**Senior Occupational Therapist – Critical Care; Surgical and Peri-operative Services**

**Job Specification & Terms and Conditions**

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| **Job Title, Grade Code** | Senior Occupational Therapist – Critical Care; Surgical and Peri-operative Services(Grade Code: 3301)  |
| **Remuneration** | The salary scale for the post as of **01/03/2025** is: 63,279 64,629 66,021 67,399 68,779 70,231 71,760 73,285 74,509New 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. |
| **Campaign Reference** | G10537 |
| **Closing Date** | Thursday, 10th July 2025 at 10am via Rezoomo only |
| **Proposed Interview Date (s)** | Interviews will be held as soon as possible after the closing date. Candidates will normally be given at least one week’s 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** | Initial Assignment will be to the Occupational Therapy Department, Galway University Hospitals. There is currently 1 specified purpose, whole-time vacancy available in Galway University Hospitals.A panel may be formed as a result of this campaign for Galway University Hospitals from which current and future, permanent and specified purpose vacancies of full or part-time duration may be filled.  |
| **Informal Enquiries**  | We welcome enquiries about the role. Contact Valerie Flattery, Interim Occupational Therapist Manager In Charge IIIGalway University Hospitals **Tel**: 091 -542620 - direct line / 091- 544684 - OT Department **Email:** Valerie.flattery@hse.ie for further information about the role. |
| **Details of Service** | The West and North West region provides acute and specialist hospital and community services to the West and North West of Ireland – counties Galway, Mayo, Roscommon, Sligo, Leitrim, Donegal and adjoining counties.The region comprises of 7 hospitals across 8 sites:* Letterkenny University Hospital (LUH)
* Mayo University Hospital (MUH)
* Portiuncula University Hospital (PUH)
* Roscommon University Hospital (RUH)
* Sligo University Hospital (SUH) incorporating Our Lady’s Hospital Manorhamilton (OLHM)
* Galway University Hospitals (GUH) incorporating University Hospital Galway (UHG) and Merlin Park University Hospital

The region’s Academic Partner is University of Galway.The region covers one third of the land mass of Ireland, it provides health care to a population of 830,000, employs over 20,000 staff **Vision**Our vision is to be a leading academic Hospital providing excellent integrated patient-centred care delivered by skilled caring staff.**Guiding Principles**Care – Compassion – Trust – LearningOur guiding principles are to work in partnership with patients and other healthcare providers across the continuum of care to:* Deliver high quality, safe, timely and equitable patient care by developing and ensuring sustainable clinical services to meet the needs of our population.
* Deliver integrated services across the Hospitals and communities, with clear lines of responsibility, accountability and authority, whilst maintaining individual hospital site integrity.
* Continue to develop and improve our clinical services supported by education, research and innovation, in partnership with NUI Galway and other academic partners.

Recruit, retain and develop highly-skilled multidisciplinary teams through support, engagement and empowerment. |
| **Mission Statement** | Patients are at the heart of everything we do. Our Mission is to provide high quality and equitable services for all by delivering care based on excellence in clinical practice, teaching, and research, grounded in kindness, compassion and respect, whilst developing our staff and becoming a model employer.**OUR GUIDING VALUES** **Respect** - We are an organisation where privacy, dignity, and individual needs are respected, where staff are valued, supported and involved in decision-making, and where diversity is celebrated, recognising that working in a respectful environment will enable us to achieve more. **Compassion** - we treat patients and family members with dignity, sensitivity and empathy.**Kindness** - whilst we develop our organisation as a business, we will remember it is a service, and treat our patients and each other with kindness and humanity. **Quality** – we seek continuous quality improvement in all we do, through creativity, innovation, education and research. **Learning** - we nurture and encourage lifelong learning and continuous improvement, attracting, developing and retaining high quality staff, enabling them to fulfil their potential. **Integrity** - through our governance arrangements and our value system, we will ensure all of our services are transparent, trustworthy and reliable and delivered to the highest ethical standards, taking responsibility and accountability for our actions. **Team working** – we engage and empower our staff, sharing best practice and strengthening relationships with our partners and patients to achieve our Mission. **Communication** - we communicate with patients, the public, our staff and stakeholders, empowering them to actively participate in all aspects of the service, encouraging inclusiveness, openness, and accountability.*These Values shape our strategy to create an organisational culture and ethos to deliver high quality and safe services for all we serve and that staff are rightly proud of.* |
| **Reporting Relationship** | * Will report to Interim Occupational Therapist Manager In Charge III or OT Manager 1 and will receive professional supervision according to department policy by either the line manager or a relevant clinical specialist OT, or senior OT peer.
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| **Purpose of the Post**  | * To provide Occupational Therapy assessment/ treatment to patients under the care of the relevant Critical Care and Surgery Teams; Peri- operative specialities in GUH and other related specialities as decided by OT Manager.
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| **Principal Duties and Responsibilities** | * The post holder will support the principle that care of the patient comes first at all times and will approach their work with the flexibility and enthusiasm necessary to make this principle a reality for every patient to the greatest possible degree
* Maintain awareness of the primacy of the patient in relation to all hospital activities.
* Performance management systems are part of the role and you will be required to participate in the hospital performance management programme
* 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.
* To support, promote and actively participate in sustainable energy, water and waste initiatives to create a more sustainable, low carbon and efficient health service.

**Professional/ Clinical**The Senior Occupational Therapist will* 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
* Demonstrate a high level of competence in relation to seating and pressure care provision, in the critical care environment.
* Demonstrate, and proactively address the complications that may arise for patients within the critical care environment, including, but not limited to myopathy, delirium, loss of range of motion and increased dependency.
* Identify and prescribe appropriate seating for the patient within the acute hospital environment and liaise appropriately with community or off-site rehabilitation colleagues about continuing needs.
* Be responsible for the day-to-day running of the designated service areas by supervising staff, prioritising and allocating work and promoting positive staff morale and team working in conjunction with the Occupational Therapist Manager and Clinical Specialist OT in Critical Care.
* To achieve the effective daily management of a patient caseload including responding to urgent referral, prioritising clinical work and balancing other patient related and professional activities in accordance with departmental standards.
* Foster and maintain professional working relationships with colleagues, front line managers, e.g. CNMs, and other healthcare personnel across the MDT 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 in accordance with service policy
* Participate in teams as appropriate, communicating and working in co-operation with other team members
* Undertake the development of protocols and pathways for select patient conditions.
* Attend clinics, review meetings, team meetings, case conferences, ward rounds etc. as designated by the 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 maintain registration on CORU Register of Occupational Therapists as required by the Health and Social Care Professionals Act, 2005.

**Education and Training**The Senior Occupational Therapist will:* 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 support/ supervision with peer Senior Occupational Therapist(s)/ Occupational Therapist Manager and participate in performance review
* 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
* Utilise informal and reciprocal opportunities for education and upskilling of competencies among the MDT.

**Health & Safety**The Senior Occupational Therapist will:* 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, identify risks and take responsibility for appropriate action
* Report any adverse incidents in accordance with organisational guidelines
* Work within the professional scope of practice

**Administrative**The Senior Occupational Therapist will:* 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, including Clinical Specialist Critical Care OT
* 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 team
* 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 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 and team.
* 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
* Deputise for the Occupational Therapy Manager as required
* Perform such other duties appropriate to the office as may be assigned by the Occupational Therapist Manager

**KPI’s*** The identification and development of Key Performance Indicators (KPIs) which are congruent with the Hospital’s service plan targets.
* The development of Action Plans to address KPI targets.
* Driving and promoting a Performance Management culture.
* In conjunction with line manager assist in the development of a Performance Management system for your profession.
* The management and delivery of KPIs as a routine and core business objective.

**PLEASE NOTE THE FOLLOWING GENERAL CONDITIONS:*** Employees must attend fire lectures periodically and must observe fire orders.
* All accidents within the Department must be reported immediately.
* Infection Control Policies must be adhered to.
* In line with the Safety, Health and Welfare at Work Acts 2005 and 2010 all staff must comply with all safety regulations and audits.
* In line with the Public Health (Tobacco) (Amendment) Act 2004, smoking within the Hospital Buildings is not permitted.
* Hospital uniform code must be adhered to.
* Provide information that meets the need of Senior Management.
* To support, promote and actively participate in sustainable energy, water and waste initiatives to create a more sustainable, low carbon and efficient health service.

**Risk Management, Infection Control, Hygiene Services and Health & Safety*** The management of Risk, Infection Control, Hygiene Services and Health & Safety is the responsibility of everyone and will be achieved within a progressive, honest and open environment.
* The post holder must be familiar with the necessary education, training and support to enable them to meet this responsibility.
* The post holder has a duty to familiarise themselves with the relevant Organisational Policies, Procedures & Standards and attend training as appropriate in the following areas:
	+ Continuous Quality Improvement Initiatives
	+ Document Control Information Management Systems
	+ Risk Management Strategy and Policies
	+ Hygiene Related Policies, Procedures and Standards
	+ Decontamination Code of Practice
	+ Infection Control Policies
	+ Safety Statement, Health & Safety Policies and Fire Procedure
	+ Data Protection and confidentiality Policies
* The post holder is responsible for ensuring that they become familiar with the requirements stated within the Risk Management Strategy and that they comply with the Region’s Risk Management Incident/Near miss reporting Policies and Procedures.
* The post holder is responsible for ensuring that they comply with hygiene services requirements in your area of responsibility. Hygiene Services incorporates environment and facilities, hand hygiene, catering, cleaning, the management of laundry, waste, sharps and equipment.
* The post holder must foster and support a quality improvement culture through-out your area of responsibility in relation to hygiene services.
* The post holders’ responsibility for Quality & Risk Management, Hygiene Services and Health & Safety will be clarified to you in the induction process and by your line manager.
* The post holder must take reasonable care for his or her own actions and the effect that these may have upon the safety of others.
* The post holder must cooperate with management, attend Health & Safety related training and not undertake any task for which they have not been authorised and adequately trained.
* The post holder is required to bring to the attention of a responsible person any perceived shortcoming in our safety arrangements or any defects in work equipment.
* It is the post holder’s responsibility to be aware of and comply with the HSE Health Care Records Management/Integrated Discharge Planning (HCRM / IDP) Code of Practice.

**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 on the closing date:**Statutory Registration, Professional Qualifications, Experience, etc**(a) Candidates for appointment must:(i) Be registered, or be eligible for registration, on the Occupational Therapists Register maintained by the Occupational Therapists Registration Board at CORU. **AND**(ii) Have three years full time (or an aggregrate of three years) post qualification clinical experience. **AND**(iii) 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**(iv) 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. **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** | * Demonstrate clinical occupational therapy experience in the area of general surgery/ peri-operative specialities
* Desirable to be able to demonstrate clinical OT experience in the Critical Care environment
* Demonstrate experience in the prescription of seating and pressure relief in the acute hospital environment
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| **Skills, competencies and/or knowledge** | * Demonstrate a command of the English language so as to effectively carry out the duties and responsibilities of the role
* Demonstrate clinical knowledge, clinical reasoning skills and evidence based practice appropriate to carrying out the duties and responsibilities of the role
* 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 to service users
* Demonstrate the ability to plan and deliver service in an effective and resourceful manner
* Demonstrate ability to take initiative and to be appropriately self-directed
* Demonstrate the ability to effectively evaluate information and make appropriate decisions
* Demonstrate a commitment to the delivery of a high quality, person centred service
* Demonstrate an ability to manage and develop self and others in a working environment
* Demonstrate the ability to work independently as well as part of a team
* Display effective communication and interpersonal skills including the ability to collaborate with colleagues, families, carers, etc.
* Demonstrate the ability to follow line management directions appropriately and to utilise supervision effectively
* Demonstrate evidence of commitment to continuing professional development
* Demonstrate a willingness to engage and develop IT skills relevant to the role
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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 progressing 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. Read more about the HSE’s commitment to [Diversity, Equality and Inclusion](https://www.hse.ie/eng/staff/resources/diversity/diversity.html)  |
| **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 to be followed when making an appointment. These are set out in the CPSA Code of Practice. The Code outlines the standards to 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.Read the [CPSA Code of Practice](https://www.cpsa.ie/pdf/?file=https://assets.cpsa.ie/media/275828/b88e3648-c663-4293-9471-d2d75bd1d685.pdf).  |
| 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. |

**Senior Occupational Therapist – Critical Care; Surgical and Peri-operative services**

**Terms and Conditions of Employment**

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| **Tenure**  | The current vacancy available is temporary 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. |
| **Working Week** | The standard weekly working hours of attendance for your grade are 35 hours per week. Your normal weekly working hours are 35 hours. Contracted hours that are less than the standard weekly working hours for your grade will be paid pro rata to the full time equivalent.You are required to work agreed roster/on-call arrangements advised by your Reporting Manager. Your contracted hours are liable to change between the hours of 8.00am and 8.00pm over seven days to meet the requirements for extended day services in accordance with the terms of collective agreements and HSE Circulars. |
| **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.Visit [HSE Children First](https://www.hse.ie/eng/services/list/2/primarycare/childrenfirst/resources/) for further information, guidance and 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-2), 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-3).
* 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://healthservice.hse.ie/staff/health-and-safety/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-2)
2. [↑](#footnote-ref-3)