

**Occupational Therapist, Senior**

**Teiripeoir Gairme, Sinsearach
Job Specification & Terms and Conditions**

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| **Job Title and Grade** | **Occupational Therapist, Senior CDNT****Teiripeoir Gairme, Sinsearach***(Grade Code: 3301)* |
| **Remuneration** | The Salary scale for the post as at 01/10/2023 is:

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| 59,478 | 60,747 | 62,054 | 63,350 | 64,646 | 66,012 | 67,449 | 68,883 | 70,033 |

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| **Campaign Reference** | SC.002.2024 |
| **Closing Date** | Rolling Campaign |
| **Proposed Interview Date (s)** | To be Confirmed  |
| **Taking up Appointment** | A start date will be indicated at job offer stage. |
| **Location of Post** | CH CDLMS – DonegalThere are currently a number of vacancies throughout Donegal.A supplementary panel may be formed as a result of this campaign for Senior Occupational Therapist from which current and future, permanent and specified purpose vacancies of full or part-time duration may be filled in CDNT’s DonegalA panel may be created from this campaign from which future permanent and specified purpose vacancies of full or part time duration may be filled.  |
| **Informal Enquiries** | Siobhan Taylor, Children’s Disability Network Manager, (CDNM) Donegal NorthMobile: 0877374184 Email: siobhan.taylor@hse.ie Gerard Gallagher, Children’s Disability Network Manager, Donegal SouthMobile: 0874095164 Email: Gerard.gallagher3@hse.ie Alvin Doherty, Children’s Disability Network Manager, Donegal East & Inishowen,Mobile: 0871305824 Email: Alvin.doherty@hse.ie  |
| **Details of Service** | Children’s Disability Network Teams (CDNT) provide services to children from 0-18 with complex development needs which include physical, sensory, intellectual disabilities and autism. There are 3 CDNT’s throughout Donegal CDNT’s Disability Network Teams are interdisciplinary teams who work within a Family Centred Practice model and work collaboratively with service users, families and other stakeholders to meet goals identified by the family.The post holder will be responsible for assessing and delivering intervention to children and young persons in clinic, school, home and community settings depending on their presentation. |
| **Reporting Relationship** | Each post will have its own reporting relationship which will be outlined at expression of interest stage of the recruitment process.  |
| **Purpose of the Post**  | To work in conjunction with other team members in co-ordinating and developing the service to meet the needs of the service user group and the objectives of the organisation. The Senior Occupational Therapist will be responsible for the provision of a high quality Occupational Therapy service and will carry out clinical and educational duties as required.  |
| **Principal Duties and Responsibilities** | *The Senior Occupational Therapist will:***Professional / Clinical*** 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 programmes for service users according to service standards.
* Participate in the integrated discharge planning process in line with the HSE Code of Practice.
* 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 Children’s Disability Network Manager.
* In conjunction with the Children’s Disability Network Manager. Lead service planning by anticipating the changing needs of the service and service users.
* Participate in teams and foster and maintain professional working relationships with other team members.
* Ensure the quality of documentation of all assessments, treatment plans, progress notes, reports and discharge summaries are in accordance with local service, professional and legislative 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.
* Attend clinics, review meetings, team meetings, case conferences, ward rounds etc. as designated by the Children’s Disability Network Manager.
* Ensure that staff in the designated service area(s) arrange and carry out duties in a timely manner, within settings appropriate to service user needs, and in line with local policy/guidelines.
* Be responsible for adhering to existing standards and protocols and for leading out on 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 / data protection, ethics and legislation.
* Operate within the scope of Occupational Therapy practice as per CORU requirements and in accordance with local guidelines.

**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 Children’s Disability Network Manager.
* Engage in professional clinical Occupational Therapist supervision with the Children’s Disability Network 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 & 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.
* 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 Children’s Disability Network 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 Children’s Disability Network Manager and relevant others.
* Develop and implement service / business plans, quality initiatives, audits etc. and report on outcomes in collaboration with the Children’s Disability Network 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 Children’s Disability Network 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 Children’s Disability Network 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** |  **Candidates must have at the latest date of application:**1. **Statutory Registration, Professional Qualifications, Experience, etc**

(a) Candidates for appointment must:(i)Be registered, or be eligible for registration, on the Occupational Therapists Registermaintained by the Occupational Therapists Registration Board at CORU.AND(ii) Have three years’ full time (or an aggregate of three years) post qualification clinicalexperience.AND(iii) Have the requisite knowledge and ability (including a high standard of suitability andprofessional ability) for the proper discharge of the duties of the office.AND(iv) Provide proof of Statutory Registration on the Occupational Therapists Registermaintained by the Occupational Therapists Registration Board at CORU before a contract of employment can be issued. 1. **Annual Registration**
2. On appointment practitioners must maintain annual registration on the Occupational

Therapists Register maintained by the Occupational Therapists Registration Board at CORUAND(ii) Practitioners must confirm annual registration with CORU to the HSE by way of theannual 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** | **Post Specific Requirements*** The candidate should have relevant experience working with children with complex developmental disabilities and their families.
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| **Other requirements specific to the post** | * Access to own transport necessary.
* The Senior Occupational Therapist will work closely with the Children’s Disability Network Teams across the service area and cross cover may be required to ensure timely service delivery to patients accessing the service.
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| **Skills, competencies and/or knowledge** | **Professional Knowledge & Experience** *For example:** 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**  *For example:** 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)***For example:** 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***For example:** 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** *For example:** 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***For example:** Displays effective communication skills (verbal & 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.
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| **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**

**Terms and Conditions of Employment**

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| **Tenure**  | The current vacancies available are **permanent/temporary** and **whole time/part-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 as at 01/10/2023 is:

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| --- | --- | --- | --- | --- | --- | --- | --- | --- |
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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 the National Health and Safety Function, here: <https://www.hse.ie/eng/staff/safetywellbeing/about%20us/>

2 See link on health and safety web-pages to latest Incident Management Policy [↑](#footnote-ref-1)
2. [↑](#footnote-ref-2)