



# Milford Care Centre

(Under the auspices of Little Company of Mary)

Castletroy, Limerick.

Tel: 061-485800 Fax: 061-331181

## Job Description

### **Mission Statement**

***We in Milford Care Centre as a Little Company of Mary Health Care Facility aim to provide the highest quality of care to patients or residents, family and friends, both in the areas of palliative care and services to the older person, as envisaged by Venerable Mary Potter.***

***We strive to live our core values:-***

***Justice: To be rooted in integrity, honesty and fairness in all that we do.***

***Compassion: To seek to understand and to care for all with compassion.***

***Respect: To treat each person as a unique and valued individual.***

***Communication: To be open, honest and sensitive in all our communications.***

***Accountability: To provide a professional service that uses resources economically, efficiently and effectively.***

<b>JOB TITLE and GRADE</b>	<b>SENIOR OCCUPATIONAL THERAPIST</b>
LOCATION	Milford Care Centre
REPORTING TO	Occupational Therapist Manager
PURPOSE OF THE POST	<p>To work in conjunction with the Occupational Therapist Manager in ensuring the co-ordination, development and delivery of a quality, client centred Occupational Therapy Service to meet the needs of the service user group and the objectives of the organisation.</p> <p>The Senior Occupational Therapist will be responsible for the provision of an effective, efficient, person-centred service that is evidence-based and in line with standards of occupational therapy practice in a designated area and will carry out clinical and educational duties as assigned by the Occupational Therapist Manager.</p>
GENERAL PURPOSE OF THE POST	<p>The post holder will contribute to the effective delivery of the full range of services to all client groups in Milford Care Centre and their carers, in conjunction with departmental colleagues, members of the multidisciplinary team and community services.</p>



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### Principal Duties and Responsibilities

#### Professional Clinical

The Senior Occupational Therapist will:

- Be responsible for the maintenance of standards of practice of self and staff appointed to clinical / designated area(s)
- Ensure that clinical practice is in line with Milford Care Centre admission and discharge policies
- Be responsible for the day-to-day running of a designated service area(s) by management of self, supervising staff, prioritising and allocating work and promoting positive staff morale and team working in conjunction with the Occupational Therapist Manager
- Be responsible for managing own caseload and for assessment, planning, implementation and evaluation of treatment programmes for service users according to service standards
- Collaborate with service users, family, carers and other staff in treatment planning/implementation to ensure that an optimum services is provided for all service users
- Provide a service in varied locations in line with local policy/guidelines and within appropriate time allocation( e.g. department, off site clinical areas, home visits)
- Ensure the quality of documentation of all assessments, treatment plans, progress notes, reports and discharge summaries are in accordance with local service and professional standards
- 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
- Actively participate in an effective therapeutic and professional manner in teams, communicating and working in co-operation with other team members within Milford care centre, community services and voluntary agencies in providing an integrated quality service for the service user
- Foster and maintain professional working relationships with colleagues, front line managers, and other healthcare personnel in the team
- Attend clinics, review meetings, team meetings, case conferences, ward rounds etc. as designated by Occupational Therapist Manager
- Ensure that staff in the designated service area(s) arrange and carry out duties in a timely manner, within settings appropriate to service user's needs, and in line with local policy/guidelines and professional standards of practice
- Be responsible for adhering 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



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**Administrative** The Senior Occupational Therapist will:

- Be responsible for the co-ordination and delivery of service in designated area(s) in line with best practice and in cooperation with other peer Senior Occupational Therapists and the multi-disciplinary team.
- Review and allocate resources within the designated area, in collaboration with the Occupational Therapist Manager and relevant others
- Promote, monitor and good working practice and uniformity of standards of best practice
- Review, identify and prioritise the development of the Occupational Therapy Service in response to the changing needs of the service users across the centre identifying opportunities to improve services in collaboration with the Occupational Therapist Manager and relevant others
- Develop and implement service / business plans, annual reports, quality control and assurance initiatives, clinical audits and research etc. and report on outcomes in collaboration with the Occupational Therapist Manager
- Record, collect and evaluate data about the service user group and demonstrate the achievement of the objectives of the service
- Oversee the upkeep of accurate records in line with best clinical governance, organisational requirements and the Freedom of Information Act, Data Protection, CORU and render reports and other information / statistics as required
- Assist in the development of policies and procedures for the Occupational Therapy department in Milford Care Centre in collaboration with the Occupational Therapist Manager to ensure adherence to best practice in Occupational Therapy and to ensure legal compliance with new and existing legislation and to review and update, as appropriate
- Undertakes to regularly appraise oneself of the Occupational Therapy Departmental and Milford care centre policies, procedures and standards
- Represent the department / team at meetings and conferences as appropriate
- Liaise with the Occupational Therapist Manager regarding the needs, interests and views of Occupational Therapy staff
- Promote good team working, and a culture that values diversity
- Participate in the management of Occupational Therapy stock and equipment in conjunction with the Occupational Therapist Manager
- Be accountable for the Budget as appropriate
- Engage in IT developments as they apply to service user and service administration
- Keep up to date with developments within the organisation and the Irish Health Service
- Perform such other duties appropriate to the office as may be assigned by the Occupational Therapist Manager



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### Education and Training

The Senior Occupational Therapist will:

- Participate in mandatory training programmes
- Take responsibility for and keeps up to date with Occupational Therapy practice and the wider Healthcare matters by participating in continued professional development such as reflective practice, self-directed learning, in-service training, etc. to ensure own clinical competence meets the standards set by CORU as enacted March 2015
- Participate in continuing professional development including attending and presenting at conferences / courses relevant to practice, clinical audit, contributing to research etc. as agreed by the Occupational Therapist Manager to ensure own clinical competence meets the standards set by CORU as enacted March 2015
- Continuously develops a knowledge base at an advanced level to improve the quality and standard of therapy outcomes and service delivery in Palliative Care
- Engage in support / supervision with peer Senior Occupational Therapist(s) / Occupational Therapist Manager and participate in performance review
- Provides supervision, support and mentoring to Occupational Therapy Assistants to ensuring that good working practices and professional standards are maintained.
- 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
- Ensure newly qualified therapists have adequate induction and clinical supervision and assist in implementing annual staff development and performance review
- Assists the Occupational Therapist Manager in the identification of training needs of the members of the Occupational Therapy team
- Provide support, mentoring and supervision for assigned staff, students and volunteers ensuring that good working practice and professional standards are maintained



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### Health & Safety

The Senior Occupational Therapist will:

- Promote a safe working environment in accordance with Health and Safety legislation, in particular the Safety, Health and Welfare at Work Act 2005
- Adhere to the fitness to practice guidelines as indicated by CORU, March 2015
- Ensure the safety of self and others , and the maintenance of safe environments and equipment used in the Occupational Therapy department in accordance with legislation
- Be responsible for the safe and competent use of all treatment and assistive equipment both by service users, carers and staff under their supervision.
- Instruct assigned staff/students/volunteers in safe working practices
- 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 or near misses in accordance with organisational guidelines to the Occupational Therapist Manager
- Take appropriate action to manager any incidents or near misses within their designated area(s)

**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 him/her from time to time and to contribute to the development of the post while in office.**



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**Job Description**  
**Senior Occupational Therapist**

**Eligibility Criteria**

<b>Qualifications</b>	
<p><i>Candidates must possess,</i></p> <p>(a) (i) the BSc (Hons) Degree in Occupational Therapy from the University of Dublin, National University of Ireland, Galway and University College Cork</p> <p><b>or</b></p> <p>(ii) the Diploma of the College of Occupational Therapy</p> <p><b>or</b></p> <p>(iii) the MSc in Occupational Therapy from the University of Limerick</p> <p><b>or</b></p> <p>(iv) a validated Occupational Therapy qualification at least equivalent to (i), (ii) or (iii)</p> <p style="text-align: center;"><b>and</b></p> <p>(b) Evidence of fitness to practice as provided by CORU (valid from 31<sup>st</sup> March 2015) or at least equivalent certification from last country of clinical practice, should State Registration be in place.</p> <p style="text-align: center;"><b>and</b></p> <p>(c) (i) Be able to provide evidence of Garda clearance or be willing to consent to participation in the Irish system of Garda Vetting.</p> <p>(ii) Should you have lived abroad for greater than 1 year be able to provide evidence of equivalent Police clearance</p> <p><b>and</b></p> <p>(d) A minimum of three years satisfactory post qualification clinical experience</p> <p><b>and</b></p> <p>(e) a suitable standard of professional attainments</p> <p><b>and</b></p> <p>(f) the requisite knowledge and ability (including a high standard of suitability and management ability) for the proper discharge of the duties of the office</p> <p><b>Health</b> 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.</p> <p><b>Character</b> Each candidate for and any person holding the office must be of good character</p>	<p><i>It would be desirable if Candidates possessed:</i></p> <p>Previous experience at Senior Level Occupational Therapist</p> <p>Membership of the Association of Occupational Therapist of Ireland or equivalent Occupational Therapy professional body</p> <p>Membership of the AOTI Palliative Care and Oncology Advisory Group</p> <p>Membership of the AOTI Older Persons Advisory Group</p> <p>Post graduate training /qualification in Palliative care or Older Persons care</p>



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## Job Description Eligibility Criteria

<b>Experience</b>	
<p><i>Candidates must possess,</i></p> <p>Relevant post graduate Occupational Therapy</p> <p>Post qualification clinical experience of the patient groups and conditions treated by Occupational Therapists working in palliative care</p> <p>Post qualification clinical experience of the patient groups and conditions treated by Occupational Therapists working with Older People</p>	<p><i>It would be desirable if Candidates possessed</i></p> <p>Experience in the professional supervision of Staff Grade</p> <p>Occupational Therapists and/or Occupational Therapy Assistants</p> <p>Participation in regular standards setting, outcome measurement, clinical audit and research</p>
<b>Skills, competencies and/or knowledge</b>	
<p><i>Candidates must possess,</i></p> <p><b>General</b> Demonstrate a command of the English language so as to effectively carry out the duties and responsibilities of the role</p> <p><b>Clinical</b> Senior Occupational Therapist will meet the core competencies as outlined in the Occupational Therapy Competencies (Therapy Project Office published 2008) under the following headings</p> <p>A) Professional Practice</p> <ol style="list-style-type: none"> <li>1) Occupation</li> <li>2) Therapeutic and Professional Relationships</li> <li>3) Communication</li> <li>4) Teamwork</li> <li>5) The Occupational Therapy Process</li> <li>6) Manage a caseload</li> <li>7) Professional Reasoning</li> <li>8) Professional Behaviour</li> </ol> <p>B) Providing A Quality Service</p> <ol style="list-style-type: none"> <li>1) A Quality Service</li> <li>2) Manage People</li> <li>3) Evidence based practice and research</li> <li>4) The context of professional practice</li> </ol> <p>C) Education and Development</p> <ol style="list-style-type: none"> <li>1) Acting as a clinical resource to colleagues, service users and carers</li> <li>2) Continuing professional development</li> <li>3) Education and Development of others</li> </ol> <p>Senior Occupational Therapist will meet the level 1 and 2 Palliative care competencies as set out by the Palliative care framework document as published in November 2014</p>	<p><i>It would be desirable if Candidates possessed</i></p> <p><b>Clinical</b> Senior Occupational Therapist will meet the additional competencies as outlined in the Occupational Therapy Competencies (Therapy Project Office) under the headings outlined</p> <p>Senior Occupational Therapist will meet level 3 Palliative care competencies as set out by the Palliative care framework document as published in November 2014</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.***