

**Physiotherapist, Clinical Specialist, Women’s Health / Uro-Gynaecology**

**Job Specification & Terms and Conditions**

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| **Job Title, Grade Code** | Physiotherapist, Clinical Specialist, Women’s Health / Uro-Gynaecology Grade Code 3707 |
| **Campaign Reference** | 08MUH2022 |
| **Closing Date** | 12 noon Monday 26th September 2022  |
| **Proposed Interview Date (s)** | Proposed interview dates will be indicated at a later stage. Please note you may be called forward for interview at short notice**.**  |
| **Taking up Appointment** | A start date will be indicated at job offer stage. |
| **Link to Application form**  | <https://www.rezoomo.com/job/36494/>  |
| **Location of Post** | Mayo University HospitalThere is currently one whole time permanent Clinical Specialist Physiotherapist position available in the Women’s Health / Uro-Gynaecology service, Mayo University Hospital, Saolta University Health Care Group, HSE West.The post is primarily located in the Physiotherapy Department, Mayo University Hospital working with the Physiotherapy, Obstetrics and Gynaecology Services on site.A panel may be created from which permanent and specified purpose vacancies for **Physiotherapist, Clinical Specialist, Women’s Health** of full or part time duration may be filled |
| **Informal Enquiries** | **Name & Title:** Ms Fiona McGrath, Physiotherapy Manager-In-Charge-III, Mayo University Hospital **Tel:** 094 9042411 or 087 7191357**Email:** Fiona.mcgrath@hse.ie  |
| **Details of Service** | The Saolta University Health Care Group provides acute and specialist hospital services to the West and North West of Ireland – counties Galway, Mayo, Roscommon, Sligo, Leitrim, Donegal and adjoining counties.The Group comprises 7 hospitals across 8 sites:* [Letterkenny University Hospital (LUH)](https://saolta.ie/hospital/letterkenny-university-hospital)
* [Mayo University Hospital (MUH)](https://saolta.ie/hospital/mayo-university-hospital)
* [Portiuncula University Hospital (PUH)](https://saolta.ie/hospital/portiuncula-university-hospital)
* [Roscommon University Hospital (RUH)](https://saolta.ie/hospital/Roscommon%20University%20Hospital)
* [Sligo University Hospital (SUH)](https://saolta.ie/hospital/sligo-university-hospital) incorporating Our Lady’s Hospital Manorhamilton (OLHM)
* Galway University Hospitals (GUH) incorporating [University Hospital Galway (UHG)](https://saolta.ie/hospital/university-hospital-galway) and Merlin Park University Hospital

The Group's Academic Partner is NUI Galway.The Saolta Group’s region covers one third of the land mass of Ireland, it provides health care to a population of 830,000, employs in excess of 10,000 employees, and has a budget in excess of €800 million. The Group provides a range of high quality services for the catchment areas it serves and GUH is a designated supra-regional cancer service provider meeting the needs of all the counties along Western seaboard and towards the midlands from Donegal to North Tipperary. Saolta University Health Care Group aims to meet its service plan targets. Its priority is to implement the national Clinical Care programmes across the Group and establish a performance management culture with the development of Key Performance Indicators.**Vision**Our vision is to be a leading academic Hospital Group providing excellent integrated patient-centred care delivered by skilled caring staff.**Saolta Guiding Principles**Care - Compassion - Trust - LearningOur guiding principles are to work in partnership with patients and other healthcare providers across the continuum of care to:* Deliver high quality, safe, timely and equitable patient care by developing and ensuring sustainable clinical services to meet the needs of our population.
* Deliver integrated services across the Saolta Group Hospitals, with clear lines of responsibility, accountability and authority, whilst maintaining individual hospital site integrity.
* Continue to develop and improve our clinical services supported by education, research and innovation, in partnership with NUI Galway and other academic partners.
* Recruit, retain and develop highly-skilled multidisciplinary teams through support, engagement and empowerment.

**Saolta Strategy 2019-2023**We have developed a five year strategy which outlines the vision and framework for the Group’s strategic development from 2019 to 2023.We are committed to ensuring that our patients are at the centre of all service design, development and delivery. Over the five years of the strategy we will further develop our services, both clinical and organisational based around seven key themes: Quality and Patient Safety; Patient Access; Governance and Integration; Skilled Caring Staff; Education Research and Innovation; eHealth and Infrastructure. These will be our key areas of focus to enable us to meet the future needs of our patients. We continue to work very closely with our colleagues in the community both Community Healthcare West and Community Health Organisation 1 in the North West to deliver more streamlined care to our patients in line with the national focus of bringing services closer to patients.While the tertiary referral centre for the Group is University Hospital Galway, it is essential that all our hospitals work more closely together in delivering services to address the challenges facing us across our region. A key theme of our 5 year strategy is the development of Managed Clinical and Academic Networks (MCAN).These networks will ensure that specialities in individual hospitals will no longer work in isolation but as a networked team which will improve clinical quality and patient safety. It will also support collective learning/sharing of expertise and will be supported by education, training, research and audit programmes. It will result in safer, standardised and more sustainable services for our patients.  |
| **Mission Statement** | Patients are at the heart of everything we do. Our Mission is to provide high quality and equitable services for all by delivering care based on excellence in clinical practice, teaching, and research, grounded in kindness, compassion and respect, whilst developing our staff and becoming a model employer.**OUR GUIDING VALUES** **Respect** - We are an organisation where privacy, dignity, and individual needs are respected, where staff are valued, supported and involved in decision-making, and where diversity is celebrated, recognising that working in a respectful environment will enable us to achieve more. **Compassion** - we treat patients and family members with dignity, sensitivity and empathy.**Kindness** - whilst we develop our organisation as a business, we will remember it is a service, and treat our patients and each other with kindness and humanity. **Quality** – we seek continuous quality improvement in all we do, through creativity, innovation, education and research. **Learning** - we nurture and encourage lifelong learning and continuous improvement, attracting, developing and retaining high quality staff, enabling them to fulfil their potential. **Integrity** - through our governance arrangements and our value system, we will ensure all of our services are transparent, trustworthy and reliable and delivered to the highest ethical standards, taking responsibility and accountability for our actions. **Team working** – we engage and empower our staff, sharing best practice and strengthening relationships with our partners and patients to achieve our Mission. **Communication** - we communicate with patients, the public, our staff and stakeholders, empowering them to actively participate in all aspects of the service, encouraging inclusiveness, openness, and accountability.*These Values shape our strategy to create an organisational culture and ethos to deliver high quality and safe services for all we serve and that staff are rightly proud of.*  |
| **Reporting Relationship** | The Clinical Specialist Physiotherapist (Women’s Health / Uro - Gynaecology) will report to * Physiotherapy Manager MUH for physiotherapy clinical governance, attendance and service performance management.
* Obstetrics & Gynaecology Consultants for clinical governance in triage, advanced practice remit and service performance management.
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| **Purpose of the Post**  | * To provide a Uro-Gynaecology Service, encompassing the physiotherapy Advanced Assessment, management and treatment of patients in the Ambulatory Gynaecology Service as part of the National Women’s and Infants Health Program (NWIHP) and Scheduled Care services in MUH.
* This post will facilitate specialist interdisciplinary assessment and care required by patients on the Ambulatory Gynaecology service in order reduce waiting times and improve the care delivered.
* To work with Obstetrics/Gynaecology/Urology/Colorectal Consultants and relevant health care professionals in undertaking the triage of ambulatory gynaecology related referrals (efficient and effective management of the waiting lists) to improve the pathway of care within this group, thereby enhancing efficient access to the related services as required.
* To work with physiotherapy colleagues in Women’s Health to ensure delivery of a comprehensive Obstetrics and Gynaecology service.
* To act as a lead in Mayo in implementing the improved service model for Uro - Gynaecology for both primary and secondary care service.
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| **Principal Duties and Responsibilities** | * The person holding this post is required to support the principle that the care of the patient comes first at all times and will approach their work with the flexibility and enthusiasm necessary to make this principle a reality for every patient to the greatest possible degree
* Maintain throughout the Group’s awareness of the primacy of the patient in relation to all hospital activities.
* Performance management systems are part of role and you will be required to participate in the Group’s performance management programme

**Clinical Practice***The Physiotherapist , Clinical Specialist (Women’s Health / Uro -Gynaecology) will:* * Provide a first contact triage role for the Obstetric/Gynaecology service waiting list.
* Triage and appropriately route patient referrals on Gynaecology waiting lists
* Undertake clinics with the relevant Consultant or Specialist Registrar
* Provide advanced physiotherapy assessment, management and treatment/appropriate interventions for patients assigned to his/her caseload.
* Ensure a high standard of physiotherapy assessment, treatment and management is provided for patients under his/her care and ensure that professional standards of practice are adhered to.
* Work as an Advanced Physiotherapy Practitioner within the ambulatory Gynaecology service and the associated remit.
* Work as the lead contact (advanced practitioner) in line with competency level, triaging, diagnosing, treating and managing of patients with complex gynaecology conditions.
* Provide Advanced practice in the design and development of a pessary fitting and review service/clinic under the governance of the Obstetric/Gynaecology teams
* Work within the multidisciplinary team ethos and liaise with staff to ensure that effective communication takes place at all times.
* Collect and analyse data to evaluate the effectiveness of their input. He/she will be required to produce and present reports in relation to their service on request
* Be an expert clinical lead for Women’s Health and Continence service Physiotherapists.
* Promote and ensure clinical effectiveness of Women’s Health and Continence Physiotherapist service through performance management, education, audit and research.
* Emphasise evaluation and development of the specialist area and research into clinical effectiveness.
* Keep abreast of research and practice developments in relevant clinical areas by attending seminars, conferences and post graduate courses.
* Promote changes in work practices, procedures, techniques or technology having regard to the development of best practice and advanced practice in physiotherapy.
* Communicate with other clinical specialists throughout the country and internationally to further develop clinical excellence and research.
* Act as resource in his/her specialist clinical area to physiotherapists and other health care professionals regarding the management of problematic cases, both within the hospital and on a regional / national level.
* Serve on and advise such committees that may be set up relevant to this area of clinical specialty.
* Undertake other appropriate responsibilities consistent with the nature of the post.
* Ensure the privacy and dignity of the patient is respected at all times.
* Observe confidentiality requirements: In the course of their employment, the post holder will have access to information regarding the personal affairs of patients or staff. Such information is strictly confidential. Unless acting on the instruction of an authorised officer, on no account must information concerning patients, staff or 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. Records must be stored in safe custody when no longer in use.
* Maintain comprehensive and accurate patient and activity records in line with national documentation standards
* Undertake other duties within the hospital as specified by the Physiotherapy Manager including maintaining their own ward competency level. This may also involve taking part in the on-call rota and weekend rotas

**Quality, Safety & Risk Management***The Physiotherapist Clinical Specialist (Women’s Health / Uro -Gynaecology) will:* * Comply with the delivery of standards in the assessment, treatment and management of patients within his/her assigned area in line with international best practice guidelines.
* Contribute to the development of and comply with policy and procedure in the relevant clinical areas
* Lead, promote and ensure clinical effectiveness through performance management, education, audit and research
* Advise and support changes in work practices and procedures in the light of best practice developments in the field of women’s health and continence physiotherapy
* Advise the Physiotherapy Manager/Consultants in Obstetrics and Gynaecology on the needs of the service
* Contribute to forward planning and development of Gynaecology Clinical Pathways
* Work in line with agreed competency level in terms of triage and advanced practice role
* Be familiar with and uphold the policies and principles of the Safety Statement, HSE Risk Management and professional guidelines
* Identify, assess and report any risk and contribute to the management and review of all risks
* Attend fire lectures, must observe fire orders and assist in maintaining fire register.
* Participate as required in Occupational Health and Safety training
* Document all accidents, incidents and potential hazards to patients or staff immediately and report them to the Physiotherapy Manager
* Be aware of and adhere to relevant standards, policies and legislation, for example, Health and Safety, Freedom of Information Act 1997, Childcare Act, HIQA standards as they apply to the role
* Have a working knowledge of the Health Information and Quality Authority (HIQA) standards as they apply to the role for example, National Standards for Safer, Better Healthcare June 2012, National Standards for the Prevention and Control of Healthcare Associated Infections, Hygiene Standards etc. and comply with associated HSE protocols for implementing and maintaining these standards as appropriate to the role.
* Support, promote and actively participate in sustainable energy, water and waste initiatives to create a more sustainable low carbon and efficient health service.

**Planning, Organisation and Performance***The Physiotherapist, Clinical Specialist (Women’s Health / Uro -Gynaecology) will:* * Work as part of the multidisciplinary team in the design, planning, organisation and delivery of ambulatory gynaecology services
* Advise on waiting list validation in the organisation to determine the appropriate patients for triage clinics
* Provide performance statistics and communicate these in line with deadlines for performance review
* Keep accurate written and/or electronic records on the assessment, treatment, outcome and other information relevant to patients
* Record, collate and submit statistics including key performance indicators for the NWIHP programme within agreed timeframes
* Participate in relevant service and professional meetings
* Participate in relevant recruitment and selection, induction, staff development, and performance and review within the Obstetrics and Gynaecology service

**COMMUNCIATION, Leadership & Teamwork***The Physiotherapist, Clinical Specialist (Women’s Health / Uro -Gynaecology) will:* * Work as part of the multidisciplinary team
* Attend and contribute to multi-disciplinary meetings
* Lead and develop strong links with Obstetrics and Gynaecology Consultants and referring General Practitioners and to negotiate evidence based changes in clinical practice to deliver improved clinical pathways.
* Ensure timely communication and collaboration with the Multi-disciplinary Team, and Physiotherapy Manager
* Build and maintain good relationships with relevant stakeholders
* Serve on and advise such committees as appropriate

**Education & Development***The Physiotherapist, Clinical Specialist (Women’s Health / Uro -Gynaecology) will:* * Initiate and participate in own continuous professional development and performance management with the Physiotherapy Manager and Consultants in Obstetrics and Gynaecology
* Contribute to the continuing professional development activities programmes of the physiotherapy and Obstetrics/Gynaecology services, and attend where possible post graduate courses and lectures
* Support and lead out on a urogynae/ continence network within the Saolta Group
* Act as a regional education and quality resource for Women’s Health and Continence Physiotherapy service
* Oversee the development of an interface model for gynaecology and urology continence services
* Support Senior Physiotherapists in the development, leadership and evaluation of the service provided by Women’s Health and Continence physiotherapists.
* Ensure development and maintenance of high standards of clinical practice within that specialist area.
* Contribute to a structured process for education of colleagues, undergraduates and other disciplines in the area of Ambulatory Gynaecology.
* Undertake research relevant to their speciality.
* Ensure the provision of an information resource for junior colleagues
* Co-operate in the provision of safe and productive physiotherapy student clinical placements in accordance with the departments commitment to clinical training programmes

**KPI’s*** The identification and development of Key Performance Indicators (KPIs) which are congruent with the Hospital’s service plan targets.
* The development of Action Plans to address KPI targets.
* Driving and promoting a Performance Management culture.
* In conjunction with line manager assist in the development of a Performance Management system for your profession.
* The management and delivery of KPIs as a routine and core business objective.

**PLEASE NOTE THE FOLLOWING GENERAL CONDITIONS:*** Employees must attend fire lectures annually and must observe fire orders.
* All accidents within the Department must be reported immediately.
* Infection Control Policies must be adhered to.
* In line with the Safety, Health and Welfare at Work Acts 2005 and 2010 all staff must comply with all safety regulations and audits.
* In line with the Public Health (Tobacco) (Amendment) Act 2004, smoking within the Hospital Buildings is not permitted.
* Hospital uniform code must be adhered to.
* Provide information that meets the need of Senior Management.

**Risk Management, Infection Control, Hygiene Services and Health & Safety*** The management of Risk, Infection Control, Hygiene Services and Health & Safety is the responsibility of everyone and will be achieved within a progressive, honest and open environment.
* The post holder must be familiar with the necessary education, training and support to enable them to meet this responsibility.
* The post holder has a duty to familiarise themselves with the relevant Organisational Policies, Procedures & Standards and attend training as appropriate in the following areas:
	+ Continuous Quality Improvement Initiatives
	+ Document Control Information Management Systems
	+ Risk Management Strategy and Policies
	+ Hygiene Related Policies, Procedures and Standards
	+ Decontamination Code of Practice
	+ Infection Control Policies
	+ Safety Statement, Health & Safety Policies and Fire Procedure
	+ Data Protection and confidentiality Policies
* The post holder is responsible for ensuring that they become familiar with the requirements stated within the Risk Management Strategy and that they comply with the Group’s Risk Management Incident/Near miss reporting Policies and Procedures
* The post holder is responsible for ensuring that they comply with hygiene services requirements in your area of responsibility. Hygiene Services incorporates environment and facilities, hand hygiene, catering, cleaning, the management of laundry, waste, sharps and equipment.
* The post holder must foster and support a quality improvement culture through-out your area of responsibility in relation to hygiene services.
* The post holders’ responsibility for Quality & Risk Management, Hygiene Services and Health & Safety will be clarified to you in the induction process and by your line manager.
* The post holder must take reasonable care for his or her own actions and the effect that these may have upon the safety of others.
* The post holder must cooperate with management, attend Health & Safety related training and not undertake any task for which they have not been authorised and adequately trained.
* The post holder is required to bring to the attention of a responsible person any perceived shortcoming in our safety arrangements or any defects in work equipment.
* It is the post holder’s responsibility to be aware of and comply with the HSE Health Care Records Management/Integrated Discharge Planning (HCRM / IDP) Code of Practice.

**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.**  |
| **Eligibility Criteria****Qualifications and/ or experience** | **Candidates must have at the latest date of application:** 1. **Statutory Registration, Professional Qualifications, Experience, etc.**

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| (a) | **Candidates for appointment must:** |
|  | (i) | Hold a Physiotherapy qualification recognised by the Physiotherapists Registration Board at CORU. Please see list of acceptable Physiotherapy qualifications: [http://coru.ie/uploads/documents/Physiotherapist\_Qualifications\_HSE\_List.pdf](http://scanmail.trustwave.com/?c=6600&d=r5jo2ooGkAXnsV1_b5Lprdf0wtuyaax7nPRqlNGtbA&s=343&u=http%3a%2f%2fcoru%2eie%2fuploads%2fdocuments%2fPhysiotherapist%5fQualifications%5fHSE%5fList%2epdf)  |
|  |  | **AND** |
|  | (ii) | Be registered on the Physiotherapists Register maintained by the Physiotherapists Registration Board at CORU.  |
|  |  | **OR** |
|  | (iii) | Applicants who satisfy the conditions set out in Section 91 of the Health and Social Care Professionals Act 2005, **(see note 1 below\*),** must submit proof of application for registration with the Physiotherapists Registration Board at CORU. The acceptable proof is correspondence from the Physiotherapists Registration Board at CORU confirming their application for registration as a Section 91 applicant. |
|  |  | **AND** |
|  | (iv) | All candidates must have 5 years full time (or equivalent) years post qualification clinical experience of which 4 years full time (or equivalent) must be in the required area of specialism |
|  |  | **AND** |
|  | (v)  | All candidates must demonstrate a proven record of clinical excellence in the specialism. |
|  |  | **AND** |
| (b) | **Professional Development and Practice**All candidates must demonstrate evidence of continuing professional development relevant to the required area of specialism, in the form of post-graduate qualifications or relevant courses.**AND**All candidates must demonstrate achievement in the areas of clinical audit, quality improvement initiatives, practice development, teaching and research. |
|  | **AND** |
| (c) | All candidates must have the requisite knowledge and ability (including a high standard of suitability, management, leadership and professional ability) for the proper discharge of the duties of the office. |

1. **Annual registration**

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| (i) | On appointment practitioners must maintain annual registration on Physiotherapists Register maintained by the Physiotherapists Registration Board at CORU **And** |
| (ii) | Practitioners must confirm annual registration with CORU to the HSE by way of the annual Patient Safety Assurance Certificate (PSAC). |

1. **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.1. **Character**

Candidates for and any person holding the office must be of good character.**Note 1****Section 91 candidates are individuals who qualified before 30 September 2016 and have been engaged in the practice of the profession in the Republic of Ireland for a minimum of 2 years fulltime (or an aggregate of 2 years fulltime), between 30th September 2011 and 30th September 2016 are considered to be Section 91 applicants under the Health and Social Care Professionals Act 2005.** |
| **Post Specific Requirements** | * Demonstrate depth and breadth of experience in Women’s Health and Continence Management as relevant to the role.
* Demonstrate experience of training in internal assessment and treatment of pelvic floor dysfunction, as relevant to the role.
* Demonstrate evidence and experience in assessment and management of Obstetric Anal Sphincter Injury (OASI)
* Have participated in CPD relevant to the role.
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| **Other requirements specific to the post** | * Access to own transport to fulfil the requirements of the role
* Available to support ante natal and post-natal education
* Availability to participate in weekend, bank holiday and on-call physiotherapy rota as required.
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| **Skills, competencies and/or knowledge** | ***Candidates must demonstrate:*** **Professional Knowledge*** Demonstrate competency in line with the Therapy Projects Office Competency Framework for Clinical Specialist 2008.
* Evidence of advanced clinical experience, knowledge reasoning and skills in the assessment, planning, implementation, evaluation and modification of treatment programmes for service users in Obstetrics & Gynaecology Physiotherapy
* Evidence of experience in differential diagnosis to deliver triage service in keeping with current evidence based practice
* Evidence of appropriate delegation of tasks within the clinical area
* Evidence of appropriate referral of decisions to a higher level of authority or to include colleagues in the decision making process.
* Evidence of dissemination of advanced ethical awareness and responsibilities in the areas of extended scope physiotherapy.
* Evidence of a critical understanding of the context in which practice occurs for example social, political and inter-professional collaboration
* Have a working knowledge of HIQA Standards as they apply to the role for example, National Standards for Safer, Better Healthcare 2012, National Standards for the Prevention and Control of Healthcare Associated Infections, Hygiene Standards etc.
* Demonstrate the ability to undertake project work and research, record and analyse results, write and present reports.
* Legislation and clinical risk management
* Demonstrate knowledge of University Hospital Kerry Orthopaedic and Physiotherapy Services and the Health Service at local, regional and national levels
* Demonstrate awareness of professional issues and clear vision for the future of the profession

**Commitment to Providing a Quality Service*** Evidence of clinical leadership in development of new service initiatives in collaboration with line manager and other appropriate stakeholders
* Evidence of application of research, audit and resulting change initiatives
* Evidence of collecting, evaluation and reporting data on therapy outcomes for service users.
* Evidence of knowledge and application of risk management processes
* Evidence of application of clinical standards, guidelines and procedures.
* Evidence of use of evidence based practice through clinical reasoning and decision making, applying evidence based outcome measures to evaluate efficacy of treatment and quality of care.

**Planning and Managing Resources*** Evidence of appropriate planning and balancing clinical demands with other responsibilities through effective time management and organisation skills
* Evidence of IT skills to enable service and statistical analysis, health care records documentation, report writing and email communication
* Evidence of appropriate documentation in line with HSE standards for Health Care Records

**Managing & Developing (Self & Others)*** Evidence of leadership of clinical practice within the multidisciplinary team working with clinicians involved in the delivery of Women’s Health services.
* Evidence of multidisciplinary working in the designated clinical area.
* Evidence of negotiating clearly and constructively with relevant stakeholders.
* Evidence of identifying and availing of formal and/informal learning opportunities within respiratory physiotherapy and multidisciplinary contexts including.
* Demonstrates evidence of delivering an educational role.

**Communications & Interpersonal Skills*** Evidence of experience in communication skills, oral and written in clear, concise and well-structured manner in multidisciplinary team working appropriate to the content and target audience.
* Demonstrate excellent communication skills, both verbally and literally. Be able to communicate in a clear, concise and effective manner with patients, management and staff. To treat patients, relatives and colleagues with dignity and respect
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| **Campaign Specific Selection Process****Ranking/Shortlisting / Interview** | A ranking and or shortlisting exercise may be carried out on the basis of information supplied in your application form. The criteria for ranking and or shortlisting are based on the requirements of the post as outlined in the eligibility criteria and skills, competencies and/or knowledge section of this job specification. Therefore it is very important that you think about your experience in light of those requirements. Failure to include information regarding these requirements may result in you not being called forward to the next stage of the selection process. Those successful at the ranking stage of this process (where applied) will be placed on an order of merit and will be called to interview in ‘bands’ depending on the service needs of the organisation. |
| **Code of Practice** | The Health Service Executive will run this campaign in compliance with the Code of Practice prepared by the Commission for Public Service Appointments (CPSA). The Code of Practice sets out how the core principles of probity, merit, equity and fairness might be applied on a principle basis. The Code also specifies the responsibilities placed on candidates, facilities for feedback to applicants on matters relating to their application when requested, and outlines procedures in relation to requests for a review of the recruitment and selection process and review in relation to allegations of a breach of the Code of Practice. Additional information on the HSE’s review process is available in the document posted with each vacancy entitled “Code of Practice, Information for Candidates”.Codes of practice are published by the CPSA and are available on <https://www.hse.ie/eng/staff/jobs> in the document posted with each vacancy entitled “Code of Practice, Information for Candidates” or on <https://www.cpsa.ie/>. |
| The reform programme outlined for the Health Services may impact on this role and as structures change the Job Specification may be reviewed.This Job Specification 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. |

**Physiotherapist, Clinical Specialist, Women’s Health / Uro-Gynaecology**

**Terms and Conditions of Employment**

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| **Tenure**  | The current vacancy available is **permanent** and **whole time.** The post is pensionable. A panel may be created from which permanent and specified purpose vacancies of full or part time duration may be filled. The tenure of these posts will be indicated at “expression of interest” stage. Appointment as an employee of the Health Service Executive is governed by the Health Act 2004 and the Public Service Management (Recruitment and Appointments) Act 2004 and Public Service Management (Recruitment and Appointments) Amendment Act 2013. |
| **Remuneration**  | The Salary scale for the post as of 01/10/2021 is: €60,484 - €61,650 - €62,849 - €64, 043 - €65,234 - €66,489 - €67,809 - €69,128-€70,186New appointees to any grade start at the minimum point of the scale. Incremental credit will be applied for recognised relevant service in Ireland and abroad (Department of Health Circular 2/2011). Incremental credit is normally granted on appointment, in respect of previous experience in the Civil Service, Local Authorities, Health Service and other Public Service Bodies and Statutory Agencies. |
| **Working Week** | The standard working week applying to the post is to be confirmed at Job Offer stage. 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-8pm 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 will be confirmed at Contracting stage. |
| **Superannuation** | This is a pensionable position with the HSE. The successful candidate will upon appointment become a member of the appropriate pension scheme. Pension scheme membership will be notified within the contract of employment. Members of pre-existing pension schemes who transferred to the HSE on the 01st January 2005 pursuant to Section 60 of the Health Act 2004 are entitled to superannuation benefit terms under the HSE Scheme which are no less favourable to those which they were entitled to at 31st December 2004 |
| **Age** | The Public Service Superannuation (Age of Retirement) Act, 2018\* set 70 years as the compulsory retirement age for public servants.***\* Public Servants not affected by this legislation:***Public servants joining the public service or re-joining the public service with a 26 week break in service, between 1 April 2004 and 31 December 2012 (new entrants) have no compulsory retirement age.Public servants, joining the public service or re-joining the public service after a 26 week break, after 1 January 2013 are members of the Single Pension Scheme and have a compulsory retirement age of 70. |
| **Probation** | Every 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. |
| **Protection for Persons Reporting Child Abuse Act 1998** | As this post is one of those designated under the Protection for 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. |
| **Mandated Person Children First Act 2015** | As a mandated person under the Children First Act 2015 you will have a legal obligation:* To report child protection concerns at or above a defined threshold to TUSLA.
* To assist Tusla, if requested, in assessing a concern which has been the subject of a mandated report.

You will remain a mandated person 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. and comply with associated HSE protocols for implementing and maintaining these standards as appropriate to the role. |
| **Health & Safety** | It is the responsibility of line managers to ensure that the management of safety, health and welfare is successfully integrated into all activities undertaken within their area of responsibility, so far as is reasonably practicable. Line managers are named and roles and responsibilities detailed in the relevant Site Specific Safety Statement (SSSS). Key responsibilities include:* Developing a SSSS for the department/service[[1]](#footnote-1), as applicable, based on the identification of hazards and the assessment of risks, and reviewing/updating same on a regular basis (at least annually) and in the event of any significant change in the work activity or place of work.
* Ensuring that Occupational Safety and Health (OSH) is integrated into day-to-day business, providing Systems Of Work (SOW) that are planned, organised, performed, maintained, and revised as appropriate, and ensuring that all safety related records are maintained and available for inspection.
* Consulting and communicating with staff and safety representatives on OSH matters.
* Ensuring a training needs assessment (TNA) is undertaken for employees, facilitating their attendance at statutory OSH training, and ensuring records are maintained for each employee.
* Ensuring that all incidents occurring within the relevant department/service are appropriately managed and investigated in accordance with HSE procedures[[2]](#footnote-2).
* Seeking advice from health and safety professionals through the National Health and Safety Function Helpdesk as appropriate.
* Reviewing the health and safety performance of the ward/department/service and staff through, respectively, local audit and performance achievement meetings for example.

**Note**: Detailed roles and responsibilities of Line Managers are outlined in local SSSS.  |

1. [↑](#footnote-ref-1)
2. 1 A template SSSS and guidelines are available on the National Health and Safety Function, here: <https://www.hse.ie/eng/staff/safetywellbeing/about%20us/>

2 See link on health and safety web-pages to latest Incident Management Policy [↑](#footnote-ref-2)