

## Occupational Therapist, Senior (Mental Health) Job Specification & Terms and Conditions

<b>Job Title and Grade</b>	<b>Occupational Therapist, Senior (Mental Health)</b> <i>(Grade Code: 3301)</i>
<b>Campaign Reference</b>	Job Ref: SVHF/OT/08/2022
<b>Closing Date</b>	5pm on Friday, 26 <sup>th</sup> of August.
<b>Proposed Interview Date (s)</b>	As soon as possible after the closing date.
<b>Taking up Appointment</b>	Start date to be indicated at job offer stage.
<b>Location of Post</b>	<p>There is currently a permanent and whole-time vacancy for the role of Occupational Therapist, Senior (Mental Health) available in St. Vincent's Hospital, Fairview. (<a href="http://www.svhf.ie">www.svhf.ie</a>)</p> <p>A panel may be formed as a result of this campaign for St. Vincent's Hospital, Fairview from which current and future, permanent and specified purpose vacancies of full or part-time duration may be filled.</p>
<b>Informal Enquiries:</b>	<p>Name: Dr. Angela Noonan  Email: <a href="mailto:angelanoonan@svhf.ie">angelanoonan@svhf.ie</a>  Tel: 01-8842480</p>
<b>Details of Service</b>	<p>St. Vincent's Hospital, Fairview provides progressive and comprehensive multidisciplinary team mental health inpatient and day hospital services for the catchment area of Dublin North Central. Adolescent and psychiatry of older age inpatient services are provided for wider catchment areas.</p> <p>St. Vincent's Hospital, Fairview (<a href="http://www.svhf.ie">www.svhf.ie</a>) is seeking to recruit a senior grade occupational therapist on a full-time (1.0 WTE) basis to provide support to its adult service, working as part of a multi-disciplinary team within the adult services and delivering a coordinated approach to service user care.</p> <p>The Senior OT will provide an OT Service for the adult inpatient units. They will attend the inpatient multidisciplinary meetings and contribute to the multi-disciplinary therapeutic programme.</p> <p>This is a lone role and external supervision will be provided. There is an occupational therapist colleague in the adolescent inpatient service.</p>
<b>Reporting</b>	The post holder will report to the Clinical Director and will be accountable to the

<b>Relationship</b>	Chief Executive.
<b>Key Working Relationships</b>	<p>The adult service at St. Vincent’s Hospital, Fairview has an acute admissions unit (30 beds) a psychiatry of old age unit (6 beds) and a continuing care ward (9 beds). There are five sector teams, one psychiatry of old age team and one rehabilitation psychiatry team who all work in the hospital. The consultants and non-consultant hospital doctors also work in the community. The other members of the multidisciplinary team are a senior social worker, senior clinical psychologist, psychology manager, dietitian, physiotherapist, pharmacist and nurses. There are occupational therapists on the community teams and the senior occupational therapist will liaise with these colleagues to ensure continuity of care when service users are admitted or discharged.</p> <p>The senior occupational therapist works in a lone role within the adult service of the hospital and arrangements and funding for external supervision are in place.</p>
<b>Purpose of the Post</b>	<p>St. Vincent’s Hospital, Fairview (<a href="http://www.svhf.ie">www.svhf.ie</a>) is currently seeking to recruit a senior grade occupational therapist on a full-time (1.0 WTE) basis to provide support to its adult service, working as part of a multi-disciplinary team and delivering a coordinated approach to service user care. The ideal candidate will have previous experience in the healthcare sector within adult services, ideally in mental health services and should be able to demonstrate a passion for improving the quality of life for those in their care.</p> <p>The purpose of the post is to work in conjunction with other team members in co-ordinating and developing the service to meet the needs of the service user group and the objectives of the organisation. The senior occupational therapist will be responsible for the provision of a high quality occupational therapy service and will carry out clinical and educational duties as required.</p>
<b>Principal Duties and Responsibilities</b>	<p><b><u>Professional / Clinical</u></b></p> <p><i>The Senior Occupational Therapist (Mental Health) will:</i></p> <ul style="list-style-type: none"> <li>• Maintain own standards of practice.</li> <li>• Manage own caseload and assess, plan, implement and evaluate treatment programmes for service users according to service standards.</li> <li>• Participate in the integrated discharge planning process in line with the MHC Code of Practice.</li> <li>• Foster and maintain professional working relationships with colleagues, front line managers, and other healthcare personnel in the team.</li> <li>• Ensure the quality of documentation of all assessments, treatment plans, progress notes, reports and discharge summaries is in accordance with local service and professional standards.</li> <li>• 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.</li> </ul>

- Communicating and work in co-operation with other team members.
- Attend review meetings, team meetings, case conferences, ward rounds and contribute to care plans.
- 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.
- Adhere 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 in accordance with local guidelines.

### **Education and Training**

*The Senior Occupational Therapist (Mental Health) 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 with the line manager.
- Engage in support / supervision with peer occupational therapist(s) / line 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.

### **Health & Safety**

*The Senior Occupational Therapist (Mental Health) 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.
- 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

	<p>implementing and maintaining these standards.</p> <ul style="list-style-type: none"> <li>• Support, promote and actively participate in sustainable energy, water and waste initiatives to create a more sustainable, low carbon and efficient health service.</li> </ul> <p><b><u>Administrative</u></b></p> <p><i>The Senior Occupational Therapist (Mental Health) will:</i></p> <ul style="list-style-type: none"> <li>• Be responsible for the co-ordination and delivery of service in the adult service.</li> <li>• Review and allocate resources within the service, in collaboration with the Clinical Director and relevant others.</li> <li>• Promote good working practice and uniformity of standards of best practice.</li> <li>• Promote quality by reviewing and evaluating the occupational therapy service regularly, identifying changing needs and opportunities to improve services, in collaboration with the Clinical Director and relevant others.</li> <li>• Develop and implement service / business plans, quality initiatives, audits etc.</li> <li>• Collect and evaluate data about the service user group and demonstrate the achievement of the objectives of the service.</li> <li>• 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.</li> <li>• Represent the service at meetings and conferences, as appropriate.</li> <li>• Promote good team working, and a culture that values diversity.</li> <li>• Participate in the management of occupational therapy stock and equipment.</li> <li>• Engage in IT developments as they apply to service user and service administration.</li> <li>• Keep up to date with developments within the organisation and the Irish health service.</li> <li>• Perform such other duties appropriate to the office as may be assigned by the line manager.</li> </ul> <p><b>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.</b></p>
<p><b>Eligibility Criteria</b></p> <p><b>Qualifications and/or Experience</b></p>	<p><b>Each candidate must, on the latest date for receiving completed application forms for the office, possess:</b></p> <ol style="list-style-type: none"> <li><b><u>1. Statutory Registration, Professional Qualifications, Experience, etc</u></b></li> </ol> <p><b>Candidates for appointment must:</b></p> <ol style="list-style-type: none"> <li>Be registered or eligible for registration, on the Occupational Therapists Register maintained by the Occupational Therapists Registration Board at</li> </ol>

	<p>CORU; <a href="http://www.coru.ie/">www.coru.ie/</a></p> <p style="text-align: center;">And</p> <p>ii. Have three years full time (or an aggregate of three years’) post qualification clinical experience.</p> <p style="text-align: center;">And</p> <p>iii. Submit proof to the Hospital of their application for registration on the Occupational Therapists Register maintained by the Occupational Therapists Registration Board at CORU <u>before a contract of employment can be issued.</u></p> <p style="text-align: center;">And</p> <p>iv. 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.</p> <p>2. <b><u>Annual registration</u></b></p> <p>i. On appointment practitioners must maintain live annual registration on Occupational Therapists Register maintained by the Occupational Therapists Registration Board at CORU.</p> <p style="text-align: center;">And</p> <p>ii. Practitioners must confirm annual registration with CORU to the Hospital by way of the annual Patient Safety Assurance Certificate (PSAC).</p> <p>3. <b><u>Health</u></b> Candidates 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.</p> <p>4. <b><u>Character</u></b> Candidates for and any person holding the office must be of good character.</p>
<b>Post Specific Requirements</b>	<p>Depth and breadth of experience in providing a service to people with complex mental health needs.</p> <p>Depth and breadth of experience of working with service users with mental health and comorbid conditions.</p> <p>Depth and breadth of experience in delivering occupational therapy services as part of a multi-disciplinary team.</p> <p>Depth and breadth of experiencing in planning and delivering quality mental health occupational therapy mental health services.</p>
<b>Other Requirements Specific to the Post</b>	
<b>Skills,</b>	

<p><b>Competencies and/or Knowledge</b></p>	<p><b>Candidates must:</b></p> <ul style="list-style-type: none"> <li>• Demonstrate a command of the English language so as to effectively carry out the duties and responsibilities of the role.</li> <li>• Demonstrate clinical knowledge, clinical reasoning skills and evidence based practice appropriate to carrying out the duties and responsibilities of the role.</li> <li>• Demonstrate an appropriate level of understanding of the occupational therapy process, the underpinning theory and its application to the role.</li> <li>• Demonstrate evidence of having applied / used appropriate assessment tools and treatments and a knowledge of the implications of outcomes to service users.</li> <li>• Demonstrate the ability to plan and deliver service in an effective and resourceful manner.</li> <li>• Demonstrate the ability to take initiative and to be appropriately self-directed.</li> <li>• Demonstrate the ability to effectively evaluate information and make appropriate decisions.</li> <li>• Demonstrate a commitment to the delivery of a high quality, person centred service.</li> <li>• Demonstrate an ability to manage and develop self and others in a working environment.</li> <li>• Demonstrate the ability to work independently as well as part of a team.</li> <li>• Display effective communication and interpersonal skills including the ability to collaborate with colleagues, families, carers, etc.</li> <li>• Demonstrate the ability to follow line management directions appropriately and to utilise supervision effectively.</li> <li>• Demonstrate evidence of commitment to continuing professional development.</li> <li>• Demonstrate a willingness to engage and develop information technology skills relevant to the role.</li> </ul>
<p><b>Campaign Specific Selection Process</b></p> <p><b>Ranking/ Shortlisting/ Interview</b></p>	<p>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.</p> <p><u>Failure to include information regarding these requirements may result in you not being called forward to the next stage of the selection process.</u></p> <p>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.</p>
<p><b>Data Protection</b></p>	<p>When your application is received, we create a computer record in your name, which contains much of the personal information you have supplied. This personal record is used solely in processing your candidature and in making an application, you are</p>

	<p>deemed to have granted your permission to use your personal information for the sole purpose of processing your application as a candidate for a role within the Hospital.</p> <p>Such information held on computer is subject to the rights and obligations set out in the Data Protection Act, 1988 and 2003.</p> <p>Certain items of information, not specific to any individual, are extracted from computer records for general anonymous statistical purposes.</p>
<p><b>Code of Practice</b></p>	<p>St. Vincent's Hospital, Fairview will run this campaign in compliance with the Code of Practice prepared by the Commission for Public Service Appointments (CPSA). The Code of Practice sets out how the core principles of probity, merit, equity and fairness might be applied on a principle basis. The Code also specifies the responsibilities placed on candidates, facilities for feedback to applicants on matters relating to their application when requested, and outlines procedures in relation to requests for a review of the recruitment and selection process and review in relation to allegations of a breach of the Code of Practice.</p> <p>Codes of practice are published by the CPSA and are available on <a href="http://www.cpsa.ie">www.cpsa.ie</a>.</p>
<p>The reform programme outlined for the Health Services may impact on this role and as structures change the job description may be reviewed.</p> <p>This job description 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.</p>	

## Occupational Therapist, Senior (Mental Health) Terms and Conditions of Employment

<b>Tenure</b>	<p>The initial vacancy is permanent and whole-time. This post is pensionable.</p> <p>A panel may be created from which permanent and specified purpose vacancies of whole or part time duration will be filled. The tenure of these posts will be indicated at “expression of interest” stage.</p>
<b>Remuneration</b>	<p>The Salary scale for the post (as at 01/10/2021) is:</p> <p>€54,677, €55,843, €57,045, €58,237, €59,429, €60,683, €62,005, €63,324, €64,380</p>
<b>Working Week</b>	<p>The standard working week applying to the post is: 35 hours per week.</p> <p>HSE Circular 003-2009 “Matching Working Patterns to Service Needs (Extended Working Day / Week Arrangements); Framework for Implementation of Clause 30.4 of Towards 2016” applies. Under the terms of this circular, all new entrants and staff appointed to promotional posts from Dec 16<sup>th</sup> 2008 will be required to work agreed roster / on call arrangements as advised by their line manager. Contracted hours of work are liable to change between the hours of 8am - 8pm over seven days to meet the requirements for extended day services in accordance with the terms of the Framework Agreement (Implementation of Clause 30.4 of Towards 2016).</p>
<b>Annual Leave</b>	<p>The annual leave associated with the post will be confirmed at contracting stage.</p>
<b>Superannuation</b>	<p>This is a pensionable position with St. Vincent’s Hospital, Fairview. 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 01<sup>st</sup> 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 31<sup>st</sup> December 2004.</p>
<b>Age</b>	<p>The Public Service Superannuation (Age of Retirement) Act, 2018* set 70 years as the compulsory retirement age for public servants.</p>
<b>Probation</b>	<p>Every appointment shall be subject to a probationary period of 6 months. Sick Leave is unpaid during the first six months’ service.</p>
<b>Protection of Persons Reporting Child Abuse Act 1998</b>	<p>As this post is one of those designated under the Protection of Persons Reporting Child Abuse Act 1998, appointment to this post appoints one as a designated officer in accordance with Section 2 of the Act. You will remain a designated officer for the duration of your appointment to your current post or for the duration of your</p>



	<p>appointment to such other post as is included in the categories specified in the Ministerial Direction. You will receive full information on your responsibilities under the Act on appointment.</p>
<p><b>Mandated Person Children First Act 2015</b></p>	<p>As a mandated person under the Children First Act 2015 you will have a legal obligation:</p> <ul style="list-style-type: none"> <li>• To report child protection concerns at or above a defined threshold to TUSLA.</li> <li>• To assist Tusla, if requested, in assessing a concern which has been the subject of a mandated report.</li> </ul> <p>You will remain a mandated person for the duration of your appointment to your current post or for the duration of your appointment to such other post as is included in the categories specified in the Ministerial Direction. You will receive full information on your responsibilities under the Act on appointment.</p>
<p><b>Infection Control</b></p>	<p>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.</p>