

Job Description and Person Specification

Senior Physiotherapist – COPD Outreach

Permanent Vacancy

Reference: HR24E102

Closing Date for Applications: Monday, 26th February 2024
Interview date: Tuesday, 12th March 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 COPD Outreach

Reports to: Physiotherapist Manager In-Charge III

Role Summary:

- To work in conjunction with other team members in co-ordinating and developing the service to meet the needs of the population it serves in line with the objectives of the organisation
- To be responsible for the provision of a high quality Physiotherapy service in accordance with standards of professional practice
- To carry out clinical and educational duties as required
- To work with Physiotherapy Manager in ensuring the co-ordination, development and delivery of a quality, client centred physiotherapy service across and between networks in the geographical area

Key Duties and Responsibilities:

Professional / Clinical

The Senior Physiotherapist will:

- Be a lead clinician and carry a clinical caseload appropriate to the post
- Be responsible for client assessment, development and implementation of individualised treatment plans that are client centred and in line with best practice
- Be responsible for goal setting in partnership with client, family and other team members as appropriate
- Be responsible for standards of practice of self and staff appointed to clinical / designated area(s)
- Be a clinical resource for other Physiotherapists
- Communicate effectively with and provide instruction, guidance and support to, staff_clients, family, carers etc.
- Document client records in accordance with professional standards and departmental policies
- Provide a service in varied locations in line with local policy / guidelines and within appropriate time allocation (e.g. clinic, home visits)
- Participate and be a lead clinician as appropriate in review meetings, case conferences etc.
- Develop and promote professional standards of practice
- Work within own scope of professional competence in line with principles of best practice, professional conduct and clinical governance
- Seek advice of relevant personnel when appropriate / as required
- Comply with the Physiotherapist Registration Board (PRB) at CORU, Code of Professional Conduct and Ethics, regarding all professional standards, including relevant Continuous Professional Development
- Provide weekend and on call service

Education & Training

The Senior Physiotherapist will:

- Participate in mandatory training programmes

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- Take responsibility for, and keep up to date with Physiotherapy practice by participating in continuing professional development such as reflective practice, in service, self-directed learning, research, clinical audit etc.
- Be responsible for the induction and clinical supervision of staff in the designated area(s)
- Co-ordinate and deliver clinical placements in partnership with universities and clinical educators
- Manage, participate and play a key role in the practice education of student therapists. Take part in teaching / training / supervision / evaluation of staff / students and attend practice educator courses as relevant to role and needs
- Engage in personal development planning and performance review for self and others as required

Quality Safety & Risk

The Senior Physiotherapist will:

- Be responsible for the co-ordination and delivery of a quality service in line with best practice
- Develop and monitor implementation of agreed policies, procedures and safe professional practice by adhering to relevant legislation, regulations and standards
- Ensure the safety of self and others, and the maintenance of safe environments and equipment used in Physiotherapy in accordance with legislation
- Assess and manage risk in their assigned area(s) of responsibility
- Take the appropriate timely action to manage any incidents or near misses within their assigned area(s)
- Report any deficiency/danger in any aspect of the service to the team or Physiotherapy Manager as appropriate
- Be responsible for the safe and competent use of all equipment, aids and appliances both by clients and staff under their supervision
- Develop and promote quality standards of work and co-operate with quality assurance programmes
- Oversee and monitor the standards of best practice within their Physiotherapy team

Administrative

The Senior Physiotherapist will:

- Contribute to the service planning process
- Assist the Physiotherapy Manager and relevant others in service development encompassing policy development and implementation
- Review and evaluate the Physiotherapy service regularly, identifying changing needs and opportunities to improve services
- Collect and evaluate data about the service area as identified in service plans and demonstrate the achievement of the objectives of the service
- Oversee the upkeep of accurate records in line with best practice
- Collate and maintain accurate statistics and render reports as required
- Represent the department / team at meetings and conferences as appropriate
- Inform the Physiotherapy Manager of staff issues (needs, interests, views) as appropriate
- Promote a culture that values diversity and respect in the workplace
- Participate in the control and ordering of Physiotherapy stock and equipment in conjunction with the Physiotherapy Manager
- Be accountable for the budget, where relevant
- Keep up to date with organisational developments within the Irish Health Service

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- Engage in IT developments as they apply to clients and service administration
- Perform such other duties appropriate to the role as may be assigned by the Physiotherapy Manager

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

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

Person Specification

Factors	Essential	Desirable
Qualifications	<p><u>1. Statutory Registration, Professional Qualifications, 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>(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;">AND</p> <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><u>2. Annual registration</u></p>	<p>Evidence of attendance at relevant post qualification courses</p> <p>Competence in the use of information technology</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)	Have three years full time (or an aggregate of three years full time) post qualification clinical experience.	<p>Senior experience (Temporary or Permanent) in the Cardiorespiratory clinical specialty.</p> <p>Professionally competent and credible in the area</p>
Other requirements specific to the post		Access to appropriate transport to fulfil the requirements of the role, as a significant portion the post will involve travel to carry out 'off site' duties. Successful appointee will travel to patient's place of residence to perform duties related to the role.
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 4. Research & evidence based practice <p>C: Education & Development</p> <ol style="list-style-type: none"> 1. Acting as a Clinical Resource 2. Continuing Professional Development 3. Education 	<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>
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.	
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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

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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://www.stvincents.ie/ProtectedDisclosures)

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

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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.

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** 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