JOB DESCRIPTION
& PERSON SPECIFICATION

Staff Grade Occupational Therapist
JOB DESCRIPTION

TITLE: Staff Grade Occupational Therapist

REPORTING TO: Senior Occupational Therapist in the designated area*

ACCOUNTABLE TO: The Occupational Therapist Manager of Our Lady's Hospice and Care Services

SALARY SCALE: Department of Health & Children salary scales will apply

HOLIDAYS: 26 days per annum pro rata

HEALTH: A candidate for and any person holding the office must be free from any defect or disease which would render him/her unsuitable to hold the office and be in a state of health as would indicate a reasonable prospect of ability to attend regular and efficient service.

CHARACTER: A candidate for and any person holding the office must be of good character.

HOURS OF WORK: Whole-time hours are 37 hours per week. Details of starting and finishing times, which may vary in accordance with Hospice needs, will be notified to you by your Head of Department/Deputy. There will be times when you will be required to work outside of the normal office hours. These hours are subject to change in line with public policy.

WORKING WEEK: Will be determined by the needs of the service.

ETHICAL CODE: The post holder is requested to respect the special charism, ethos and tradition of Our Lady's Hospice and Care Services and to observe and comply with its general policies, procedures and regulations.

CONFIDENTIALITY: You will have access to various types of records/information in the course of your work. Such records and information are strictly confidential and unless acting on the instruction of an authorised person, on no account must information concerning staff, patients or other Hospital business be divulged or discussed except in the performance of normal duty. In addition, records may 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.

JOB PURPOSE The post holder will be required to work in any of the designated units as scheduled by the Occupational Therapist Manager. The Staff Grade Occupational Therapist will be responsible for the provision of an Occupational Therapy Service in a designated clinical area or to a designated group of patients and will carry out clinical and educational duties as assigned by the Senior Occupational Therapist/Occupational Therapist Manager.
DESIGNATED AREA: This refers to the Occupational Therapy Departments in any of the following areas: Care of the Older Person Residential Unit, Community Reablement Unit, Rheumatology Rehabilitation Unit, The Palliative Care Unit / or any other area as identified under the authority of Our Lady’s Hospice and Care Services.

PRINCIPAL DUTIES AND RESPONSIBILITIES

1. Professional Practice

- To engage in therapeutic and professional relationships with service users, carers, colleagues and other services and to treat individuals in a fair, equitable and inclusive manner in all therapeutic and professional relationships.

- To receive patient referrals, and supplement information on referrals by reference to the patients’ records and discussion with members of the team.

- To select appropriate standardised and non-standardised assessment tools to identify occupational and functional needs in the areas of self-care, productivity and leisure.

- To use the Occupational Therapy process, to plan, grade, implement and modify effective individual and group interventions for patients referred to the Occupational Therapy service in a designated area. To evaluate outcomes in collaboration with all parties.

- To effectively prioritise and manage an assigned caseload and to demonstrate effective team working as a component of efficient case management.

- To liaise with other members of the multidisciplinary team, attend case conferences, meetings and ward rounds as appropriate.

- To plan and implement discharge and follow-up with all parties, conducting home visits as appropriate. To make onward referrals to other agencies or professionals to optimise responses to service user needs.

- To present oral and written information in a clear, concise and well-structured manner and to complete necessary Occupational Therapy reports, patients records and statistical information.

- To keep such records and submit such records as may be required in keeping with the Freedom of Information Act, and protocols within the designated area.

- To engage in reflection and evaluation on practice, using supervision and clinical reasoning based on Occupational Therapy practice and supporting evidence.

- To direct/supervise OT care assistant /volunteers assigned to the designated unit.

2. Teamwork

- To communicate effectively as a member of a team

- To demonstrate an understanding of roles and responsibilities within group and team structures.

- To respect diversity within the team.
To demonstrate a working knowledge of group dynamics as appropriate to therapeutic and professional level of responsibility.

To deal constructively with obstacles and conflict within teams to ensure service user focused interventions

To contribute to the creation and maintenance of a positive team spirit.

3. Professional Behaviour

To adhere to the ethical, legal and professional requirements that inform safe and ethical Occupational Therapy practice.

To respect confidentiality.

To exercise a professional duty of care to service users.

To recognise own limitations and when it is appropriate to refer decisions to a higher level of authority.

To recognise when it is appropriate to make decisions in collaboration with others.

To write accurate, clear, contemporaneous records in accordance with legal and professional requirements.

4. Education and Training

To integrate Occupational Therapy skills with current Occupational Therapy theory and relevant supporting evidence based knowledge.

To assume responsibility for personal and professional development and safe work practice.

To actively engage in supervision and utilise professional support.

Evidence of on-going CPD will be required. Such evidence may be assured by reading current literature and attendance/participation in external and/or internal in-service education, subject to the approval of the Occupational Therapist Manager. From time to time, mandatory participation in in-service training programmes will be required.

To contribute to the learning and education of others participating as required, in teaching/training of staff/students of own or other disciplines.

5. Quality

To take responsibility for departmental duties within the designated Unit as assigned by the Senior Occupational Therapist/Occupational Therapy Manager.

To ensure that the Occupational Therapy department within the designated unit is compliant with relevant National and local standards

To utilise resources effectively and to contribute to the maintenance/care of equipment as appropriate

To demonstrate effective time management skills.
- To identify and address potential risk factors in practice for self and others.

- To participate in Departmental audit and outcome measurement of intervention as directed by the Senior Occupational Therapist/Occupational Therapy Manager.

- To review and evaluate service delivery in response to changing need and opportunities in collaboration with the team.

6. **Information Technology**

- To assist in ensuring that the Occupational Therapy Team make the most effective and efficient use of development in Information Technology for both patient care and administrative support in a manner which integrates well with systems throughout the organisation and the Department as a whole.

**HEALTH AND SAFETY:**

- To be familiar with Our Lady’s Hospice and Care Services policies, practices and procedures.

- To adhere to the policies and procedures laid down in the Safety, Health and Welfare at Work Act, 2005.

- To maintain a safe work environment in co-operation with Our Lady’s Hospice and Care Services Management Team with reference to the Safety, Health 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 instruct assigned staff/students in safe working practices.

- To report immediately any accidents or incidents involving patients, staff, students or members of the public to the Head of Department.

**GENERAL**

- To adhere to Our Lady’s Hospice and Care Services policies, practices and procedures at all times.

- To present and act at all times in a professional manner appropriate to the position and the ethos of Our Lady’s Hospice and Care Services

- To perform such other duties appropriate to the post as may be assigned from time to time by the Occupational Therapist Manager or a nominee.

- To ensure confidentiality in all matters of information obtained during the course of employment.

- To maintain accurate and up to date records.

- To attend and participate in such meetings and events as may be required from time to time.
GARDA VETTING

Arrangements have been introduced, on a national level, for the provision of Garda Vetting in respect of candidates for employment in areas of the Health Services, where it is envisaged that potential employees would have substantial access to children or vulnerable individuals. Each candidate will be required to complete a Garda Vetting form.

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. The extent and speed of change in the delivery of health care is such that adaptability is essential. The incumbent will be required to maintain, enhance and develop their knowledge, skills and attitudes necessary to respond to a changing situation. The job description must be regarded as an outline of the major areas of accountability at the present time, which will be reviewed and assessed on an on-going basis.
**PERSON SPECIFICATION**

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<th>Criteria</th>
<th>Essential</th>
<th>Desirable</th>
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| Qualifications | The minimum approved academic qualifications for appointment as a Staff Grade Occupational Therapist are one of the following:  
  a. The Bachelor of Science (Honours) in Occupational Therapy from NUI Galway, the University of Dublin or University College Cork or  
  b. The Master of Science from the University of Limerick or  
  c. A Diploma from the College of Occupational Therapy, or  
  d. A recognised qualification at least equivalent to (a) or (b) or (c) which complies with the Minimum Standards of Practice Education in Ireland (Revised March 2008)  
  Where appropriate, candidates must provide evidence of validation to enable them to practice within the Irish Health Service. | • Membership of the Association of Occupational Therapists of Ireland or equivalent professional body |
| Experience | 1.  
  i. Relevant post-graduate experience employed as an occupational therapist specialising in one or more of the following areas; Care of the Older Person, Palliative Care, Rheumatology and/or  
  ii. Relevant undergraduate occupational therapy placement experience specialising in one or |  

more of the following areas: Care of the Older Person, Palliative Care, Rheumatology

2. Demonstrate sufficient clinical knowledge and evidence based practice across one or more of the following areas: Care of the Older Person, Palliative Care, Rheumatology.

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<th>Core Competencies</th>
<th>Essential</th>
<th>Desirable</th>
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| Professional Practice      | ▪ High standard of evidence based clinical competence and understanding of the OT process as applied to Care of Older Persons, Palliative Care or Rheumatology  
▪ Quality in care delivery | ▪ Evidence of postgraduate participation in research / audit / project work in relevant clinical area.  
▪ Member of a relevant professional advisory group. |
| Evaluating & Judging situations | ▪ Anticipates problems and issues and takes preventative action to address these.  
▪ Awareness of own competency level  
▪ Prioritization skills  
▪ Problem solving skills  
▪ Decision making skills |
| Planning and organising skills | • Caseload and time management skills  
• Ensures most effective allocation and use of resources  
• Can multi-task, without losing focus  
• Manages competing and changing priorities |
| Communication and Teamwork | • Demonstrate excellent communication skills including listening, verbal and written.  
• Demonstrates an ability to work as a team member across departments and in a variety of settings  
• Effective interpersonal skills  
• Adaptable and approachable |
| Self Management and Professional Development | • Self awareness and knowledge of own strengths and weaknesses  
• Demonstrate evidence of on-going commitment to continuing professional development.  
• Self-directed approach to study and professional development. |
| Organisational Knowledge & Application of Core Values of Our Lady’s Hospice & Care Services | • Application of Core Values - Dignity, Compassion, Advocacy, Justice, and Quality.  
• Adherence to policies and procedure |