

Job Description and Person Specification

Senior Occupational Therapist Orthopaedic Service - Surgical Directorate

Permanent Vacancy

Reference: HR25E184

**Closing Date for Applications: Thursday 21st August 2025
In-person Interview Date: Friday 12th September 2025**

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

Contact: 01 221 6062 or recruitment@svuh.ie

Title: Senior Occupational Therapist

Reports to: Reports and is accountable to the Occupational Therapist Manager in Charge III

Role Overview

This is an exciting opportunity for an experienced and proactive Occupational Therapist to take a leadership role in the provision of Occupational Therapy services to orthopaedic patients within a tertiary hospital setting. The Senior Occupational Therapist – Orthopaedics will lead and deliver high-quality, patient-centred occupational therapy services within the acute orthopaedic setting at St. Vincent's University Hospital. Working across trauma, elective, and spinal orthopaedics, the post holder will provide advanced clinical assessment, rehabilitation, and discharge planning to support timely patient flow and safe transitions of care.

This role involves collaboration with multidisciplinary teams, supervision of junior staff, and contribution to service development and innovation. The successful candidate will demonstrate expert clinical reasoning, leadership in team operations, and a commitment to continuous professional development and evidence-based practice in orthopaedic care.

Key Duties and Responsibilities:

Professional /Clinical:

- As Senior OT in Orthopaedics, the post holder, alongside other senior(s), will be expected to utilise high-level clinical, rehabilitation, and discharge planning skills to ensure that they and the Occupational Therapy staff provide all patients a timely, competent, and equitable service.
- In this orthopaedic role, the post holder acts as a lead contact for the orthopaedic MDT, including trauma and elective orthopaedics, spinal services, and associated specialties.
- The role sits within Unscheduled Care, requiring a proactive approach to patient flow and hospital avoidance through early intervention.
- Rapid yet sound clinical reasoning is essential to support efficient and safe discharge planning from acute orthopaedic wards.
- The post holder should have significant clinical experience in the assessment and treatment of patients with:
 - Acute fractures and orthopaedic trauma
 - Post-operative elective orthopaedic conditions
 - Complex musculoskeletal and spinal injuries
 - Cognitive impairment or falls risk associated with orthopaedic presentation
- When appropriate, the post holder will guide and support staff in discharge planning, including completion of home visits, assessment of the patient's functional ability and safety

at home, and recommendations for equipment or environmental modifications in collaboration with community partners.

- Clear, timely, and compassionate communication is essential to this role, ensuring that patients, families/carers, and the wider MDT are appropriately informed and engaged in the OT intervention plan from an early stage.
- In line with departmental supervision and CPD structures, the post holder will meet regularly with the Occupational Therapy Manager to review clinical practice, operational developments, and professional development needs.

Administrative

- Leads the day-to-day operations of the Orthopaedic Occupational Therapy team and ensures coverage during high-demand periods.
- Supports wider hospital discharge flow by flexibly responding to service escalation or urgent staffing requirements across other units.
- Manages team caseloads through prioritisation and allocation of referrals based on clinical risk and resource availability.
- Leads or contributes to service audits, quality improvement, and innovation initiatives within Orthopaedics.
- Reviews patient progress, maintains accurate documentation, and presents findings in clinical meetings and reports.
- May provide written recommendations to families or carers as needed.
- Participates in case conferences and family meetings.
- Reviews and develops policies and protocols for the orthopaedic service area.
- Supervises and supports the development of basic grade OTs and OT Assistants, ensuring high standards of care and compliance with best practice.
- Maintains and manages equipment stock relevant to orthopaedic care (e.g. mobility aids, adaptive seating) and participates in procurement planning.
- Will take a lead role in the day-to-day coordination, administration, and ongoing development of the Occupational Therapy service to the orthopaedic caseload, ensuring consistent delivery of high-quality, patient-centred care.
- The post holder will have responsibility for maintaining appropriate clinical equipment and will contribute to the procurement and stock management process, including specialist discharge equipment and seating solutions linked to initiatives such as Sláintecare and Slán Abhaile.

Education and Training

- In line with CORU registration and departmental policy, the post holder will be expected to maintain and enhance their professional knowledge and skills through active engagement in continuing professional development, including participation in relevant courses, quality improvement projects, and clinical audits, as agreed with the Occupational Therapy Manager.

- The role includes active leadership and participation in research initiatives relevant to orthopaedic care, including data collection, collaboration with academic partners such as UCD, and involvement with national HSCP bodies to share outcomes and best practice.
- The post holder will attend and contribute to in-service training within the department and wider hospital, supporting the delivery of high standards of care and professional development.
- They will take responsibility for organising clinical training for staff involved in orthopaedic care, including staff grade OTs, student OTs, and OT Assistants, in collaboration with colleagues and educational providers as requested by the Occupational Therapy Manager.
- The post holder will also contribute to the education of other healthcare professionals, including student nurses, medical students, and allied health colleagues, promoting understanding of the role of OT in orthopaedics rehabilitation.
- They will provide structured supervision, support, and educational input to staff grade OTs and OT Assistants working in this area, promoting ongoing learning and clinical confidence.
- The post holder will actively promote awareness and understanding of Occupational Therapy among colleagues across the wider hospital and multidisciplinary team, with a specific focus on the contribution of OT to orthopaedics patient care and recovery.

General

- The post holder will attend departmental meetings and contribute to effective communication and collaboration across the Occupational Therapy service.
- They will actively participate in quality assurance initiatives, service reviews, and other departmental projects aimed at enhancing care delivery and service efficiency.
- The post holder will undertake any other duties appropriate to the role as required by the Occupational Therapy Manager, contributing flexibly to the development and delivery of Occupational Therapy services within the hospital.

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.ie

Person Specification

Factors	Essential	Desirable
Qualifications	<p><i>Candidates for appointment must:</i></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;">AND</p> <p>(ii) Provide proof of Statutory Registration on the Occupational Therapists Register maintained by the Occupational Therapists Registration Board at CORU <u>before a contract of employment can be issued.</u></p> <p><i>Annual registration:</i></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;">AND</p> <p>(ii) Practitioners must confirm annual registration with CORU to the HSE by way of the annual Patient Safety Assurance Certificate (PSAC).</p>	<ul style="list-style-type: none"> • Full clean driving licence
Experience (length and type)	<p><i>Candidates for appointment must:</i></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;">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>	<ul style="list-style-type: none"> • Demonstrated experience working in an acute hospital setting. • Experience managing complex caseloads and contributing to safe and timely discharge planning. • Experience supervising junior staff or students. • Experience working with orthopaedic, surgical, or complex medical patients. Involvement in service development or quality improvement initiatives.

Core Competencies	Education and Development <ul style="list-style-type: none"> • Education and Development of Others • Continuing Professional Development • Acting as a Clinical Resource to Colleagues, Service users and Carers Providing a Quality Service <ul style="list-style-type: none"> • The Context of Professional Practice • Evidence based practice & Research • Managing People • Quality Service • The Occupational Therapy Process Professional Practice <ul style="list-style-type: none"> • Professional Behaviour • Professional Reasoning • Manage a caseload • Teamwork • Communication • Therapeutic and Professional Relationships Occupation 	
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.	

Particulars of Office:

The appointment is: Whole-time, Permanent and Pensionable

Panel: A panel may be formed to fill upcoming permanent and temporary, whole time and part-time vacancies over the next 6 months.

Annual Salary: as at 01/08/2025, pro rata.

1	2	3	4	5	6	7	8	9
€63,912	€65,275	€66,681	€68,073	€69,467	€70,933	€72,478	€74,018	€75,254

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), 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.

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 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.

Date: August 2025