

## **Job Description and Person Specification**

**Senior Physiotherapist:  
0.5 WTE Clinical Practice Tutor & 0.5 WTE Musculoskeletal Care**

**Permanent Vacancy**

**Reference: HR24E081**

**Closing Date for Applications: Wednesday, 21<sup>st</sup> February 2024**

**Interview date: Monday, 4<sup>th</sup> March 2024**

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

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

## **Accountability and Working Relationships**

**Title:** Senior Physiotherapist – 0.5 WTE Clinical Practice Tutor & 0.5 WTE Musculoskeletal Care

**Reports to:** Physiotherapist Manager In-Charge III

### **Role Summary:**

To develop and co-ordinate the Physiotherapy Musculoskeletal Service at St. Vincent's University Hospital.

To develop the capacity and quality of the practice education programme and support both students and Practice Educators.

### **Mission Statement:**

The Physiotherapy Department aspires:

- To the establish 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.

## **Key Duties and Responsibilities**

### **Senior Physiotherapist Musculoskeletal Care:**

- Planning, organising, directing and co-ordinating the physiotherapy undergraduate clinical placement programme and the musculoskeletal service, in accordance with the Mission, vision, values and strategic plan of the organisation.
- Identifying and implementing “best practice” standards in order to promote the health and safety of staff/client and optimise use of resources.
- Assisting the Physiotherapy Manager and his/her Deputy in the leadership and management of the Physiotherapy Musculoskeletal service, which is staff/client, centred and which measures and audits performance and staff/client satisfaction.

### **Professional Responsibilities:**

- Develop and co-ordinate a hospital based Clinical Placement Programme for Physiotherapy Undergraduates in collaboration with the School of Physiotherapy, University College Dublin, which is student centred and commiserate with the ethos of the University.
- Participate with Seniors in Musculoskeletal Care in the design, co-ordination and delivery of an effective and efficient physiotherapy Musculoskeletal Care service based on assessment of needs.
- Facilitate and foster the concept of reflective and analytical practice at undergraduate level and postgraduate level.
- Ensure that the physiotherapy undergraduates uphold the standards of the physiotherapy services.
- Organise a programme of relevant tutorials, group and peer learning activities for undergraduates while on placement.
- Administer the highest quality of service by identifying and implementing operational procedures in line with best practice standards and in line with the standards of the Physiotherapy Department.
- Maintain appropriate records and statistics sufficient for organisational and legal purposes to include work related injuries/incidents.

- 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.
- Liaise with the Occupational Health Department / Ergonomist in the treatment of staff for musculoskeletal work related injuries
- Deliver occasional lectures in the UCD academic programme as required and as time permits

**Management Responsibilities:**

- Lead and co-ordinate the Physiotherapy Clinical Placement Undergraduate Programme in collaboration with the Senior and Staff Physiotherapists.
- Communicate with members of the academic staff to ensure that the aims and objectives of the undergraduate programme are achieved.
- 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.
- Develop and organise the undergraduate induction, assessments and professional development programmes.
- Actively participate in and promote continuing education and research activities consistent with the position.
- Produce a service report for the Hospital Annual Report.
- Maintain and update an asset register of appropriate equipment and text books in conjunction with the Asset Register of the hospital
- Initiate, develop and regularly update the Physiotherapy Undergraduate Clinical Placement Standards and Procedures in line with developments.
- 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 of Department Clinical Engineering prior to use in the Physiotherapy Service.

- To participate in the weekend 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 postgraduate level through promotion of self-directed learning, formal courses and in-service training.
- Responsible for organising the arrangements in the clinical areas for educating and supervising undergraduates.
- Ensure the undergraduates' 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.
- Become conversant with and uphold the 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:**

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

#### **Research:**

- To promote, initiate and lead research.

**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.

**Clinical Tutor Role****Practice Education:**

- Liaise with Practice Education Co-ordinator(s) to ensure optimum practice education learning experience.
- Organise and co-ordinate placements in the healthcare agency/agencies in liaison with the university.
- Provide induction to students on practice education, site policies and procedures relevant to their placements.
- Ensure student learning contracts/placement objectives are agreed at the start of each placement, in conjunction with the Practice Educator(s).
- Participate in the clinical supervision of students during client intervention in collaboration with Practice Educator(s).
- Organise relevant tutorial, group and peer learning activities for students while on placement.
- Provide advice, support and assistance to the Practice Educator(s) in the assessment of student performance in collaboration with relevant university staff.
- Collaborate with Practice Education Co-ordinator(s) in providing support to Practice Educator(s) through mentoring and the organisation, design and delivery of CPD workshops and courses related to education and evidence-based practice.
- Contribute to teaching of specific practice education modules for students at the University prior to their commencement of practice education.
- Participate in the development and integration of practice education within the curriculum in alignment with accreditation standards of the university.
- Prepare practice education schedules and co-ordinate students assigned to practice education site(s).

- Contribute to ongoing feedback to students about their performance, in conjunction with the Practice Educator(s).
- Contribute to and attend practice education workshops and training days and any relevant committees organised by the University.
- Co-ordinate, allocate, arrange and manage practice education within the agency/agencies.
- Actively seek and develop practice education opportunities in liaison with key stakeholders including a range of environments not previously explored within the agency/agencies.
- Facilitate communication and effective working relationships between clinical/non-clinical colleagues and the university based staff.
- Promote inter-professional learning across disciplines in the health care setting.
- Participate in the quality assurance mechanism of the student learning environment.
- Contribute to the development and promotion of multi-professional working in the delivery of patient care for the benefit of patients.

### **Practice Teaching**

- Facilitate effective learning within practice for therapy students.
- Contribute to a professional practice education network. This may include the development and roll out of innovative learning methodologies, common assessment criteria, benchmarking standards for practice education, supervision models, practice teaching skills, and the use of information technology.
- Evaluate the student learning experience within practice and its contribution to the whole learning experience in conjunction with the Practice Educator(s).
- Promote and develop communication and links with a range of local services in order to develop practice education placement learning experiences.

### **Service and Standards**

- Set and maintain a high standard of clinical/non-clinical practice within healthcare and other settings.

- Keep abreast of research and practice developments in relevant clinical/non-clinical areas by attending seminars, conferences and post graduate courses and maintain clinical/other relevant competency.
- Ensure that privacy and dignity of the patient is respected at all times.
- Liaise with patients, carers and other health care professional to ensure a holistic approach to patient care.
- Provide for the completion of patient's treatment, when student placement ends, as appropriate.
- Co-operate in the provision of clinical service as part of the therapy team when placements are not being undertaken.
- Ensure compliance with all departmental policies such as the data collection system, current administrative procedures and health and safety guidelines.
- Participate in the in-service training programme at clinical/non-clinical sites.
- Contribute to forward planning and the development of therapy services with particular emphasis to the service needs of practice education sites.
- Participate in a performance review process with line manager.
- Undertake any other responsibilities in relation to clinical education assigned by manager or the university in consultation with each other.
- Undertake other responsibilities as are agreed from time to time with the Therapy Manager or other such person to whom he/she may be accountable.
- Duties while students are not on placement may include maintaining clinical competency through service provision, participating in research activities, audits and quality initiatives, preparing and updating Practice Educator(s) for upcoming placements, completing CPD activities and contributing to practice education within the university.

**Please note the following:**

- The hours of work are at the discretion of the Physiotherapy Manager and in line with the requirements of the physiotherapy service and university programme. While the tutor will be required to take part in the on call with standby rota his/her commitment will be curtailed in comparison with that of other staff members. The tutor will also be required to organise his/her holidays in accordance with the undergraduate programme.



- 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 changing 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, Telephone 01 221 4592 or email [martina.fitzpatrick@st-vincent's.ie](mailto:martina.fitzpatrick@st-vincent's.ie)

Ms Orla Daly, Physiotherapist Manager, Tel. 01 221 3235 or email [odaly@svuh.ie](mailto:odaly@svuh.ie)

**Person Specification**

Factors	Essential	Desirable
<b>Qualifications</b>	<p><b>1. <u>Statutory Registration, Professional Qualifications, Experience, etc.</u></b></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;"><b>AND</b></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 style="text-align: center;"><b>AND</b></p>	Evidence of attendance at relevant post qualification courses

	<p>(iii) Provide proof of Statutory Registration on the Physiotherapists Register maintained by the Physiotherapists Register Registration Board at CORU before a contract of employment can be issued.</p> <p><b><u>2. Annual registration</u></b></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;"><b>AND</b></p> <p>(ii) Practitioners must confirm annual registration with CORU by way of the annual Patient Safety Assurance Certificate (PSAC).</p>	
<p><b>Experience (length and type)</b></p>	<p>Have three years full time (or an aggregate of three years full time) post qualification clinical experience.</p>	<p>Professionally competent and credible in the area of acute care</p> <p>Experience in acute hospital setting</p> <p>Experience in cardiorespiratory and rehabilitation</p> <p>Experience leading staff grade physiotherapists and students</p> <p>Experience of provision of learning and development</p> <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>

		Understanding of acute hospital accreditation process
<b>Core Competencies</b>	<p><b>A: Professional Practice</b></p> <ol style="list-style-type: none"> <li>1. Professionalism</li> <li>2. Caseload Management</li> <li>3. Communicating effectively with others</li> </ol> <p><b>B: Providing a quality service</b></p> <ol style="list-style-type: none"> <li>1. Planning and maintaining a quality service</li> <li>2. Leadership &amp; Service Development</li> <li>3. Managing People</li> <li>4. Research &amp; evidence based practice</li> </ol> <p><b>C: Education &amp; Development</b></p> <ol style="list-style-type: none"> <li>1. Acting as a Clinical Resource</li> <li>2. Continuing Professional Development</li> <li>3. Education</li> </ol>	<ul style="list-style-type: none"> <li>• Knowledge of Irish Healthcare system</li> <li>• Evidence of own career development and personal development plan</li> <li>• Knowledge of methods of clinical proficiency assessment</li> <li>• Understanding of acute hospital Accreditation process</li> </ul>
<b>Health</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.	
<b>Character</b>	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.

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**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 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://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](http://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](http://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. 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 16<sup>th</sup> 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**