

## **Job Description and Person Specification**

### **Senior Occupational Therapist Emergency Department In The Home (EDITH)**

**Permanent Vacancy**

**Reference: HR25E232**

**Closing Date for Applications: Thursday, 2<sup>nd</sup> October 2025  
In-person Interview Date: Tuesday, 21<sup>st</sup> October 2025(TBC)**

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:** Permanent Senior Occupational Therapist – EDITH  
**Reports to:** Reports and is accountable to the Occupational Therapist Manager in Charge III

The Emergency Department in the Home (EDITH) service at St. Vincent's University Hospital is an innovative model of care designed to support safe, timely discharge and prevent unnecessary hospital admissions. We are seeking a highly motivated and experienced Senior Occupational Therapist to join our dynamic team working across the Emergency Department (ED) and Acute Medical Unit (AMU). This role offers the opportunity to deliver expert, patient-centred care in a fast-paced acute environment, while contributing to service innovation, multidisciplinary collaboration, and quality improvement. The successful candidate will demonstrate advanced clinical reasoning and strong leadership skills to support patient flow, enhance outcomes for older adults, and play a key role in shaping this pioneering service.

- Experience in emergency department care and/or outpatient settings is desirable.
- Experience working in an acute hospital is essential.
- The post holder will deliver an integrated, expert service to meet the occupational therapy needs of patients within older persons' care.
- This post will involve shift work and weekend working as a key part of the role.
- The post holder will require a full, clean driving licence.
- The person appointed will work a basic 35-hour week. These posts involve shift working, including weekends, as part of the service. Rota patterns are published annually, providing staff with clarity on their working hours for the year in advance.

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

#### **Clinical:**

- As Senior OT the post holder will be expected to utilise high level clinical skills, intervention, education and rehabilitation skills to ensure they and all Occupational Therapy staff in this area provide all patients a timely, quality and equitable service.
- This role involves working within Unscheduled Care and key to this role is an understanding and initiatives to assist patient flow
- An ability to utilise rapid sound clinical reasoning is often required by post holder.
- Due to the varied nature of clinical presentations into this area, the post holder will have clinical experience in the assessment and treatment of patients that may present with acute or established cognitive issues.
- Experience working with complex discharge planning is essential.
- Experience in complex postural assessment and prescription of postural programmes to include complex seating is required.
- When appropriate, the post holder will guide staff in the safe discharge planning that may involve arranging and undertaking home visits, assessing patients' safety within the home and making recommendations for appliances or alterations in conjunction with community services as necessary.

- Effective and timely communication is vital to this role , ensuring they and their OT teams communicate effectively in advising the family/carer and MDT towards potential OT intervention duration and OT treatment plan early on in the patient journey
- As part of the department supervision and CPD policy post holder will meet with the Occupational Therapy Manager on a regular basis, operational issues will be reviewed here as well as clinical and professional development.

### **Management/Administration Duties:**

- The post holder will be responsible for overall organisation, development, administration and day-to-day running of the Occupational Therapy services in EDITH, ED and AMU alongside other Senior OT colleagues guided by the Clinical Specialist OT.
- As part of our role towards effective patient flow and effecting safe and timely discharges for the organisation, the post holder, may be responsible for ensuring cross cover to other areas within OT department.
- The post holder will have responsibility for their own and supporting the OT teams effective management of caseloads utilising effective prioritisation of referrals received into the service.
- The post holder will support the clinical specialist along with other seniors on the development of service review / audit / research to ensure a continuous monitoring of the effectiveness of service and innovative practice where possible will be encouraged.
- To review patient's progress, record information and report to the multi-disciplinary team through clinical meetings and written reports.
- The post holder may from time to time be expected to provide families and carers with written recommendations.
- To comply with the requirements of the Freedom of Information legislation.
- To participate in family meetings and case conferences where relevant.
- To provide advice to other occupational therapists within the department.
- To review and devise policies and protocols within EDITH and ED / AMU as the need arises.
- To provide support, formal and informal supervision and adequate in-service training to other departmental staff grade and students, in order to safeguard the high standard of practice.
- To ensure they provide timely administrative records and statistics to support the Occupational Therapist Manager in the administrative tasks of the Department
- To take responsibility for the maintenance and replacement of stock and equipment with possible shared emphasis on Slan Abhaile discharge stock and seating initiatives.

### **Education:**

- As part of their CPD and CORU registration, the post holder will be required to keep up to date with current trends and with developments in Occupational Therapy, including attendance at courses, quality improvements, and audits as agreed by the Occupational Therapist Manager.
- To attend and participate in the in-service programme within the department and the Hospital
- To be responsible for the organisation of clinical training of staff within the OT department and /or student Occupational Therapist and / or Occupational Therapy Assistants upon request by the OT Manager with other staff members and the relevant training authorities.

- To be involved in the training of other professionals, as required, such as student nurses, medical students, allied health students.
- To ensure continuing education and development of skills of Staff Grade Occupational Therapists. To arrange regular supervision of staff grade therapists and or Occupational Therapy Assistants.
- To increase knowledge and understanding of Occupational Therapy from co-workers in St. Vincent's University Hospital.

**General:**

- To attend staff meetings and liaise with members of Occupational Therapy services.
- To be involved with quality assurance and other related projects.
- To undertake any other duties as required by the Manager of Occupational Therapy Services.

**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:** Sarah Mc Nally Occupational Therapist Manager IN Charge III Tel: (01) 221 4775. Email: SARAH.MCNALLY@ST-VINCENTS.IE

**Person Specification**

<b>Factors</b>	<b>Essential</b>	<b>Desirable</b>
Qualifications	<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</p>	

	<p>Registration Board at CORU <b><u>before a contract of employment can be issued.</u></b></p> <p><b>Annual registration:</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> <ul style="list-style-type: none"> <li>• Practitioners must confirm annual registration with CORU to the HSE by way of the annual Patient Safety Assurance Certificate (PSAC).</li> </ul>	
<p>Experience (length and type)</p>	<p><b>Candidates for appointment must:</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>	<ul style="list-style-type: none"> <li>• Experience working within emergency department</li> <li>• Experience working with older adults</li> <li>• Supervision of staff grades/student OT's</li> <li>• 3 years minimum post qualification experience in acute care</li> <li>• Experience of at least one year working in Acute Medicine services</li> <li>• Have a working knowledge of local and international initiatives towards OT role in patient flow and/or hospital avoidance</li> <li>• High standard of cognitive assessment and treatment skills</li> <li>• Experience working within level IV hospital</li> <li>• Full clean driving licence</li> </ul>

Core Competencies	<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> <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> </ul> <p>Therapeutic and Professional Relationships Occupation</p>	
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**Particulars of Office:**

**The appointment is:** Whole-time, Permanent, 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](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 weeks' 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: September 2025**