

## **Job Description and Person Specification**

### **Senior Occupational Therapist – Critical Care and Surgical Rehabilitation**

**Permanent Vacancy**

**Reference: HR25E151**

**Closing Date for Applications: Monday, 14<sup>th</sup> July 2025**

**In-person Interview Date: Tuesday, 5<sup>th</sup> August 2025**

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

Contact: 01 221 6062 or [recruitment@svuh.ie](mailto:recruitment@svuh.ie)

**Title:** Senior Occupational Therapist – Critical Care and Surgical Rehabilitation

**Reports to:** Reports and is accountable to the Occupational Therapy Manager

### **Role Overview**

We are seeking a dynamic and experienced Senior Occupational Therapist to join our Critical Care and Surgical Rehabilitation team at St. Vincent's University Hospital. This is a unique opportunity to contribute to the care of acutely unwell and complex surgical patients within a leading academic teaching hospital. Working as part of a specialised MDT, the post holder will play a pivotal role in early rehabilitation, discharge planning, and service development. The role offers scope for clinical leadership, innovation, and professional growth within a supportive and progressive department committed to excellence, education, and patient-centred care.

### **Key Duties and Responsibilities:**

#### **Professional /Clinical:**

The Senior Occupational Therapist will:

- Provide a quality Occupational Therapy service to the Critical Care and Surgical Rehabilitation Services working alongside existing staff of one clinical specialist OT and one rotational staff grade OT in promoting and developing the service in line with the organisational strategy.
- Undertake highly skilled and specialised assessment and treatment of patients, which will include their immediate needs in relation to early mobilisation, moving and handling. These will include postural management and pressure care.
- Undertake highly skilled and specialised cognitive perceptual and sensorimotor assessment and treatment of patients as appropriate.
- Other occupational therapy assessment and interventions will include Activities of Daily Living, Cognition, Splinting, Psychosocial and Discharge Planning as service needs arise.
- Arrange and carry out assessment and treatment/ intervention programmes in line with local policies/guidelines.
- Communicate results of assessments and recommendations to the patient and relevant others as appropriate in line with local policies/guidelines.
- Document all assessments, diagnosis, treatment/intervention plans, clinical notes, relevant contacts and summaries in accordance with department and professional standards.
- Collaborate with patients, families, carers and other staff in goal setting and treatment/intervention planning.
- Liaise with all disciplines involved with direct patient care so that all facets of patient care are planned and co-ordinated.
- Provide support and information in relation to mobility, positioning, cognition, discharge planning etc. to patients, their carers and relevant others.
- Be responsible for maintaining standards of practice of self and designated staff.
- Manage a caseload effectively including prioritisation, time management and efficient use of service delivery models.
- Provide clinical leadership in the day-to-day running of the service by supporting and supervising staff, prioritising and allocating work and promoting positive staff morale.
- Attend clinics and participate in meetings, case conferences, ward rounds etc. as appropriate.

- Represent the department / profession/team at meetings and conferences as designated by Occupational Therapist Manager.
- Contribute to standards / strategies for quality improvement and outcome measurement and adhere to existing standards and protocols.
- Participate in and collaborate with departmental and hospital research projects.
- Actively engage in team based performance management, where appropriate.
- Maintain professional standards in relation to confidentiality, ethics and legislation.
- Seek advice and assistance from the Occupational Therapist Manager with any assigned cases or issues that prove to be beyond scope of his/her professional competence in line with principles of best practice and clinical governance.
- Operate within the scope of practice as set out by the Irish Association of Occupational Therapists.
- Participate in the clinical education of Occupational Therapy students as appropriate.
- Participate in and develop activities which support Health Promotion.
- Carry out other duties as assigned by the Occupational Therapist Manager.
- Liaise with other Occupational Therapy colleagues- critical care, post-surgical rehabilitation services within our region and nationally.

### **Administrative**

The Senior Occupational Therapist will:

- Be responsible for the co-ordination and delivery of service in designated area (Critical Care & Post-Surgical Rehabilitation).
- Ensure good working practice and adherence to standards of best practice.
- Promote quality by reviewing and evaluating the Occupational Therapy service, identifying changing needs and opportunities to improve services.
- Engage in service development.
- Ensure the maintenance of accurate records in line with best clinical governance, the organisation's requirements and the Freedom of Information Act, and provide reports and other information/statistics as required.
- Engage in service audit and demonstrate the achievement of the service objectives and Key Performance Indicators and Quality Improvement Projects.
- Deputise for the Occupational Therapy Manager as required.
- Engage in technological developments as they apply to patient care and service administration.
- Be responsible for the organisation, maintenance and replacement of stock/equipment pertaining to the critical care and post-surgical rehabilitation caseload.
- To take responsibility for the maintenance and replacement of stock and equipment with possible shared emphasis on Slán Abhaile discharge stock and seating initiatives.
- To ensure competent use of all equipment used in the clinical area, ensuring designated staff gain competency prior to use.
- Ensure that faulty equipment is immediately removed from the treatment area and restored to safe use as promptly as possible or decommissioned.

### **Education and Training**

The Senior Occupational Therapist will:

- Participate in mandatory and recommended training programmes in accordance with departmental/organisational guidelines.

- Maintain and develop professional expertise and knowledge by actively engaging in continuing professional development e.g. reflective practice, by attending and presenting at in-service events, training courses, conferences, professional courses or other courses relevant to practice, participating in research etc.
- To actively participate in annual PDP review with Occupational Therapist Manager.
- Avail of and participate in own supervision with Occupational Therapist Manager.
- Manage, participate and play a key role in practice education of student therapists and promote and engage in teaching/training/support of others as appropriate (e.g. to staff, students, patients, carers etc.).
- Attend practice educator courses as required.
- Participate in planning and performance management/personal development reviews as required with the Occupational Therapist Manager.
- Maintain a continuous professional development (CPD) folder/online log in accordance with departmental, AOTI guidelines and CORU regulations.

### **General**

The Senior Occupational Therapist will:

- Recognise appropriate services and supports to optimise patient outcomes and identify the need for appropriate onward consultation or referral.
- Work collaboratively with the MDT to identify, plan and implement interdisciplinary practices.
- Ensure collaborative working with the multidisciplinary team and develop and maintain close links with other acute services, post-acute services and community partners.
- Build and maintain effective relationships with colleagues at clinical and management levels through open communication.
- To be responsible for accurate, contemporaneous record keeping using appropriate tools & outcome measures.
- Promote and foster effective cross discipline communications and evaluation processes with MDT colleagues.
- Communicate regularly and appropriately with relevant stakeholders.
- Develop information technology and telehealth specific to the clinical area as service needs evolve.

**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 Sarah Mc Nally, Occupational Therapist Manager in Charge III, Tel: (01) 221 4775. Email: sarah.mcnally@st-vincent's.ie

## Person Specification

Factors	Essential	Desirable
<b>Qualifications</b>	<p><b><i>Candidates for appointment must:</i></b></p> <p>(i) Be registered, or eligible for registration, on the Occupational Therapists Register maintained by the Occupational Therapists Registration Board at CORU.</p> <p style="text-align: center;"><b>AND</b></p> <p>(ii) Provide proof of Statutory Registration on the Occupational Therapists Register maintained by the Occupational Therapists Registration Board at CORU <b><u>before a contract of employment can be issued.</u></b></p> <p><b><i>Annual registration:</i></b></p> <p>(i) On appointment practitioners must maintain annual registration on the Occupational Therapists Register maintained by the Occupational Therapists Registration Board at CORU.</p> <p style="text-align: center;"><b>AND</b></p> <p>(ii) Practitioners must confirm annual registration with CORU to the HSE by way of the annual Patient Safety Assurance Certificate (PSAC).</p>	
<b>Experience (length and type)</b>	<p><b><i>Candidates for appointment must:</i></b></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;"><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>	It is desirable that the candidate has a special interest in critical care and associated conditions.
<b>Core Competencies</b>	<p><b>Education and Development</b></p> <ul style="list-style-type: none"> <li>• Education and Development of Others</li> <li>• Continuing Professional Development</li> <li>• Acting as a Clinical Resource to Colleagues, Service users and Carers</li> </ul> <p><b>Providing a Quality Service</b></p> <ul style="list-style-type: none"> <li>• The Context of Professional Practice</li> </ul>	

	<ul style="list-style-type: none"> <li>• Evidence based practice &amp; Research</li> <li>• Managing People</li> <li>• Quality Service</li> <li>• The Occupational Therapy Process</li> </ul> <p><b>Professional Practice</b></p> <ul style="list-style-type: none"> <li>• Professional Behaviour</li> <li>• Professional Reasoning</li> <li>• Manage a caseload</li> <li>• Teamwork</li> <li>• Communication</li> <li>• Therapeutic and Professional Relationships Occupation</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 01/03/2025, pro rata

1	2	3	4	5	6	7	8	9
€63,279	€64,629	€66,021	€67,399	€68,779	€70,231	€71,760	€73,285	€74,509

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 staffs 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 wellbeing 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 \(stvincents.ie\)](https://www.stvincents.ie/protected-disclosures)

#### **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.

**Persons in receipt of a pension from specified Superannuation Schemes:** Former Health Service and Public Sector Employees must adhere to the relevant prohibition of re-employment provisions where they have previously availed of a Public Service Voluntary Early Retirement or Ill Health Retirement Pension from any of the following Pension schemes:

- Local Government Superannuation Scheme (LGSS)
- Health Service Executive Employee Superannuation Scheme
- Voluntary Hospitals Superannuation Scheme (VHSS Officers/Non Officers)
- Nominated Health Agencies Superannuation Scheme (NHASS)
- Other Public Service Superannuation Scheme

Among the Voluntary Early Retirement Schemes referred to above are the following:

- Incentivised Scheme of Early Retirement (ISER)
- Voluntary Early Retirement Scheme 2010 (VER)

Prospective candidates must satisfy themselves as to their eligibility to be employed applying / competing for posts to be filled through this recruitment campaign.

**Abatement of Pension (Section 52 of Public Service Pensions Act 2012):** Where a person who is in receipt of a Public Service Pension (e.g. retired on voluntary age grounds) is subsequently appointed to another Public Service post, the Abatement of Pension Regulations apply. This means that in a situation where the total of a person's pension combined with their salary from their new post, exceeds the uprated (current) salary of the position from which they retired, his/her pension is reduced by any such excess amount. This provision applies irrespective of whether the relevant pension was accrued in the same Pension Scheme which applies to the new appointment, or in another Public Service Pension Scheme.

**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. Interviews are held in person only, no subsequent or alternative dates to dates given will be offered to candidates. All interviews are held in the HR Department of St. Vincent's University Hospital, Elm Park, Dublin 4 unless it is specifically noted otherwise in the Job Description. 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.**

**Date: June 2025**