 Occupational Therapist, Senior (Functional Lead)

**Job Specification & Terms and Conditions**

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| **Job Title, Grade Code** | Occupational Therapist, Senior (Functional Lead)  Grade Code: 3301 |
| **Campaign Reference** | NRS14610 |
| **Closing Date** | Friday 10th January 2025 at 12 noon |
| **Proposed Interview Date (s)** | Candidates will normally be given at least two weeks' notice of interview. The timescale may be reduced in exceptional circumstances. |
| **Taking up Appointment** | A start date will be indicated at job offer stage. |
| **Location of Post** | National Specialist Care Services- Clinical Management System (SCS-CMS)  Project, St Loman’s Hospital.  There is currently 1 specified purpose (Contract duration 3 years) and whole time vacancy available in St Loman’s Hospital, Palmerstown, Dublin 20. The line manager is open to engagement as regards the expected level of on-site attendance at St Loman’s Hospital or other locations as required, in the context of the requirements of this role and the HSE’s Blended Working Policy.  A panel may be formed as a result of this campaign for **Occupational Therapist, Senior (Functional Lead) within the National SCS- CMS Project, St Loman’s Hospital** from which current and future specified purpose vacancies of full or part-time duration may be filled. |
| **Informal Enquiries** | Paul Braham, Senior Manager/Area DON, Access & Integration-Mental Health  Email: [paul.braham@hse.ie](mailto:paul.braham@hse.ie)  Mobile: 087-2531429 |
| **Details of Service** | The Health Service Executive (HSE) is responsible for the provision of all health and personal social care services in the Republic of Ireland. With an annual budget in 2024 of €24 billion and over 150,000 employed in the HSE and the Section 38 Agencies with which the HSE has Service Level Agreements (SLAs), the HSE is the largest employer in the State and the largest of any public sector organisation.  The HSE has created six new health regions. Each region is responsible for providing both hospital and community care for the people in that area. By bringing community health services and hospitals together this changes the way that our services are delivered ensuring that we can take a more patient-centred approach to healthcare. The HSE is still a single organisation, with 6 health regions. The regions remain under the governance of the HSE Board and the HSE continues to be responsible for standards and guidelines.  The concept for the National Specialist Care Services - Clinical Management System (SCS-CMS) project is driven by the recently published ‘Digital for Care – A Digital Health Framework for Ireland 2024-2030’ (the Framework). The framework allows for interim capability to be delivered for community services to provide digital functionality, given most of these services are continuing to operate using paper and spreadsheets. The project proposes to deliver a single national instance integrated ICT solution to all community care services including Specialist Palliative Care sites, Child and Adolescent Mental Health Services (CAMHS) and in scope Long Stay Care facilities across the six Regional Health Areas (RHAs).  As noted above, CAMHS is a key focus area within scope of this project. CAMHS is a secondary and tertiary mental health service. Currently there are 77 community CAMHS teams, 12 specialist CAMHS teams with 5 in development and 4 inpatient CAMHS units operating across the country, with a total staffing compliment of approximately 1200 WTE’s between community and inpatient teams. Directed by national mental health policy and supported by development funding, the HSE has over the past decade prioritised and invested in CAMHS and youth mental health service improvement. A key element of the strategy for CAMHS services, both community and inpatients are to utilise a clinical management system which will meet the requirements to manage clinical services going forward which are sustainable and can evolve to share clinical information across various CAMHS locations thereby providing a more integrated approach to care delivery. The requirement for such a system in CAMHS is fully aligned with the following policies:   * The Child and Youth Mental Health Office (CYMHO) - Service Improvement Action Plan (Q2 - Q3 2024). * Sharing the Vision - A Mental Health Policy for Everyone (2020) * Slaintecare Action Plan (2023). * HSE Digital Health Strategic Implementation Roadmap (2024-2030) * HSE National Service Plan (2024) * HSE Corporate Plan (2021-2024)   A national project team is being established to lead out on the development and implementation of a national specialist care services clinical management system (SCS-CMS). This SCS-CMS National Project team will include clinical, operational, project management and technical expertise and will be required to work with an identified external provider to configure, develop and implement the SCS-CMS across 2025 and 2026. As such, a number of key roles are being sought to join the SCS-CMS Project Team. |
| **Reporting Relationship** | The post holder will report to the Senior Project Manager, National SCS- CMS Project or other nominated manager and the Digital Health Clinical Office. |
| **Key Working Relationships** | The post holder will engage extensively with the established project teams including stakeholders across the whole system including:   * Discipline and Operational Management leads across the 6 Health Regions * Technology & Transformation (formerly known as eHealth) * Digital Health Clinical Office * National Clinical and Integrated Care Programmes * Staffing Representative Organisations * Identified super-users during system configuration and roll-out * The system vendor implementation team |
| **Purpose of the Post** | The Senior Occupational Therapist (Functional Lead) role is to bring discipline specific subject matter expertise and experience to aid in the development and design of the functionality of the SCS-CMS specific to inpatient and community based Child and Adolescent Services to ensure that the organisation achieves maximum benefits from this investment. In addition, as a key senior member of the project team, the post holder will help facilitate overall project success and encourage user adoption within their representative disciplines. |
| **Principal Duties and Responsibilities** | *The Senior Occupational Therapist (Functional Lead), will:*  **Project Specific Duties**   * Contribute to the development and design of the functionality required for the SCS-CMS project with a particular focus on CAMHS within own area of responsibility/expertise. * Participate in and lead (where required) project working groups and represent the SCS-CMS project group at project governance level(s) as required. * Advocate for and develop in partnership with SCS-CMS stakeholders an environment for ethical decision-making on behalf of the public and community services. Support the resolution of problems in a timely manner and ensure seamless communication strategy to those impacted by the decision outcome. * Engage/advise on the implementation plan objectives within own discipline area. * Ensure regular two-way communication takes place between discipline specific line management within the Health Regions and SCS-CMS project team. * Maintain a good understanding of the internal and external factors such as the awareness of local and national issues that may affect the delivery of discipline specific work including the overall work plan for the SCS-CMS project. * In partnership with SCS-CMS colleagues, build a professional network that includes practice development, frontline staff and other key stakeholders to support the design and implementation of the SCS-CMS project and any integrated technology. * Encourage and support staff through change processes. * Inform project management of ideas/solutions to maximise effective use of resources and improve project delivery. * Contribute to on-going development plan for data analytics / business intelligence capability that will provide data to clinical and corporate functions that facilitates them to understand current performance and future needs; support service reconfiguration and development; and provide the required data to support a strong research and audit agenda   **Education and Training**   * Participate in mandatory training programmes. * Participate in continuing professional development including in-service training, attending and presenting at conferences / courses relevant to practice, contributing to research etc. as agreed by the Occupational Therapist Manager. * Engage in professional clinical Occupational Therapist supervision with the Occupational Therapist Manager. * Engage in peer support with Senior Occupational Therapist colleagues. * Engage in the HSE performance achievement process in conjunction with your Line Manager and staff as appropriate. * Manage, participate and play a key role in the practice education of student therapists. Take part in teaching / training / supervision of other Occupational Therapy and non-Occupational Therapy staff / students and attend practice educator courses as appropriate. * Ensure newly qualified therapists have adequate induction and clinical supervision and assist in implementing annual staff development and performance review.   **Health and Safety**   * Promote a safe working environment in accordance with Health and Safety legislation. * Be aware of and implement agreed policies, procedures and safe professional practice by adhering to relevant legislation, regulations and standards. * Actively participate in risk management issues, adequately identify, assess, manage and monitor risks within their area of responsibility. * Document appropriately and report any adverse incidents, near misses, hazards and accidents in accordance with organisational guidelines. * Adequately identifies, assesses, manages and monitors risk within their area of responsibility. * 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**   * Be responsible for the co-ordination and delivery of service in designated area(s). * Review and allocate resources within the designated area, in collaboration with the Occupational Therapist Manager and relevant others. * Promote 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, GDPR, and render reports and other information / statistics as required. * Represent the department / team 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.   **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** | 1. **Statutory Registration, Professional Qualifications, Experience, etc**   (a) Candidates for appointment must:   1. Be registered, or be eligible for registration, on the Occupational Therapists Register maintained by the Occupational Therapists Registration Board at CORU.   **AND**   1. Have three years full time (or an aggregate of three years) post qualification clinical experience.   **AND**   1. Have the requisite knowledge and ability (including a high standard of suitability and professional ability) for the proper discharge of the duties of the office.   **AND**   1. Provide proof of Statutory Registration on the Occupational Therapists Register maintained by the Occupational Therapists Registration Board at CORU **before a contract of employment can be issued.**   **2. Annual registration**  (i) On appointment practitioners must maintain annual registration on the Occupational Therapists Register maintained by the Occupational Therapists Registration Board at CORU  **AND**  (ii) Practitioners must confirm annual registration with CORU to the HSE by way of the annual Patient Safety Assurance Certificate (PSAC).  **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** | * Experience working in CAMHS and/or other child or youth mental health service as an Occupational Therapist |
| **Other requirements specific to the post** | * Access to appropriate transport to fulfil the requirements of role as this post will involve travel. * Flexibility in relation to working hours to ensure deadlines are met as some out of hours working may be required. |
| **Skills, competencies and/or knowledge** | *The candidate must demonstrate*  **Professional Knowledge and Experience**   * 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 Occupational Therapy 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 for service users. * Demonstrate 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**   * 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)**   * 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. * Demonstrates a commitment to continuous professional development and knowledge sharing.   **Commitment to providing a Quality Service**   * 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**   * 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**   * Displays effective communication skills (verbal and 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. | |

**Occupational Therapist Senior (Functional Lead)**

**Terms and Conditions of Employment**

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| **Tenure** | The current vacancy available is Specified purpose (3 year contract Duration) and whole 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: **01/10/2024**  62,038 63,362 64,726 66,077 67,430 68,854 70,353 71,848 73,048  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.  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[[1]](#footnote-1), 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[[2]](#footnote-2). * 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. |

1. A template SSSS and guidelines are available on [writing your site or service safety statement](https://www2.healthservice.hse.ie/organisation/national-pppgs/writing-your-site-or-service-safety-statement/).

   2 Structures and processes for effective [incident management](https://www2.healthservice.hse.ie/organisation/qps-incident-management/incident-management/) and review of incidents. [↑](#footnote-ref-1)
2. [↑](#footnote-ref-2)