**GUHTA2025 Therapy Assistant**

**Job Specification & Terms and Conditions**

|  |  |
| --- | --- |
| **Job Title, Grade Code** | **Therapy Assistant, Galway University Hospitals** Occupational Therapy Assistant Grade Code 6505 Physiotherapy AssistantGrade code: 6503Speech and Language Therapy AssistantGrade code: 6504 |
| **Remuneration** | The salary scale for the post as of **01/03/2025** is: 35,434 36,883 38,410 38,816 39,813 40,675 41,917 43,204 44,539New 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** | GUHTA2025 |
| **Closing Date** | Friday, 18th 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** | The initial permanent vacancy is for Rehabilitation services in Hospital Ground on the Merlin Park site under the Occupational Therapy Department but will work with: Speech and Language Therapy Department Physiotherapy DepartmentOccupational Therapy DepartmentPost within Physiotherapy, Occupational therapy and Speech and Language Therapy will be offered from this panel. Future posts may include therapy assistant type roles and/or single discipline assistant roles such as a Physiotherapy Assistant, Occupational Therapy Assistant or Speech and Language Therapy AssistantA panel may/will be formed as a result of this campaign from which current and future, permanent and specified purpose vacancies of full or part-time duration on either Merlin Park or University Hospital Galway (UHG) site may be filled. |
| **Informal Enquiries**  | We welcome enquiries about the role. Contact Ms Valerie Flattery, Interim Occupational Therapist Manager In Charge III, Galway University Hospitals. **Tel:** (091) 542620 or **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.Physiotherapy DepartmentPhysiotherapy is a healthcare profession that helps people restore movement, reduce pain, and improve physical function. It uses techniques like exercise, manual therapy, and modalities (e.g., heat, cold) to treat injuries, manage chronic conditions, and aid recovery after surgery. It focuses on rehabilitation and preventing future injuries by improving strength and flexibility. Physiotherapy assistants work together with Physiotherapists to achieve these aims.The GUH Physiotherapy Department provides a wide range of acute and rehabilitation services i.e., Critical Care, Surgical, Medical, Cardiothoracics, Orthopaedics, Neurology, Care of Older Persons, Stroke, Oncology, Radiotherapy, Respiratory, Rehabilitation, Paediatrics, Women’s Health, OPD, Plastics, Emergency Department etcThe service is provided by a growing team of Clinical Specialist, Senior and Staff grade physiotherapists, supported by Physiotherapy Assistants across both sites. The physiotherapy assistants are critical in the smooth running of the service, assisting physiotherapists with the day-to-day management of their caseloads. The physiotherapy department is a practice education site for Physiotherapy students Occupational Therapy DepartmentThe GUH Occupational therapy Department are a growing team of therapist and support staff members working across University Hospital Galway and Merlin Park University Hospital. We cover a wide range of specialities and work with people of all ages to help them overcome challenges in completing everyday tasks and activities that they want to do, need to do, or like to do.The OT Department is a practice education site for Occupational therapy students from the University of Galway and University of Limerick, and a commitment to learning and staff development, so that we can provide the best care possible to patients, is an everyday part of working in our team.Speech & Language TherapySpeech and Language Therapy is concerned with maximising the individual’s potential for both Communication and Feeding, Eating, Drinking and Swallowing (FEDS). Therapy assistants work with the Speech & Language Therapists to achieve these objectives The SLT Dept is a practice education site for the University of Galway with undergraduate Speech & Language Therapy students attending the Department on clinical placement as part of their Clinical Practice Education over the course of the 4-year undergraduate programme, as do a number of undergraduate Speech & Language Therapists from University of Limerick, and other universities. The post-holder will be based at Galway University Hospitals as part of a Team of 12 Speech & Language Therapists who provide care across a wide spectrum of diagnostic groups, including Stroke, Care of the Elderly, Neurology, ENT, Maxillofacial Surgery Oncology, Critical Care, General Medicine, Paediatrics & Cleft Palate. The Team participates in a regular programme of CPD, has close links with the Speech & Language Therapy Department at NUIG, and works through annual Key Performance Indicators within a Team Based Performance Management Framework.NOTE: There are combined therapy assistant roles available in GUH in areas such as acute stroke unit, early supported discharge (ESD)Stroke, Older Persons Rehabilitation at home (OPRAH), Frailty at the Front Door team (FFD); Multidisciplinary Allied Response Service (MARS) team in ED; Rehabilitation and Trauma. These posts sit within one of the three therapy departments but provide a service across the disciplines. |
| **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** | * Your professional reporting relationship for line management and clinical governance will be to the relevant discipline Manager, or their deputies, as relevant to the role, and as made clear at job offer stage.
* You will report to therapists daily for clinical duties.
 |
| **Purpose of the Post**  | * The Assistant’s role will be to work under the direction and guidance of the Manager or supervising therapist to support the provision of high quality patient-centred therapy services and to manage delegated administrative duties, maintain hygiene, and implement health and safety processes as appropriate to the role.
 |
| **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
* Assist the Speech and Language Therapists/ Physiotherapists/ Occupational Therapists working in the designated clinical area to manage the day to day provision of SLT /Physiotherapy/ Occupational Therapy services. This role includes supervised or directed patient contact as well as assisting in the day to day organisation and running of the SLT/Physiotherapy/ Occupational Therapy service.
* The post holder will work under the guidance and supervision of the Speech and Language Therapists/ Physiotherapists/ Occupational Therapists and will assist to maintain the service as a member of the SLT/Physiotherapy / Occupational Therapy Team in the assigned clinical area.
* Duties will be according to the requirements of the specific work area and the day-to-day needs of the service and will include the following:

**Clinical Responsibilities – Speech and Language Therapy Assistant:*** To assist patients with therapeutic activities in the areas of Communication and Swallowing Rehabilitation
* To facilitate established therapy and rehabilitation programmes under the direction and supervision of the Speech & Language Therapist
* To co-facilitate or lead therapy groups under the direction and supervision of the Speech and Language Therapist
* Prepare and set up treatment areas for individual or group therapy sessions, including tidying the area and storage of equipment on completion of the session
* To be familiar with the operation of relevant equipment which he/she may be required to use.
* To prepare and set up equipment and supplies for specific clinics eg, Videofluroscopy, FEES, and to clean / tidy up the area after clinic as required by the Speech & Language Therapist.
* To develop appropriate rapport with patients under direction of the therapist, demonstrating positive attitude, respect and compassion in interactions, to facilitate patient engagement and to motivate and encourage
* Liaise and communicate effectively with the SLT team, and MDT Members as appropriate, to ensure co-ordinated intervention, and advise on any significant changes within the service. To recognise the importance of a good working relationship with frequent communication between the assistant and the supervising SLT team member.
* Foster and maintain professional relationships with colleagues.
* Under the direction of the therapist to be responsible for liaising with patients, carers, relatives, equipment and voluntary and community agencies as required
* To adapt individual and/or group activities as delegated this responsibility by the therapist and in line with pre-agreed parameters
* To observe general performance, behaviour, ability and responses of patients during therapeutic interventions. Record and report this information. Document patient contacts / interventions in the relevant Patient Chart, as per the Speech and Language Therapy Department’s policies / procedures.
* Respect and maintain confidentiality in all matters of information obtained during the course of employment.
* Seek advice and assistance from the relevant Speech & Language Therapist / Speech and Language Therapy Manager regarding any clinical or administrative task that is felt to be beyond the level of competence in line with principles of best practice and clinical governance
* To undergo training/education as required by GUHs and SLT service guidelines
* To feedback information in both verbal and written formats to departmental standards for SLT assistants
* To provide standardised, follow up education to patients regarding safe use of any equipment provided and to escalate any concerns to the treating Occupational Therapist

**Clinical responsibilities Physiotherapy Assistant*** To assist Physiotherapist in transfers, moving and positioning and treatment of patients
* To transport patients to/from department/treatment areas
* To assist patients with established rehabilitation activities such as mobility and strengthening exercises, balance and walking programs.
* To carry out one to one interventions under the direction of the physiotherapist
* To prepare the patient and the environment for treatment as directed by the physiotherapist.
* To organise and supervise therapeutic activities, with individual patients/groups as directed by the physiotherapist.
* To use knowledge and training in the safe use of physiotherapy equipment during therapeutic interventions as directed by the physiotherapist
* To use knowledge and understanding of a patients’ needs to involve and motivate the patient in the therapeutic process.
* To observe general behaviour, ability and responses of patients, record information as requested and report observations to the supervising therapist
* To toilet patients as required.
* Application / removal hot packs, ice, wax under direction.
* Implementation of treatment programmes as delegated by the physiotherapist
* Record statistics on patient activity on the departments IT system as delegated by the Physiotherapist.
* Record physiotherapy assistant patient treatment as delegated by the Physiotherapist

**Clinical Responsibilities Occupational Therapy Assistant*** Manage own caseload in accordance with the needs of the post and with support of the supervising Occupational Therapist.
* Collaborate with patients, family, carers and other staff in treatment / intervention planning and in the provision of support and advice.
* Follow treatment plans as determined and delegated by an Occupational Therapist including assisting in the provision of education and advice to service users on the use of enabling equipment.
* Carry out duties related to the planning, organisation and maintenance of Occupational Therapy interventions as directed by the Occupational Therapist.
* Carry out individual and group interventions for patients to the specifications agreed with the Occupational Therapist Supervisor and treating Occupational Therapists.
* Liaise with other staff and agencies in the provision of therapeutic programmes as directed by Occupational Therapist Supervisor.
* Prepare resources for assessment / intervention for clinic appointments, home visits and group interventions.
* Prepare the environment for group or 1:1 interventions according to service user needs and therapeutic goals, as directed by the Occupational Therapist.
* Work directly with service users under the direction of an Occupational Therapist, providing intervention in both individual and group settings for example:
	+ Assist service users with training and rehabilitation in e.g.:
		- Personal activities of daily living (PADLs).
		- Domestic activities of daily living (DADLs).
		- Work/vocational skills.
		- Leisure activities.
		- Community living skills.
	+ Assist service users with quality of life interventions e.g.:
		- Providing opportunities for service users to engage in purposeful activities.
		- Providing opportunities for service users to maintain appropriate occupational roles and habits.
		- Providing opportunities for service users to maintain / develop a sense of personal empowerment and esteem.
		- Providing opportunities for service users to maintain / develop occupational performance ability, including, cognitive skills, social interaction and physical ability.
* Record intervention outcomes as appropriate and report outcomes to the Occupational Therapist.
* Maintain accurate records of service user assessments and interventions. Maintain clinical notes relating to clinical work in service user files in accordance with local service protocols.
* Maintain professional standards in relation to consent, confidentiality, ethics and legislation.
* Carry out joint home assessments / follow up home visits with the supervising Occupational Therapist.

**Administrative Responsibilities (OT, SLT, PT):*** Compliance with all relevant department regulations including and not limited to documentation and recording of statistical data and other administrative records in a timely manner.
* Develop therapy resources and materials under the direction of the Therapy team.
* Maintain professional standards in relation to consent, confidentiality, ethics and legislation as appropriate.
* To assist in regular monitoring and control of stock and equipment, reporting same to the relevant team member as required
* To assist with equipment orders, administrative tasks, orientation of visitors or new staff as requested. Assigned administrative tasks may include filing, photocopying, scanning, faxing, formatting documents / customising patient materials eg information handouts.
* Use of computer programmes as required, including ensuring that patient-resources are stocked and kept up to date eg. patient handouts, equipment supplier lists.
* Engage with IT developments as they apply to patient care and service administration.
* To comply with all relevant statutory, local and hospital regulations and policies at all times, e.g. Health, Safety and Welfare at Work Act, 1989, and the Freedom of Information Act, 1997.
* To notify the Department Manager of sickness, annual and other leave in accordance with the Hospital’s policy.
* Manage telephone queries appropriately, including timely recording & dissemination of messages to staff.
* Participate in staff/ team meetings as required
* To support therapists in the organisation of the treatment program, e.g. scheduling of treatment, booking of rooms, preparation of patient information packs, collection of routine patient data from hospital IT systems for the purpose of Audit and routine SLT & Occupational Therapy care.
* Engage in supervision, personal development planning and performance review with the assigned Therapist / Therapy Manager.
* Participate in continuing professional development eg. journal clubs, in-service training and courses relevant to the role.
* Carry out the administrative and clerical duties required to support the Therapy staff and the Therapy department e.g. the scheduling of appointments.
* Comply with department procedures with regard to recommendation and provision of all assistive equipment / custom made devices.
* Keep up-to-date statistics and other administrative records as required within the department.
* Maintain / clean equipment and treatment areas as requested.
* Contribute to the planning and development of the Therapy Service and participate in service improvements, in conjunction with the Therapists.

**Care of facilities and equipment:*** Maintaining tidiness and cleanliness in the Therapy Departments, treatment and waiting areas
* To be involved in the preparation and cleaning of equipment and materials.
* To bring equipment to and from treatment areas as required by the therapists
* Where necessary, complete laundry duties and changing of linen.

**Health and Safety:*** To be familiar with and uphold the policies and principles of the SLT/PT/OT Department Safety Statements, professional guidelines and the Hospital Health and Safety protocols.
* Work in a safe manner with due care and attention to the safety of self and others, including not undertaking any duty related to patient / service user care for which he/she is not trained.
* Issue therapist-prescribed equipment using department protocols and in line with manufacturer guidance
* Implement agreed policies, procedures and safe professional practice by adhering to relevant legislation, regulations and standards. Comply with all relevant statutory, local and service regulations, policies, guidelines and policies e.g. Health, Safety & welfare at Work Act 1989, HIQA standards for Acute Hospitals.
* Participate in mandatory training as directed by Line Manager.
* To deal with emergency situations or accidents by summoning professional help in accordance with department or service guidelines.
* To report all incidents / accidents relating to self, other staff, patients or visitors to the Therapy Manager and any other relevant team member. Ensure completion of incident / near miss forms.
* To participate as required in Occupational Health and Safety training.
* Report immediately to Therapy Manager any defect in equipment or the environment, which might cause a hazard to staff or patients.
* Familiarise oneself and adhere to the HSE lone working policy 2012 and SLT Department Lone Working Guidelines.
* Support, promote and actively participate in sustainable energy, water and waste initiatives to create a more sustainable, low carbon and efficient health service.

**Education and Training*** To participate in continuing professional development within Saolta hospitals, as appropriate.
* Attend induction and mandatory in-service education relevant to the role.
* Participate in the induction of new staff as directed.
* Participate in appraisal and the development of a personal development plan in conjunction with the line manager.
* Participate in team based development, education, training and learning.

**Legislation:*** Must be aware of and adhere to legislation concerning:
	+ Health and Safety
	+ Freedom of Information Act 1997
	+ Childcare Act

**Confidentiality:**In the course of the employment you will have access to information regarding the health and personal affairs of patients or staff. Such information is strictly confidential. Unless acting on the instruction of an authorised officer, on no account must information concerning patients, staff or health service business be divulged or discussed except in the performance of normal duty. In addition, records must never be left in such a manner that unauthorised persons can obtain access to them. Records must be stored in safe custody when no longer in use.**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) Eligible applicants will be those who on the closing date for the competition have the following:(i) Possess a relevant\* health skills QQI Level 5 qualification (formerly FETAC) having achieved the associated Level 5 minor awards in both Occupational Therapy Assistant Theory and Occupational Therapy Assistant Practice / in both Physiotherapy Assistant Theory and Physiotherapy Assistant Practice / in both Speech and Language Assistant Theory and Speech and Language Assistant Practice at QQI Level 5 on the National Framework of Qualifications (NFQ) **OR**(ii) Possess a relevant Healthcare qualification at not less than QQI Level 5 on the National Framework of Qualifications (NFQ) and give an undertaking to successfully complete an approved programme leading to QQI Level 5 minor awards in both Occupational Therapy Assistant Theory and Occupational Therapy Assistant Practice / in both Physiotherapy Assistant Theory and Physiotherapy Assistant Practice / in both Speech and Language Assistant Theory and Speech and Language Assistant Practice within 1 year of taking up duty.**OR**(iii) Be currently employed as a Occupational Therapy Assistant / Physiotherapy Assistant / Speech and Language Assistant, Healthcare Assistant, Care Assistant, Attendant, Multi-Task Attendant or in a comparable role for at least 1 year and give an undertaking to acquire an appropriate healthcare qualification at not less than QQI Level 5 on the National Framework of Qualifications (NFQ) major award, having achieved the associated Level 5 minor awards in both Occupational Therapy Assistant Theory and Occupational Therapy Assistant Practice / in both Physiotherapy Assistant Theory and Physiotherapy Assistant Practice / in both Speech and Language Assistant Theory and Speech and Language Assistant Practice within 1 year of taking up post.**OR**(iv) Have completed the relevant QQI Level 5 minor awards in both Occupational Therapy Assistant Theory and Occupational Therapy Assistant practice / in both Physiotherapy Assistant Theory and Physiotherapy Assistant Practice / in both Speech and Language Assistant Theory and Speech and Language Assistant Practice and give a commitment to successfully complete a QQI level 5 major award within a 1 year of taking up post**OR**(v) An equivalent qualification from another jurisdiction **AND**(b) Candidates must 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*Note:**With regard to Criterion (i), the listing below is considered relevant health skills QQI (formerly FETAC)* *Level 5\* qualifications* * *QQI Level 5 Healthcare Support*
* *QQI Level 5 Nursing Studies*
* *QQI Level 5 Community Care*
* *QQI Level 5 Health Service Skills*
* *QQI Level 5 Community Health Services*

*\*(A full QQI/FETAC 5 Major award requires a minimum of 120 credits/8 Modules - Please note a Component Certificate will not suffice.) With regard to Criterion (ii), a relevant Healthcare qualification at not less than QQI Level 5 on the National Framework of Qualifications (NFQ) is considered to be a qualification with applied patient care modules / placements typically but not limited to qualifications in: Social Care Work, Nursing, Therapy Professions etc.***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 relevant depth and breadth of employment in last 4 years in a healthcare environment involved in direct patient care
 |
| **Skills, competencies and/or knowledge** | **Knowledge & Professional Knowledge*** Demonstrate a general knowledge of Speech and Language Therapy/Physiotherapy/Occupational Therapy and the work environment relevant to therapy assistant.
* Demonstrates knowledge of the Speech & Language Therapy/Physiotherapy/Occupational Therapy service at GUH.
* Demonstrate evidence of experience working in Health or Social care setting.
* Demonstrate an awareness of the impact of communication or swallowing difficulties on an individual.
* Demonstrate knowledge of Health and Safety regulations.
* Demonstrate knowledge of Safety of Waste Management.
* Demonstrate a good knowledge of Infection Control guidelines for patient care, cleaning equipment and laundry duties in specific cases.
* Demonstrate evidence of attainment of relevant FETAC Skills course or willingness to undertake.
* Demonstrate an interest in participating in self-development.
* Demonstrate a willingness to learn and transfer learning.
* Demonstrate awareness/ knowledge of Health and Safety Regulations.
* Strong verbal and written communication skills.
* Competence in basic IT – excel databases / word / email.

**Planning & Organising Skills*** Demonstrate flexibility and willingness to do a variety of tasks.
* Demonstrates good time management skills in carrying out both clinical and administrative duties.
* Demonstrates good organisational skills with practical competence.
* Demonstrate ability to act on instruction.
* Demonstrate motivation to work in a changing work environment.
* Demonstrate experience of managing workload appropriately.
* Demonstrate an ability to assist with administrative duties and basic IT computer skills email, word and inputting to excel.

**Teamwork*** Demonstrate ability to work as a member of team and make positive contributions to that team.
* Demonstrates evidence of being able to work collaboratively with other staff incarrying out work tasks.
* Demonstrates a willingness and ability to take direction / instruction from multiple Speech & Language Therapists/Physiotherapists/Ocupational Therapists, and follow-through on work plans.
* Demonstrates flexibility in the role, including possible rotation to different clinical areas within SLT/PT/OT and between UHG & Merlin Park sites.

**Quality & Patient Focus*** Demonstrate an awareness of some of the safety factors to be considered for patients who have swallowing difficulties.
* Demonstrate a patient centred focus in provision of care.
* Demonstrates the required skills to maintain a clean, tidy and welcoming environment that is in line with Health & Safety Standards.
* Demonstrate evidence of ability to treat patients, relatives and colleagues with dignity and respect and ensuring that the wellbeing of the patient is a key consideration at all times.
* Demonstrates a commitment to continuous learning, training and development within the role
* Demonstrates an ability to maintain confidentiality.
* Demonstrates the ability to use sound practical judgement and decision making.

**Communication & Interpersonal Skills*** Demonstrate proficiency in the English language (both verbal and written) so as to effectively carry out the duties and responsibilities of the role
* Demonstrate ability to communicate effectively and appropriately with a range of service users/providers
* Demonstrate interpersonal skills in dealing with a range of people
* Demonstrates a positive attitude and ability to empathise with service users, relatives and colleagues.
* Demonstrates ability and understanding in working with people with complex needs / disability and/or behaviour that challenges.
* Demonstrates ability and knowledge that supports patient engagement and motivation to meet therapeutic goals.
* Demonstrate effective communication skills including the ability to present information in a clear and concise manner
* Demonstrate motivation and an innovative approach to job & service developments
 |
| **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. |

**GUHTA2025 Therapy Assistant**

**Terms and Conditions of Employment**

|  |  |
| --- | --- |
| **Tenure**  | The current vacancy available is permanent and 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. |
| **Working Week** | The standard weekly working hours of attendance for your grade are **35** hours per week. Your normal weekly working hours are 17.5 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)