

Job Description and Person Specification

Clinical Specialist Occupational Therapist Stroke Service

Permanent Vacancy

Reference: HR22E015

Closing Date for Applications: Wednesday, 9th February 2022

HR Business Services,
St Vincent's University Hospital,
Elm Park,
Dublin 4.

Contact: 01 221 6062 or recruitment@svuh.ie

Accountability and Working Relationships

Title: Clinical Specialist Occupational Therapist in Stroke

Reports to: Reports and is accountable to the Occupational Therapy Manager

General Role Summary:

- All eligible candidates must be qualified 5 years and have 4 years consecutive work experience in stroke care.
- To apply advanced Occupational Therapy (OT) knowledge , skills and experience to stroke survivors.
- The successful candidate will possess skills and expertise in the area greater than that expected of a senior grade. This will include research , service development work within designated area
- The development and maintenance of high standard of clinical practice within this area through clinical evaluation, completing audit and evidence based practice
- This post will have responsibility for the ongoing development of their respective areas and any department initiatives.

Key Duties and Responsibilities:

Professional /Clinical

- Be responsible for assessment, diagnosis, planning, implementation and evaluation of treatment/intervention programmes for patients presenting in stroke care according to evidence base best practice and/or professional standards
- Be able to make highly specialist clinical decisions following assessment of but not limited to complex cases for patients within the clinical area .
- Assess and effectively manage own and OT team treatment towards the associated effects of patients' within clinical area .
- Demonstrate advanced knowledge of Occupational Therapy evidence based practice in stroke care.
- Be responsible for a clinical caseload and support and delegate appropriately to Occupational Therapy staff working within their area .
- Ensure a high standard of Occupational therapy assessment, treatment and management is provided for patients under his/her care and ensure that professional standards of practice are adhered to.
- Promote changes in work practices, procedures and /or techniques having regard to the development of best practice and advanced practice in Occupational Therapy.
- Ensure the privacy and dignity of the patient is respected at all times.
- Promote changes in work practices, procedures, techniques having regard to the development of best practice and advanced practice in Occupational Therapy.
- Communicate with other clinical specialists throughout the country and internationally to further develop clinical excellence and research.

- Act as resource in his/her specialist clinical area to Occupational Therapists and other health care professionals regarding the management of complex/problematic cases.
- Advise own clinical team on the complex disease and symptom management for patients' within the stroke speciality.
- Serve on and advise such committees that may be set up relevant to this area of clinical speciality.

Working Practice/ Leadership

- Represent the occupational therapy profession and promote the profile of Occupational Therapy both in SVUH and within stroke and at a national level .
- To work collaboratively with the OT manager and OT staff in providing leadership that will positively influence quality improvements within the OT service and respective clinical area at an organisational , regional and national level .
- Interpret standards of practice in relation to respective clinical area , in addition to professional codes of conduct, professional and organisational policies ensuring these are incorporated into Occupational Therapy practice.
- Recognize when it is appropriate to refer decisions to a higher level of authority and include colleagues in the decision making process as appropriate
- Understand the principles of the operational management of their respective areas and be responsible for the day to day management of this clinical speciality area
- Develop , collaborate and effectively communicate with the Occupational Therapy Manager and multidisciplinary team regarding referral pathways to the specialist area and patient management to ensure a safe, effective and efficient service.
- Provide leadership and assist in the setting and monitoring of clinical standards, policies and procedures, evaluation of clinical practice, quality control and clinical audit.
- Build and maintain good relationships with other services in the region and with agencies, both statutory and voluntary.
- Undertake other responsibilities as agreed from time to time with the Occupational Therapy Manager or other such persons to whom he/she may be accountable to.
- Deputise for the Occupational Therapy Manager as required
- Be responsible for the organisation and maintenance of clinical equipment as appropriate to clinical area
- Keep up to date with change and developments within the Irish Health Service and look to review clinical area as appropriate in respect of these changes

To Drive and Participate in Evidence Based Practice

- To maintain knowledge of and critically analyse current literature and available evidence relevant to the Clinical area and integrate same into practice.
- To monitor and evaluate effectiveness of intervention through the use of evidence based practice and outcome measures and modify practice accordingly.

- Develop and continually revise clinical guidelines for own areas of practice in accordance with evidence from National, International and professional body guidelines.
- Put in place evaluating mechanisms appropriate to the specialist area and demonstrate practices of continual audit and evaluation of the service with a view to maximising effectiveness, efficiency and quality.
- To demonstrate evidenced based practice in clinical specialism through the process of clinical reasoning and decision-making allowing knowledge to be applied in complex/different situations.

Communication

- Communicate oral and written information in a clear, concise and well-structured manner appropriate to the content and the target audience.
- Build and maintain effective relationships with colleagues at clinical and management levels.
- Build and maintain effective working relationships with other Clinical Specialist Occupational Therapists' in the region and other health professionals and attend multidisciplinary, clinical interest group and staff meetings etc. where required.
- Facilitate and ensure open communication within own service and department.
- Deal constructively with obstacles and conflict to ensure patient focused decision making within the MDT.
- Ensure post holder and OT teams communication with patients and families / carers in appropriate and timely manner
- Look to develop appropriate resources for patients and their families.
- Work within the multidisciplinary team ethos and liaise with staff to ensure that effective communication takes place at all times.

Planning, Maintaining and Ensuring Quality Service

- Demonstrate advanced knowledge of care pathways appropriate to this clinical area.
- Take a key role in the design and development of care pathways as appropriate to this clinical area with OT team and Senior MDT colleagues
- Design and implement processes and procedures to ensure highest standards of practice are met in their respective clinical area by establishing governance systems.
- Work within the MDT and liaise with staff to ensure effective communication takes place
- Report any emerging risk issues in a timely manner to the Occupational Therapist manager and other relevant senior staff within their clinical team and OT service generally.
- Develop and implement strategic service and/or business plans, quality initiatives, audits etc. based on up to date evidence based practice and report on outcomes in collaboration with Occupational Therapy manager and all stakeholders.
- Oversee, plan and evaluate optimal resource utilisation for effective service delivery and optimal patient outcomes.

To Participate in Research

- To maintain knowledge of and critically analyse current literature and available evidence relevant clinical area and integrate same into practice.
- To monitor and evaluate effectiveness of intervention through the use of evidence based practice and outcome measures and modify practice accordingly.
- Where necessary develop and update clinical guidelines for own areas of practice in accordance with evidence from international , national and professional body guidelines.
- To demonstrate evidenced based practice in clinical specialism through the process of clinical reasoning and decision-making allowing knowledge to be applied in complex/different situations.

To Promote Education and Development – Self and Others

- To identify own personal and professional development needs and to put formal and informal structures in place to meet those needs in collaboration with the Occupational Therapy Manager.
- To identify and avail of formal and/or informal learning opportunities within Occupational Therapy and MDT contexts to remain informed on contemporary clinical best practice.
- To analyse and apply learning from formal and informal CPD activities relevant to practice.
- To act as a positive and supportive specialist team leader in their own area.
- Avail of and participate in own supervision with Occupational Therapist Manager.
- Maintain and develop professional expertise and knowledge by actively engaging in continuing professional development e.g. reflective practice, by attending and presenting at in-service events, training courses, conferences, professional courses or other courses relevant to practice, participating in research etc.
- Manage, participate and play a key role in practice education of student therapists and promote and engage in teaching/training/support of others as appropriate (e.g. to staff, students, patients, carers etc.)
- To organise departmental journal clubs, academic and clinical case presentations.
- Attend practice educator courses as required.
- Participate in planning and performance management/personal development reviews as required with the Occupational Therapist Manager
- Maintain a continuous professional development (CPD) folder/online log in accordance with departmental, AOTI and CORU guidelines.

To Contribute to Occupational Therapy Professional Practice and Act as Clinical Resource

- To represent the OT profession within their own area and across multiple service areas within SVUH, larger health service and with all relevant stakeholders.
- To promote and instigate initiatives that will ensure professional practice and advancement of standards.
- To maintain knowledge of on-going work done by OT professional bodies, Irish healthcare services and relevant developments internationally and apply same to practice when relevant.
- To understand the specifics of current legislation as it applies to their specific area of practice.
- To understand and respect own scope of practice and that of all members of the MDT.
- To know when to ask for support in decisions or referring decisions to others when appropriate.
- To act as an advocate for colleagues within profession.
- To act as a clinical advisor to colleagues, students and health professionals.
- To provide clinical expertise on a regional and national basis on their specialist knowledge and skills in a defined clinical area.
- To contribute professional expertise to wider organisation initiatives/committees or steering groups.
- To disseminate knowledge and evidence based practice through presentations and publications.

Health and Safety

- Participate in mandatory and recommended training programmes in accordance with departmental/organisational guidelines.
- Comply with hospital and community policies in relation to fire, health & safety, risk management, Freedom of Information, patient confidentiality, radiation safety and dignity in the workplace.
- Document appropriately and report any near misses, hazards and accidents and bring to the attention of the relevant person(s) in line with best practice.
- Work in a safe manner with due care and attention to the safety of self and others
- Keep up-to-date with all departmental and hospital standards, policies, guidelines and protocols
- Be aware of risk management issues, identify risks and take appropriate action
- Promote a culture that values diversity and respect

The above Job Description 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 him/her from time to time and to contribute to the

development of the post while in office. This document 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. The Hospital Structure is currently under review and therefore, reporting relationships may change.

Informal Enquiries or Role Specific Enquiries: Ms Sarah McNally, Occupational Therapy Manager, Tel: (01) 221 4775. Email: sarah.mcnally@st-vincents.ie

Person Specification

Factors	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> An Occupational Therapy qualification validated by CORU and full CORU registration, appearing on the current CORU register for Occupational therapists'. 	<p>Continuing professional development in area of specialism</p> <p>Relevant Masters or Doctoral qualification</p>
Experience	<ul style="list-style-type: none"> Have 5 years full time (or equivalent) years full time Have post qualification clinical experience of which 4 years must be within stroke care. Demonstrate a proven record of clinical excellence in the specialism 	Significant clinical experience in stroke
Professional Development and Practice	<ul style="list-style-type: none"> Demonstrate evidence of continuing professional development relevant to stroke, in the form of relevant courses and/or post graduate qualifications. Demonstrate achievement in the areas of clinical audit, quality improvement initiatives, practice development, teaching and/or research. Demonstrate the requisite knowledge and ability (including a high standard of suitability, management, leadership and professional ability) for the proper discharge of the duties of the office. 	<p>Has expert knowledge within specialist clinical area</p> <p>Experience of audit , service development and /or research relevant to required area of specialism</p>

	<ul style="list-style-type: none"> Ability to learn skills and develop professionally 	
Core Competencies	<p>A. Occupation</p> <ol style="list-style-type: none"> Occupation Therapeutic and Professional Relationships Communication Teamwork The Occupational Therapy Process Manage a caseload Professional Reasoning Professional Behaviour <p>B. Providing a Quality Service</p> <ol style="list-style-type: none"> A Quality Service Clinical Leadership Evidence based practice & Research Research The Context of Professional Practice <p>C. Education and Development</p> <ol style="list-style-type: none"> Act as a Clinical Resource Continuing Professional Development Education and Development of Others 	

- Note:** Applicants whose first language is not English and/or who have not undergone their training through English must have achieved the following: A minimum score of 8.0 in the International English Language Testing System (IELTS); A pass in the Clinical English Language Competence Exam (CECE)

Particulars of Office:

The appointment is: Wholetime, Permanent, Pensionable

Annual Salary: €60,484 - €70,186 (01/10/21)

These particulars are subject to change in line with overall public pay policy.

Candidates should expect to be appointed on the minimum of the salary range and in accordance with the Department of Finance guidelines.

Probationary Period: The appointee shall hold office for a probationary period of six months – The Hospital's Probation and Induction policy will apply.

Pension Scheme: The candidate will be entered into one of the Hospital Superannuation Schemes.

Working Hours: The person appointed will work a basic 37 hour week. You will be required to work the agreed roster / on call arrangements advised to you by your line manager. Your contracted hours of work are liable to change between the hours of 8am – 8pm over seven days to meet the requirements for the extended day services in accordance with the terms of the Framework Agreement. (Reference HSE HR Circular 003/2009). Flexibility on hours of attendance in response to service needs will be a requirement.

Annual leave entitlement: 30 days per annum pro rata each year. Annual leave accrued must be taken within the duration of the contract or calendar year and as agreed between the candidate and the Head of Department.

Additional Information

Confidentiality:

During the course of employment staff may have access to, or hear information concerning the medical or personal affairs of patients, students, staff and / or other health service business. Such records and information are strictly confidential and unless acting on the instruction of an authorised officer, such information must not 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 and must be kept in safe custody when no longer required.

Hygiene:

During the course of employment staff are required to ensure that the hospital's hygiene and infection control policies are adhered to at all times. All employees have responsibility to prevent transmission of infection by adhering to and implementing optimal hand hygiene and adhering to the Hospital's Hygiene processes. Hygiene is a fundamental component of St Vincent's University Hospital's quality system to ensure the safety and well-being of its patients and staff and plays a role in the prevention and control of healthcare associated infection.

Policies / Legislation:

All Hospital policies and procedures form an integral part an employment contract and may be subject to update and revision, from time to time, in consultation with union representatives as appropriate. Employees are required to comply with all hospital policies, procedures (e.g. Dignity at Work, Trust in Care, Computer Usage Policy) and the Hospital's ethical codes of practice. Employees are required to abide by the hospital's code of behaviour and the code of practice as defined by their relevant professional body.

Please note the following:

- The Hospital Board is not responsible for loss or theft of personal belongings
- Fire orders must be observed and staff must attend the fire lectures periodically
- All accidents within the department must be reported immediately.
- In line with the Safety, Health and Welfare at Work Act (2005), smoking within the Hospital Building is not permitted.
- All staff are advised to avail of Hepatitis B Vaccination with Occupational health
- The use of personal mobile phones is prohibited.
- St. Vincent's University Hospital buildings and grounds are **smoke-free**.

Application Process: St. Vincent's University Hospital is an equal opportunities employer and is committed to promoting an environment free from discrimination in accordance with the Employment Equality Acts 1998 and 2004. The Hospital values diversity and recognises the benefits

of having a workforce that reflects the community we serve. We are committed to equality of access to positions within the Hospital. All recruitment activity and documentation will encourage applications from all potential candidates without discrimination.

Interested candidates should apply for vacancies of interest by visiting the Hospital Careers pages: <http://www.stvincents.ie/Home/Careers.html>

- Note the closing date(s) for the submission of on-line applications are specified on the list of vacancies. St. Vincent's University Hospital are not able to accept late applications.
- It is the applicant's responsibility to ensure that they apply well in advance of the closing date.
- Any applications which are still in progress but have not been submitted after the closing date will not be registered by our Web Recruitment System.
- Applications for St. Vincent's University Hospital job vacancies will only be accepted through our Web Recruitment System.
- St. Vincent's University Hospital may only take into account technical issues raised by an applicant if advised to our Human Resources Department prior to the advertised closing date.

Non-European Economic Area Applicants: While St. Vincent's University Hospital is an equal opportunities employer, in line with current Department of Jobs, Enterprise and Innovation Employment Permit requirements, applications from non European Economic Area (EEA) will only be considered in the event that an EEA citizen cannot be found to fill the vacancy. Please note that if you are a NON-EEA applicant and are unable to supply documents (listed on www.djei.ie), you are not entitled to participate in this recruitment competition. This is in accordance with the EU Community Preference Rule. Further information is available at www.djei.ie.

Former Public Service employees: Eligibility to compete may be affected where applicants were formerly employed by the Irish Public Service and previously availed of an Irish Public Service Scheme including:

- Incentivised Scheme for Early Retirement (ISER)
- Department of Health and Children Circular (7/2010)
- Collective Agreement: Redundancy Payments to Public Servants

Applicants should ensure that they are not precluded from re-engagement in the Irish Public Service under the terms of such Schemes. This is a non-exhaustive list and any queries should be directed to an applicant's former Irish Public Service Employer in the first instance.

Shortlisting: Shortlisting will be carried out on the basis of information supplied on your curriculum vitae. The criteria for shortlisting are based on the requirements of the post as outlined in the Person Specification. Failure to include information regarding these requirements on your CV may result in you not being called forward to the next state of the recruitment process.

All overseas qualifications must be validated. No candidate can work in the Hospital without validated qualifications. If professional registration is also a requirement, candidates must provide documentation of same.

Canvassing will automatically disqualify.

Please note that you will be contacted mainly by mobile phone and email. It is important that your mobile phone number, postal address and email address are correct. It is your responsibility to

ensure that you have access to your mobile voice mails and emails. We recommend that you use an email address that you have regular access to.

Competency based interviews follow the shortlisting stage of the recruitment process. Credit is awarded by the interview panel to candidates who demonstrate at interview that they possess the experience, competencies and skills listed in the person specification. Candidates will normally be given at least one weeks' notice of interview. Interviews are held in person only, no subsequent or alternative dates to dates given will be offered to candidates. All interviews are held in the HR Department of St. Vincent's University Hospital, Elm Park, Dublin 4 unless it is specifically noted otherwise in the Job Description. All posts are located in St. Vincent's University Hospital, Elm Park, Dublin 4 unless it is specifically noted otherwise in the Job Description.

Disability: Please let us know if you need any special assistance at interview, e.g. if you have difficulty in moving up or down stairs or have hearing or speech difficulties.

Candidates are notified of the result of their interview at the earliest possible date after the interview. The recommendation of the interview panel does not constitute a job offer. The process continues after the interview and includes clearance checks such as references, Garda clearance, occupational health clearance, validation of qualifications and experience. A job offer is made pending satisfactory clearances. SVUH reserves the right to remove candidates from specific recruitment panels and retract job offers if satisfactory clearances cannot be obtained or are deemed unsatisfactory.

For some recruitment competitions a panel of successful candidates may be formed as a result of the interviews. Candidates who obtain a place on the panel may, (within the life of the panel), be considered for subsequent approved vacancies. Candidates are placed on a panel in order of merit. A panel is typically live for 6 months.

It is normal procedure that candidates be placed on the first point of the relevant salary scale in accordance with the Department of Finance guidelines.

Declaration: Please read your application carefully and check for any errors or omissions. False declaration or omission in support of your application will disqualify you from appointment.

This document 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.

Date: January 2022