

Job Description and Person Specification

Senior Physiotherapist – Neurology

Permanent Vacancy

Reference: HR24E062

Closing Date for Applications: Tuesday, 13th February 2024
Virtual Interviews: Tuesday, 27th February 2024

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

Contact: +353 (1) 221 6062 or recruitment@svuh.ie

Accountability and Working Relationships

Title: Senior Physiotherapist in Neurology

Reports to: Physiotherapist Manager In-Charge III

Role Summary:

To develop and co-ordinate the Neurology Physiotherapy Service at St. Vincent's University Hospital. The post holder will join the Physiotherapy Department's Rehabilitation team and participate in planning, organising, directing and co-ordinating the Neurology Physiotherapy Service, in accordance with the Mission, vision, values and strategic plan of the organisation. Identifying and implementing operational procedures in line with best practice standards in order to provide the highest quality of patient care and optimise use of resources. Assisting the Physiotherapy Manager in the leadership and management of the Physiotherapy service, which is patient centred and which measures and audits performance and client satisfaction.

Mission Statement

The Physiotherapy Department aspires:

- To the establishment of the highest quality service, which is sensitive to the needs of the individual, the hospital and the community and which, demands of staff a level of expertise and skill commensurate with the highest standards of the profession.
- To the cultivation of an environment, which fosters and stimulates a spirit of enquiry and analysis, creating a service, which is dynamic, effective and appropriate.
- To enable patients to achieve the highest quality of life, which their condition allows, by educating and encouraging patient participation in care management and by ensuring that the formulation of care plans encompasses both the social and environmental factors.
- To the promotion and support of continuing professional development, education and research at undergraduate and postgraduate levels.

Professional Responsibilities:

- Design, co-ordinate and deliver an effective and efficient Neurology Physiotherapy Service based on assessment of needs.
- Develop and administer the highest quality of service by identifying and implementing operational procedures in line with best practice standards.

- Keep abreast with new developments, skills and technology to ensure continuing competence in the job.
- Enhance his/her skills in order to initiate and respond to changes in the work environment as additional roles may be demanded e.g. data analysis, clinical audit and research.

Management Responsibilities

- To lead and co-ordinate the Neurology Physiotherapy team in co-operation with the Physiotherapist Managers.
- Participate in the management of the Physiotherapy Service as a member of the Senior Physiotherapy Management team in co-operation with the Physiotherapist Managers.
- Create and promote good working relationships through open communication.
- Contribute to and participate in the staff induction, staff appraisal and in service training programmes.
- Actively participate in and promote continuing education and research activities consistent with the position.
- Maintain appropriate records and statistics sufficient for organisational and legal purposes to include work related injuries/incidents.
- Produce a service report for the Hospital Annual Report as required.
- Maintain and update an asset register of appropriate equipment and text books in conjunction with the Asset Register of the hospital
- Regularly review and update the Physiotherapy Service Policy and Procedures Document.
- Be responsible for overseeing equipment safety tests, both electrical and non-electrical, in accordance with the Physiotherapy Department's Safety Policy.
- Ensure that all new electrical equipment has been approved by the Department of Clinical Engineering prior to use in the Physiotherapy Department.
- Assist in organising and participate in the weekends and on-call with standby rota.

Staff Management:

- Lead by example a professional, dedicated and punctual team.
- Encourage professional development of team members at undergraduate, graduate and post graduate level through promotion of self-learning, formal courses and in-service training.
- Educate and supervise physiotherapy undergraduates on clinical placement.
- Ensure staff compliance with the Physiotherapy Department's policy on CPR and Moving and Handling training programmes.

Health and Safety:

- Ensure that effective safety procedures are in place to comply not only with the Health, Safety and Welfare at Work Act, but also within the spirit of the Hospital's mission, vision and values.
- Be conversant with and uphold the St. Vincent's University Hospital Safety Statement, Fire Safety regulations and the Major Disaster Plan.
- Ensure that faulty equipment is immediately removed from the treatment area and restored to safe use as promptly as possible.

Information Technology:

- In association with the Information Technology Department, comply with the development of a computer-integrated management system for the Physiotherapy Department.
- Collect, interpret and present data and information through audit of service activity, clinical standards and outcome measures.

Financial:

- In co-operation with the Physiotherapy Manager participate in the control of expenditure and management of departmental budgets, including a planned programme for replacing capital equipment.

Please note the following:

- The hours of work are in accordance with the hospital's policy and at the discretion of the Physiotherapy Manager in response to service needs.
- The extent and speed of change in the delivery of health care is such that adaptability is essential at this level of management. The post-holder will be required to maintain, enhance and develop the necessary professional knowledge, skills and aptitudes required to respond to a situation.

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 Martina Fitzpatrick, Physiotherapist Manager In-Charge III, Tel: 01 221 4592 or email: martina.fitzpatrick@st-vincent.ie

Ms Orla Daly, Physiotherapist Manager, Tel: 01 221 3235 or email odaly@svhg.ie

Person Specification

Factors	Essential	Desirable
Qualifications	<p><u>1. Statutory Registration.</u> <u>Professional Qualifications.</u> <u>Experience, etc.</u></p> <p>(a) Candidates for appointment must:</p> <p>(i) Be registered, or be eligible for registration, on the Physiotherapists Register maintained by the Physiotherapists Registration Board at CORU.</p> <p style="text-align: center;">AND</p> <p>(iii) Provide proof of Statutory Registration on the Physiotherapists Register maintained by the</p>	Evidence of attendance at relevant post qualification courses

	<p>Physiotherapists Register Registration Board at CORU before a contract of employment can be issued.</p> <p>2. Annual registration</p> <p>(i) On appointment practitioners must maintain annual registration on the Physiotherapists Register maintained by the Physiotherapists Registration Board at CORU.</p> <p style="text-align: center;">AND</p> <p>(ii) Practitioners must confirm annual registration with CORU by way of the annual Patient Safety Assurance Certificate (PSAC).</p>	
Experience (length and type)	<p>Candidates for appointment must:</p> <p>(i) Have 3 years full time (or an aggregate of 3 years) minimum post qualification clinical experience.</p> <p style="text-align: center;">AND</p> <p>(ii) 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>Professionally competent and credible in the area of acute care</p> <p>Experience in acute hospital setting</p> <p>Experience leading staff grade physiotherapists and students</p> <p>Experience of provision of learning and development</p>
Core Competencies	<p>A: Professional Practice</p> <ol style="list-style-type: none"> 1. Professionalism 2. Caseload Management 3. Communicating effectively with others <p>B: Providing a quality service</p> <ol style="list-style-type: none"> 1. Planning and maintaining a quality service 2. Leadership & Service Development 3. Managing People 	<p>Knowledge of Irish Healthcare system</p> <p>Evidence of own career development and personal development plan</p> <p>Knowledge of methods of clinical proficiency assessment</p> <p>Understanding of acute hospital Accreditation process</p>

	<p>4. Research & evidence based practice</p> <p>C: Education & Development</p> <p>1. Acting as a Clinical Resource</p> <p>2. Continuing Professional Development</p> <p>3. Education</p>	
Health	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.	
Character	Candidates for and any person holding the office must be of good character.	

Particulars of Office:

The appointment is: Whole-time, Permanent and Pensionable

Panel: A panel may be formed to fill upcoming permanent and whole-time vacancies over the next 6 months.

Annual Salary: as at 01/10/2023 pro rata
 €59,478 - €60,747 - €62,054 - €63,350 - €64,646 - €66,012 - €67,449 - €68,883 - €70,033

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 35 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: 29 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 members 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 of 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.

Protected Disclosure Policy:

See link below for more information on our Protected Disclosure Policy as per the Protected Disclosure (Amendment) Act 2022;

[Protected Disclosures - St. Vincent's University Hospital \(stvincents.ie\)](http://www.stvincents.ie)

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 week's notice of interview. All interviews are held remotely unless it is specifically noted otherwise in the Job Description. No subsequent or alternative dates to dates given will be offered to candidates. 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, overseas police clearance (if applicable)*, 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.

** If you lived in any country for 6 months or more from the date of your 16th birthday other than the Republic of Ireland or Northern Ireland you will be required to provide security clearance for each jurisdiction in which you have resided. Your security clearance must be dated AFTER you left that country and cover the entire period of your residence. Seeking security clearances from other countries are the responsibility of the candidate. It is a process which can take an amount of time. Therefore we would strongly advise that you commence seeking international security clearances now.*

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.

January 2024