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**Job Specification**

**Rehabilitation Assistant**

**Ref 2018/16B**

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| **Job Title and Grade** | Rehabilitation Assistant – (Band 3)  Grade Code: 6503 |
| **Location of Post** | Our Lady’s Hospital, Navan |
| **Details of Service** | Our Lady’s Hospital, Navan currently has a total of 107 beds and provides a general acute hospital service to the catchment area of Meath and a Regional Elective Orthopaedic service. The acute services are as follows: General Medicine including MAU, General Surgery, Elective Orthopaedics, Regional Rheumatology service, ICU/HDU, CCU, Emergency Department, Gynaecology Day surgery and Out-patient, Medical & Surgical Day Services, Out-patient service, Pathology services, Radiology, Occupational Therapy, Pre-op Assessment, Anaesthetic Services. |
| **Organisational Area** | IEHG Hospital Group |
| **Campaign Reference** | 2018/16B |
| **Closing Date** | Friday 9th August 2019 at 4.00 pm |
| **Proposed Interview Date** | Late August |
| **Location of Post** | Department of Rehabilitation, Our Lady’s Hospital, Navan |
| **Reporting Relationship** | The post holder will report to the Therapy Services Manager and in his/her absence will report to the Therapy Seniors working in the Department of Rehabilitation. |
| **Informal Enquiries** | Lara Bourton Cassidy, Physiotherapy Services Manager, Our Lady’s Hospital, Navan  [lara.bourtoncassidy@hse.ie](mailto:niall.kelly@hse.ie)  046 9078556 |
| Purpose of the Post | The Rehabilitation assistant will provide support and assistance to the Department of Rehabilitation in delivering physiotherapy intervention to patients. He/She will oversee and co-ordinate specific functional group activities within the Department. This will be achieved through liaison with all stakeholders (nursing, patients, household, portering etc) and any external agencies that are providing patient activities. The Rehabilitation Assistant will work under the guidance and supervision of the CORU registered Therapists. |
| **Principal Duties and Responsibilities**  **Principal Duties and Responsibilities contd……** | **Involvement in patient care:**   * Transport patients to/from department/treatment areas. * Preparation of patient and area for treatment. * Assist Therapists in transfers, moving and positioning and treatment of patients. * Routine mobilisation of patients as directed by the Therapist. * Toileting patients as required. * Supervising exercise programmes. * Application / removal patient equipment under direction. * Organise /assist with / lead group activities. * Observe patients behaviour and ability and report back to the Therapist. * Involve and motivate the patient in the therapeutic process. * Deal with emergency situations or accidents as per Hospital policies. * To gather the appropriate information from medical records, family members and patient to assess their capabilities, needs and interests. * To carry out treatment programmes, both individual, group and joint sessions under the guidance of the treating therapist either alone or with another team member. * Be prepared to ask for assistance /clarification and guidance in case of doubt.   **Care of facilities and equipment:**   * Maintaining tidiness and cleanliness in the Rehabilitation Department, treatment and waiting areas * Laundry duties, changing linen, cleaning equipment * To bring equipment to and from treatment areas as required by the Therapists. * Assisting in the maintenance / issuing of aids / appliances   **General Responsibilities**   * Manage stock control in the department. * Receptionist / Administrative duties e.g. managing outpatient booking system, receiving and recording details of telephone calls/messages, filing, photocopying and compiling statistics. * Ensures good working relationship with frequent communication within the department * To attend and participate in staff meetings and in-service as required * To carry out any other duties as requested by the Therapy Services Manager for the smooth and efficient running of the department. * To rotate across Rehabilitation Service areas in agreement with Rehabilitation Managers.   **Safety**   * To be familiar with and uphold the policies and principles of the Rehabilitation Safety Statement, professional guidelines and the Hospital Health and Safety protocols. * To participate as required in Occupational Health and Safety training. * Report immediately to the Therapy Services Manager any defect in equipment or the environment, which might cause a hazard to staff or patients.   **Education**   * Actively participate in planning and defining service needs through staff meetings. * Ensure that agreed professional and quality standards are maintained. * Participate in audit and outcome measures as directed by the Therapy Services Manager. * Identify specific learning needs to the Therapy Services Manager. * Update knowledge in rehabilitation through personal study, attending courses/online courses etc * Be involved in research projects as requested. |
| **Eligibility Criteria**  **Qualifications /Experience** | **Candidates must meet the following criteria on the closing date:**   * Have attained a minimum level of education to FETAC level 5 – with a preference for Occupational Therapy/Physiotherapy Rehabilitation modules   And   * Have a minimum of 3 years satisfactory post qualification experience working in a healthcare setting   **Health**  A candidate 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**  Each candidate for and any person holding the office must be of good character.  **Age**  Age restrictions shall only apply to a candidate where S/he is not classified as a new entrant (within the meaning of the Public Service Superannuation Act, 2004). A candidate who is not classified as a new entrant must be under 65 years of age on the first day of the month in which the latest date for receiving completed application forms for the office occurs. |
| **Post Specific requirements** | * Have excellent interpersonal skills * Be computer literate * Have good organisational skills * Have the ability to manage a caseload * Have the ability to work on own initiative, prioritise and manage a number of issues simultaneously and demonstrate attention to detail * Have the ability to identify potential difficulties and formulate solutions in conjunction with other team members |
| **Essential skills, competencies and knowledge** | **Personal Organisation**  Working in the Health Service Executive Ireland East Hospital Group, it may be necessary for support service staff to organise and prioritise their work effectively. This may involve identifying what needs to be done and taking responsibility for ensuring that the work is completed to a high standard and in accordance with the time-frame identified. The Rehabilitation Assistant will have a “Can do, Will do Attitude” and must ensure that they pay attention to detail, when completing routine/ repetitive tasks and always manage their own time efficiently.  **People Skills**  The Rehabilitation Assistant will be expected to work as part of a team and as part of their working role they must be courteous and helpful to both staff and patients at all times. Communication and good interpersonal skills must be the norm when carrying out all duties.  **Knowledge**  Demonstrate basic knowledge of the Health Service Executive (HSE) and be aware of the services provided for residents and the environment in which they operate and will demonstrate  initiative in the resolution of complex issues. |
| **Code of Practice** | The Health Service Executive will run this campaign in compliance with the Code of Practice prepared by the Commissioners for Public Service Appointments (CPSA).  Codes of practice are published by the CPSA and are available on [www.careersinhealthcare.ie](http://www.careersinhealthcare.ie) in the document posted with each vacancy entitled “Code of Practice, information for candidates or on [www.cpsa-online.ie](http://www.cpsa-online.ie) |
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**Terms and Conditions of Employment**

**Rehabilitation Assistant**

**Ref: 2018/16B**

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| **Tenure** | The appointment is whole-time, permanent and pensionable. |
| **Remuneration** | The salary scale for the post is: €27,647, €29,306, €30,301, €30,984, €31,732, €32,500, €32,968, €33,767, €34,588 **at 1/01/19** |
| **Working Week** | The standard working week applying to the post is: 39 hours.  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 16th 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-6pm 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). |
| **Annual Leave** | The annual leave associated with the post is 23 days per annum |
| **Superannuation** | Membership of the HSE Employee Superannuation Scheme applies to this appointment. |
| **Probation** | Every permanent appointment of a person who is not already a permanent officer of the Health Service Executive or of a Local Authority shall be subject to a probationary period of 12 months as stipulated in the Department of Health Circular No.10/71. |
| **Training** | The HSE is committed to education and lifelong learning which enables staff to improve their performance and professional competence. In this regard the HSE encourages and supports staff to seek opportunities for their own development. In addition the HSE provides education and training opportunities for staff on a regional basis. The HSE’s Education/Training Guidelines sets out the range of support available for staff undertaking further education. |
| **Confidentiality** | In the course of your employment you may have access to, or hear information concerning, the medical or personal affairs of patients and/or staff, or other health service business. Such records and information are strictly confidential and, unless acting on the instructions of an authorised officer, on no account must information concerning staff, patients or other health service business 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 left in safe custody when no longer required. |
| **Please note the following General Conditions:** | * Employee must attend fire lectures and drills periodically and must observe fire orders. * All accidents within the department must be reported immediately in line with the Safety, Health and Welfare at Work Act, 1989, and all staff must comply with all safety regulations. * In line with the Public Health (Tobacco) Acts 2002 & 2004, smoking within buildings of the Health Service Executive is not permitted. * The Health Service Executive is not responsible for the loss or theft of personal belongings. |
| **Protection of Persons Reporting Child Abuse Act 1998** | 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 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. |
| **Infection Control** | 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. |