

**St. John's Hospital, Limerick
Physiotherapy Assistant**



Job Specification, Terms and Conditions:

Job Title, Grade and Grade Code	Physiotherapy Assistant Grade Code: 6503
Competition Reference	SJL/07-2021/3
Whole Time Equivalent	1 WTE
Closing Date	13/08/2021 12.00
Proposed Interview date(s)	To be confirmed
Taking up Appointment	A start date will be indicated at job offer stage
Duration of Post	Permanent Whole-time and Pensionable
Location of Post	St. John's Hospital, John's Square, Limerick, V94 H272
Organisational Area	St. John's Hospital Limerick, UL Hospitals Group, HSE West
Post Specific Information	Details on this campaign can be found at http://www.stjohnshospital.ie/management-and-administration/recruitment/
Details of Service	St John's Hospital, Limerick is a Voluntary Hospital founded in 1780. It is a Model 2S, acute general hospital and a member of the University of Limerick Hospitals Group. The hospital provides a range of inpatient and outpatient services, including general medicine, general surgery, urology, gynaecology and endoscopy services. The hospital also has an Urgent Care Centre incorporating a Local Injuries Unit and Medical Assessment Unit.
Service mission, vision and values	<p>St. John's is an acute General Public Voluntary Hospital, funded by the Health Service Executive.</p> <p><u>Mission statement</u> Faithful to our tradition, we provide the highest possible standard of care and treatment in a professional and compassionate manner to every person who avails of our services.</p> <p><u>Aims and Objectives</u></p> <ol style="list-style-type: none"> 1. To deliver high quality, safe and reliable healthcare in accordance with evidence based best practice in an effectively managed and maintained environment. 2. To provide healthcare based on the assessed needs and preferences of our service users which ensures mutual respect, holistic care and continuous learning, and training. 3. To monitor, evaluate and continually improve our services.
Role Description and	The Physiotherapy Assistant will work under the direction and guidance of the Physiotherapist to support the provision of Physiotherapy Services. The

Key working relationships	<p>primary role of the Physiotherapy Assistant is to assist the Physiotherapist in the implementation of the treatment programme as determined by the Physiotherapist.</p> <p>The role involves collaborating with the Physiotherapist, while demonstrating a knowledge of practice of the Physiotherapist and the role of the Physiotherapy Assistant. The Physiotherapist will understand and demonstrate skills required to support the patient in all aspects of the physiotherapy intervention, on a background of being familiar with human anatomy and physiology (with emphasis on the musculoskeletal system) and being familiar with common medical conditions and their clinical features.</p>
Reporting Arrangements	<p>The post holder will:</p> <ul style="list-style-type: none"> • Report directly to the Physiotherapist in assigned area • Is accountable to the Physiotherapy Manager
Purpose of the Post	<p>The Physiotherapy Assistant will work under the direction and guidance of the Physiotherapist to support the provision of Physiotherapy Services. The primary role of the Physiotherapy Assistant is to assist the Physiotherapist in the implementation of the treatment programme as determined by the Physiotherapist.</p>
Job summary	<p>The role involves collaborating with the Physiotherapist, while demonstrating a knowledge of practice of the Physiotherapist and the role of the Physiotherapy Assistant. The Physiotherapist will understand and demonstrate skills required to support the patient in all aspects of the physiotherapy intervention, on a background of being familiar with human anatomy and physiology (with emphasis on the musculoskeletal system) and being familiar with common medical conditions and their clinical features.</p>
Principle Duties and Responsibilities	<p><u>Accountability:</u></p> <p>Physiotherapy Assistants are accountable for their actions in the delivery of patient care for which they have been trained and must not undertake any duty for which they are not trained. If the Physiotherapy Assistant feels that certain requests are beyond their capabilities, they should make this known to the person(s) making the request. The Physiotherapy Assistant will <u>only</u> take instruction/guidance in relation to any patient specifically from a Physiotherapist.</p> <p><u>Education/ Qualifications</u></p> <p>A recognised qualification for Physiotherapy Assistants e.g. FETAC (NCVA Level 5) Health Care Support Certificate including the modules on Physiotherapy Assistant Theory and Physiotherapy Assistant Practice or Physiotherapy Assistant (Health Service Skills). Or an equivalent relevant Health Care Support qualification FETAC (NCVA Level 5).</p> <p>Any newly recruited Physiotherapy Assistant will be required to undertake the programme as soon as it can be made available to them if not already completed.</p> <p><u>Personal Conduct:</u></p> <p>The Physiotherapy Assistant must conduct themselves in a manner that conveys respect of the individual and ensures safe patient care. The personal characteristics that indicate these principles include:</p>

Confidentiality

At all times, maintain patient's confidentiality.

Courtesy

Be courteous in all dealings with patients, colleagues and visitors.

Accountability

Take responsibility for own actions. Deliver a high standard of patient care.

Communication

Respond to patients, colleagues and visitors appropriately, within the values of the department and hospital. Record all information accurately and report all relevant information. Be able to work as an effective team member. Be perceptive in interpreting the patient's non-verbal communication.

Hygiene Standards/Infection Prevention & Control

Understand and apply Infection Control policies.

Dignity and Privacy

All patients are entitled to have their dignity and privacy maintained in the hospital setting.

Health and Safety

Know and understand the Health and Safety regulations and apply them in the workplace.

DUTIES:

The Physiotherapy Assistants role will involve some of the following activities, along with others that may be necessary in the context of specific therapy situations.

Maintaining a Safe Environment:

The Physiotherapy Assistant will participate in maintaining a safe environment for patients, visitors and staff, by maintaining vigilance to identify potential hazards, and by taking the necessary steps to remove the hazards.

These steps will include:

- Ensure all practices adhere to the Infection Control and Prevention Policy
- Assist in keeping all relevant practice areas clean and tidy
- Move or assist in moving equipment and furniture as necessary
- Tidy and clean each treatment area when vacated after patient use.
- Return equipment to proper storage areas
- Attend to the hygiene of equipment such as electrotherapy units, exercise equipment, patient chairs and other department equipment.
- Attend to spillages, when necessary, as quickly as possible to prevent accidents
- Assist in the disposal of clinical waste according to Hospital policy
- Assist with patient mobility under the direction of the Physiotherapist.
- Escort/transport patients within the hospital when necessary.
- Remain with patients who require supervision as directed.
- Prepare treatment areas for the reception of new patients
- Report broken or unsafe items that need repair

Communicating:

Communication skills will be used to provide a caring service to the public in a courteous and effective manner.

- Operate in accordance with the values of the Hospital. These values include integrity and openness, respect, caring, commitment and loyalty to the organisation
- Demonstrate a range of listening skills appropriate to the context of different patient, visitor and ward situations
- Contribute to the efficiency and effectiveness of the physiotherapy department by communicating openly and frequently with the physiotherapy staff.
- Be perceptive in interpreting non-verbal communication
- Use a range of communication methods to exchange information with the physiotherapist.
- Participate in constructing a physical environment that communicates comfort and care to patients.
- Direct all enquiries about a patient's condition to the attending Physiotherapist.

The Physiotherapy Assistant has an obligation in relation to maintaining confidentiality. This applies to information accessed through interactions with the patient and their relatives or through interactions with other hospital staff.

Clinical Responsibilities:

- Use knowledge to assist the physiotherapist in the assessment of patients and the implementation of treatment interventions as directed by the Physiotherapist.
- Use knowledge to carry out one-to-one interventions under the direction of the Physiotherapist.
- Use knowledge to prepare the patient and the environment for treatment as directed by the Physiotherapist.
- Use knowledge to organise and supervise therapeutic activities, with individual patients/groups as directed by the Physiotherapist.
- Use knowledge and training in the application of physiotherapeutic modalities as appropriate e.g. ice, heat, TENS, as directed by the Physiotherapist
- Use knowledge and training in the safe use of physiotherapy equipment during therapeutic interventions as directed by the Physiotherapist
- Use knowledge to observe general behaviour, ability and response of the patient to a therapeutic intervention and reports the observations to the Physiotherapist.
- Use knowledge and understanding of a patient's needs to involve and motivate the patient in the physiotherapeutic process.

General Responsibilities

- Use knowledge of the role of the Physiotherapy Assistant and understands the responsibilities and accountability of that role within the team
- Recognise the importance of a good working relationship with frequent communication between the Assistant and the supervising Physiotherapist
- Use knowledge, training and skills to communicate effectively and appropriately with a range of different service users and providers
- Must observe confidentiality in relation to patient/organisation information.
- Use knowledge to document physiotherapy interventions as outlined by local policy. All communication documented by the

Physiotherapy Assistant in the patient's Medical Record will be countersigned by a Physiotherapist

- Use knowledge of Health and Safety Principles when carrying out duties
- Use knowledge to identify potential hazards and emergency situations and follows local procedures to manage those situations appropriately
- Use knowledge and training to maintain order, cleanliness and tidiness of treatment areas and equipment in accordance with local departmental guidelines.
- Use knowledge and training to carry out departmental stock control, ordering and receiving supplies, monitoring equipment and reporting faulty equipment as outlined by local departmental policies and procedures.
- Use knowledge to carry out administrative duties (e.g. filing, answering telephone, recording statistics, photocopying) as outlined by local departmental policies and procedures.
- Use opportunities to undertake training and further learning to develop the personal skills required to improve the standard of patient care.
- The job description is a guide to the range of tasks and is not intended to be definitive or restrictive. The post holder may be required to undertake other duties as assigned by the Physiotherapy Manager.
- The job description will be subject to review and will allow for the future development of new skills

The Physiotherapy Assistant must report to and work under the supervision and direction of the physiotherapy staff in relation to all duties / tasks.

Physiotherapy staff will allocate duties in accordance with their professional judgement and the assistant's competence as determined by the Physiotherapist

The physiotherapy staff must not allocate any duty to the Physiotherapy Assistant for which they have not been trained

The above list is not intended to be an exhaustive list of duties and will be subject to review in light of changing circumstances

Confidentiality:

In the course of your employment you may have access to, or hear information concerning, the medical or personal affairs of patients and/or staff, or other health service business. Such records and information are strictly confidential and, unless acting on the instructions of an authorised officer, on no account must information concerning staff, patients or other 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 and must be left in safe custody when no

	<p>longer required. You will be required to comply with the legislation in respect of the General Data Protection Regulation (GDPR).</p> <p>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. Flexibility must be exercised in dealing with new situations and emergencies.</p>
<p>Eligibility Criteria</p> <p>Qualifications and/or experience</p>	<p>1. Professional Qualifications & Experience</p> <p>Each candidate must, at the latest date for receipt of completed applications for the post have:</p> <p>(a) Obtained at least a Pass in the Junior Certificate Examination or have passed an examination of at least equivalent standard</p> <p>and have</p> <p>(b) A recognised qualification for Physiotherapy Assistants e.g. FETAC (NCVA level 5) Health Care Support Certificate including the modules on Physiotherapy Assistant Theory and Physiotherapy Assistant Practice or Physiotherapy Assistant (Health Care Skills).</p> <p style="text-align: center;">or</p> <p>(c) An equivalent relevant health care support qualification</p> <p style="text-align: center;">and</p> <p>(d) Candidates must have the personal competence and capacity to properly discharge the duties of the role</p> <p><u>Desirable:</u></p> <p style="padding-left: 40px;">Leaving Cert / Applied Leaving Cert</p> <p style="padding-left: 40px;">Experience in a Hospital environment</p> <p>Ranking/Shortlisting/Interview</p> <p>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.</p> <p>Failure to include information regarding these requirements may result in you not being called forward to the next stage of the selection process.</p>

	<p>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.</p> <p>3. Age The Public Service Superannuation (Age of Retirement) Act, 2018* set 70 years as the compulsory retirement age for public servants.</p> <p><u>Public Servants not affected by this legislation:</u> Public servants recruited between 1 April 2004 and 31 December 2012 (new entrants) have no compulsory retirement age.</p> <p>Public servants recruited since 1 January 2013 are members of the Single Pension Scheme and have a compulsory retirement age of 70.</p> <p>4. 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.</p> <p>5. Character Candidates for and any person holding the office must be of good character.</p>
Post Specific Requirements	Candidates must have a demonstrable competence and capacity to properly discharge the duties of the role
Essential Skills, competencies and/or knowledge	<p><u>Professional Knowledge</u></p> <p>Ability to take direction and carry out duties as requested Ability to maintain a high standard of quality in supporting the delivery of patient care services Appreciation of accountability with regards to Health and Safety aspects of patient care Ability to work well as a member of a team</p> <p>Ability to maintain a high standard of attention to detail Good organisational skills and ability to prioritise Ability to deal with patients and relatives in a courteous, effective and efficient friendly manner Possess a caring disposition</p>
Other requirements specific to the post	The successful applicant will be required to work flexibly in response to changing local/organisational requirements.
Competition Specific Selection Process Short listing / Interview	<p>Applications should be submitted by completing the hospital's standard job application form. Application forms and full particulars relating to the post are available on St. John's Hospital website, www.stjohnshospital.ie or please click on the link here - or contact the HR department St. John's Hospital.</p> <p>Applications to Human Resources Department, St. John's Hospital. recruitment@stjohnshospital.ie</p> <p>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</p>

	<p>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.</p> <p>Failure to include information regarding these requirements may result in you not being called forward to the next stage of the selection process.</p> <p>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.</p>
Code of Practice	<p>St. John's Hospital 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, feedback facilities for candidates 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.</p> <p>Codes of Practice are published by the CPSA and are available on www.hse.ie in the document posted with each vacancy entitled "Code of Practice, Information For Candidates" or on www.cpsa-online.ie.</p>
<p>The reform programme outlined for the health services may impact on this role and as structures change the job description may be reviewed.</p> <p>This job description is a guide to the general range of duties assigned to the post holder. It is intended to be neither definitive nor restrictive and is subject to periodic review with the employee concerned. It 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.</p>	

Terms and Conditions of Employment Physiotherapy Assistant

Tenure	<p>The appointment will be permanent and whole time.</p> <p>Appointment as an employee of the Health Service Executive is governed by the Health Act 2004 and the Public Service Management (Recruitment and Appointment) Act 2004.</p>
Remuneration	<p>The salary scale for this post is in accordance with HSE approved salary scales. 01/10/2021 €29,062; €30,421; €31,854; €32,234; €33,169; €33,976; €35,141; €36,348; €37,600</p>
Working Week	<p>The standard working week applying to the post is: 39 hours</p> <p>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</p>

	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 entitlement is in accordance with St. John's Hospital/HSE approved leave entitlements.
Superannuation	All pensionable staff become members of the pension scheme.
Probation	Employment will be probationary for the first six months, during which time the Department Head will carry out periodic probation assessment reviews. The appointee will cease to hold office at the end of or during the probationary period unless during such period the Hospital has certified that their service is satisfactory