructively with obstacles within the teams to ensure service user focused interventions.
- To adhere to the ethical, legal and professional standards and requirements that inform safe and ethical Occupational Therapy practice.
- To respect and maintain confidentiality in all matters of information obtained during the course of employment.

Management/Administrative Duties:

- To provide support and supervision to Occupational Therapy Assistants, Occupational Therapists, Occupational Therapy 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 Occupational Therapy Manager as required in administrative tasks.
- To take responsibility, in consultation with the Occupational Therapy Manager, for the maintenance, monitoring, evaluation, advising others and research of equipment and stock.
- To attend and participate in such meetings and events as may be required from time to time.
- To role model good working practice and uniformity of standards of best practice
- Promote quality by reviewing and evaluating the Occupational Therapy service regularly, identifying changing needs and opportunities to improve services, in collaboration with the Occupational Therapist Manager and relevant others.
- Develop and implement service / business plans, quality initiatives, audits etc. and report on outcomes in collaboration with the Occupational Therapist Manager.
- Collect and evaluate data about the service user group and demonstrate the achievement of the objectives of the service.
- Oversee the upkeep of accurate records in line with best clinical governance, organisational requirements and the Freedom of Information Act, and render reports and other information / statistics as required.
- Represent the department / team on committees or at meetings and conferences as appropriate
- Liaise with the Occupational Therapist Manager regarding the needs, interests and views of Occupational Therapy staff.
- Promote good team working, and a culture that values diversity.
- Participate in the management of Occupational Therapy stock and equipment in conjunction with the 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.
- To undertake such other duties appropriate to the post as may from time to time be assigned by the Occupational Therapy Manager.

Educational Duties:

- To monitor and keep up-to-date with developments in the practice of Occupational Therapy and all other relevant matters to ensure maintenance of knowledge and skill base in order to facilitate contemporary professional practice.
- Providing 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 Occupational Therapy Manager. Participation in mandatory training programmes will be required.
- To participate in supervision sessions, setting goals and adhering to them.
- To participate effectively in the performance management system that operates within the Occupational Therapy Department and Leopardstown Park Hospital.
- To actively engage in professional and personal development initiatives.
- To participate, as required, in teaching/training of staff /students/volunteers of own or other departments or outside organisations. Teaching and supervision of Occupational Therapy Assistants, students, volunteers and other health care workers, as appropriate, is an inherent part of the work of the Occupational Therapist.

Health and Safety

- Be familiar Leopardstown Park Hospital's policies, practice and procedures.
- To adhere to the policies and procedures laid down in the Health, Safety and Welfare at Work Act 2005.
- To maintain a safe work environment in cooperation with Leopardstown Park Hospital Management Team and with reference to the Health, Safety and Welfare at Work Act, 2005.
- To work in a safe manner with due care and attention to safety of self and other authorised persons in the workplace.
- To report immediately any accidents or incidents involving patients, staff or members of the public.
- To adhere to fire and infection control policies.

Other Duties: -

- To report all staff/client accidents/incidents/near misses to the Occupational Therapy Manager or deputy.

Designated Areas:

- A designated area refers to the Occupational Therapy Department in: Glencairn Day Centre, Carmen Day Centre, and Clevis Welfare Home.

The following wards: Enniskerry, Kiltiernan, Kilgobbin, Tibbradden, Djouce, Woodview, Glenree and Glencullen.

Person Specification; Senior Occupational Therapist**Essential Qualifications: -**

The post holder will hold a qualification approved by the Occupational Therapists Registration Board at CORU;

- Bachelor in Science (Honours) in Occupational Therapy from the University of Dublin, University College Cork or National University of Ireland, Galway **or**
- Master of Science in Occupational Therapy (Professional Qualification) from the University of Limerick **or**
- A Diploma from the College of Occupational Therapy **or**
- An equivalent qualification recognised by the Occupational Therapists Registration Board at CORU.

Where appropriate, candidates must provide evidence of validation to enable them to practice within the Irish Health Service.

Desirable Qualifications: -

- Have undertaken training in seating.
- Evidence of continuous personal development related to care of the older person or similar.

Essential Skills, competencies and/or knowledge;

The post holder will have;

- A minimum of three years satisfactory post qualification clinical experience with one year specifically in the care of the older person.
- Knowledge and experience in postural management and specialist seating.
- The ability to work on their own initiative, effectively and independently manage caseload and as work as part of a 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.
- An appropriate level of understanding of the Occupational Therapy process and underpinning theory and its application to 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 priorities 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;

- Experience of working within the area of residential care for older persons.
- Experience of working within the area of rehabilitation for older persons
- Experience and/or training in the areas of Memory, Cognition, Dementia.
- Further post graduate courses/training applicable to care of the older person.
- Membership of the Association of Occupational Therapists of Ireland or equivalent professional body.
- Member of relevant professional advisory group.

Short listing;

Applicants may be shortlisted based on information supplied in the application form at the closing date or in other specified assessment documentation.

It is therefore in your own interest to provide a detailed and accurate account of your qualifications/ experience on your application.

TERMS AND CONDITIONS FOR THE POST OF SENIOR OCCUPATIONAL THERAPIST

Annual Registration:

Practitioners must maintain live annual registration on the Occupational Therapists Register maintained by the Occupational Therapists Registration Board at CORU.

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, OT staff are expected to wear the OT 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 (eg 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 hospitals 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 29 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 may scales may be amended from time to time. The current salary scale attaching to this post is € 51,134 per annum rising to €60,208, a 9 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 six 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: _____