

JOB DESCRIPTION

Job title:	Occupational Therapy Manager
Grade:	Occupational Therapist Manager
Reports to:	Director of Operations.
Working Hours:	35 hours per week for a Full-time employee.

Mission and Values of the Hospital

Mission

We strive for excellence in meeting the holistic needs of our patients in a caring and healing environment in which the essential contribution of each member of staff is valued.

The values of human dignity, compassion, justice, quality and advocacy rooted in our mission guide us in our work.

We will, within the foregoing context, make every effort to maintain excellence in clinical care, teaching and research.

*Comh mheas, comh bhá, comh phártíocht agus
comh oibre bunsraith ár gcuid saothar uile.*

Core Values

Human Dignity

Compassion

Justice

Quality

Advocacy

Role Summary:

The post holder will provide the professional and clinical leadership, management and support to facilitate the Occupational Therapy team in St Michael's Hospital, Dun Laoghaire, to provide a quality Occupational Therapy service to meet the needs of the service-user population.

The post holder will manage staff resources and ensure professional standards of care are adhered to and that appropriate skill mix is available to provide a service user-centred quality service with equitable and timely access to Occupational Therapy for the local population.

The position requires a strategic approach to the development of services and structures, embracing continuous quality improvement, which is underpinned by organisational objectives.

The successful candidate will report to the Director of Operations of St Michael's Hospital and will work a 35-hour week. This role will include both Clinical and Management duties.

Key Duties and Responsibilities

1.0 Leadership and Accountability

- Provide strategic direction and leadership for the delivery of an evidenced based, quality assured and person centred Occupational Therapy service, including staffing and use of resources. Ensure integration of the mission and values of the organisation in the work of the department.
- Develop a shared sense of commitment and participation among Occupational Therapy staff in the planning and development of the service. Encourage a culture of continuous improvement and mutual co-operation in the achievement of the highest possible standards of professional practice and maximum efficiency.
- Ensure that appropriate governance and professional supervision structures are in place for all staff members within the Occupational Therapy service.
- Work closely with the Director of Operations, Director of Nursing, Quality & Risk, and other Clinical Service Heads of Department in the development of services and consult on issues of concern to the Occupational Therapy Service.
- Keep the Director of Operations informed of any significant developments within his/her area of responsibility.
- Attend appropriate meetings of the HSE / Department of Health, the Association of Occupational Therapists of Ireland (AOTI), including CORU to keep up-to-date with developments and standards in professional practice.
- Maintain good collaborative working relationships and communications with appropriate statutory, professional and voluntary organisations responsible for and/or participating in health and social care.

2.0 Service Planning and Development

- To be responsible for the co-ordination, planning and review of Occupational Therapy services to meet service level agreement requirements and to support the development of plans to achieve required changes in service provision, working closely with all relevant Heads of Departments and staff.
- Lead changes in work practices, procedures, techniques or technologies having regard to developments in the field of Occupational Therapy and in accordance with agreed core standards and best practice.
- Lead projects which improve the quality of services provided to patients evidenced by improved performance against national and international benchmarks.
- Participate and co-operate with any internal or external evaluation of the service.
- Contribute to the strategic and development planning of the wider organisation.
- Co-ordinate and facilitate a quality improvement programme in line with best practice within the Occupational Therapy service.

3.0 Operations Management

- Develop, implement and evaluate operational policies, protocols and guidelines in accordance with standards of best practice and in compliance with statutory and risk management requirements.
- Ensure, in so far as is practicable, that staff have the right facilities, equipment and resources for the safe and proper discharge of their duties.
- Ensure work schedules and work programmes are created to provide for the most effective and efficient deployment of staff and other resources in response to national and organisational priorities and goals.
- Liaise closely with internal and external service users to ensure effective and efficient utilisation of available resources.

4.0 Staff Management

- Recruit, in liaison with the Human Resources Department, develop and lead a skilled team of Occupational Therapy staff and create a positive working environment.
- Ensure the optimum and effective use of staff through efficient planning, rostering, skill mix, workload measurement, staff deployment, and the prioritisation of service delivery within available resources.

- Ensure a comprehensive range of Continuous Professional Development activities are available to provide staff with the necessary skills / and supports to fulfil their roles.
- Ensure that all Occupational Therapy staff are compliant with the relevant mandatory training appropriate to their position and role.
- Implement a positive staff development and performance management policy and foster a high level of morale among Occupational Therapy staff by effective motivation and communication.
- Participate in the formulation of relevant policies & procedures and be familiar with regulations / legislation regarding disciplinary and grievance procedures implementing the appropriate course of action in accordance with the relevant organisational policies.

5.0 Performance and Financial Management

- Working with the Director of Operations and the Head of Finance, control and report on Occupational Therapy financial activity, to include both pay and non-pay costs.
- Work to develop mechanisms to ensure that the Occupational Therapy service is measured accurately and fully costed where appropriate.
- In collaboration with the relevant managers, contribute to initiatives and monitor/track performance targets and develop internal and external comparative performance monitoring information to support and inform decision-making within the organisation.
- Ensure that all data regarding the day to day activity of the Occupational Therapy service is of the highest quality.

6.0 Education and Training

- Monitor and research new developments & practices in Occupational Therapy promoting a culture of on-going best practice throughout the Occupational Therapy service in St. Michael's Hospital.
- Initiate, facilitate and take part in audit and relevant research supporting and promoting awareness of ongoing and current research within the profession.
- Develop and maintain a professional working relationship with the University of Dublin - Trinity College, and other third level institutes as appropriate, in relation to the ongoing training of undergraduate Occupational Therapy students, collaborative research and other activities.
- Facilitate the arrangements necessary and participate where appropriate, in education and training of other internal & external staff, both at undergraduate and post-graduate level, as the need arises.

SPECIFIC QUALIFICATIONS/EXPERIENCE/KEYS KILLS

1.0 Qualifications

Essential

- Be registered on the Occupational Therapists Register maintained by the Occupational Therapists Registration Board at CORU.

Or

- 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 Occupational Therapists Registration Board at CORU. The acceptable proof is correspondence from the Occupational Therapists Registration Board at CORU confirming their application for registration as a Section 91 applicant. Should the candidate be successful, they must maintain annual registration on the Occupational Therapists Register maintained by the Occupational Therapists Registration Board at CORU. The candidate must confirm annual registration with CORU by way of the annual Patient Safety Assurance Certificate (PSAC).
- *Note 1*: Section 91 candidates are individuals who qualified before the 31st March 2015 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 31st March 2010 and 30th March 2015.*

Desirable

- Third level qualification in Healthcare Management

2.0 Experience

Essential

- Have five years full time (or an aggregate of 5 years fulltime) post qualification clinical experience in one or more of the following areas; Care of the Older Person, Palliative Care, Respiratory Medicine, Cardiology, Orthopaedics, Neurology or General Medicine
- 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.
- Evidence of continuing professional development in Occupational Therapy knowledge, skills and practice.
- Competent and proficient IT skills

Desirable

- Previous experience in managing an Occupational Therapy Service
 - Evidence of personal research and/or involvement in multidisciplinary research.
 - Evidence of experience & involvement in regional or national healthcare initiatives/committees.
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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.

Conditions of Employment:

- Annual Leave Entitlement: 30 days per annum pro-rata. Annual leave is calculated January to December of each year
- Sick Leave Regulations: Please refer to contract of employment and attendance management policy.
- Probationary Period: The appointee shall hold office for a probationary period of six months
- The terms of the Voluntary Hospitals Superannuation Scheme (VHSS & SPSPS) and the Voluntary Hospitals Spouses and Children's Scheme will apply to this position
- A minimum of three months' notice of termination of employment is required. Notice of termination of employment must be received in writing

Hygiene

During the course of employment staff 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 Michael's Hospital's quality system to ensure the safety and well-being 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 of 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 hospitals ethical codes of practice.

Confidentiality

In the course of your employment, you 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.

Character

Candidates for and any personal holding the office must be of good character.

Garda Vetting:

Legislation has been introduced for the provision of Garda Vetting in respect of candidates for employment in areas of the Health Services, where it is envisaged that potential employees would have substantial access to children or vulnerable individuals. The appointed candidate will be required to satisfactorily complete the Garda Vetting process prior to a formal job offer being made.

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.
- Mandatory training must be adhered to and recertified before expiry timeframes occur i.e. Manual Handling, Basic Life support, Intravenous assessment, Hand hygiene education, waste management and Mission effectiveness programme.
- In line with the Safety, Health and Welfare at Work Act (2005), smoking within the Hospital Building and the Hospital Grounds is not permitted.
- All staff are advised to avail of Hepatitis B Vaccination with Occupational health

Benefits of working at St Michaels Hospital

- Defined benefit pension scheme
- Access to learning and development opportunities
- Library facilities
- Subsidised staff restaurant
- Subsidised pharmacy
- Access to subsidised Gym Facilities
- Access to health services credit union
- Group discount for health insurance
- Excellent access to public transport including dart and bus routes.
- Tax saver commuter ticket scheme

This job description will be subject to review in the light of changing circumstances and may include any other duties and responsibilities as may be determined from time to time

Core Competencies.

Person- Centred Care	
Quality Service	<ul style="list-style-type: none"> • Adopts a patient centred approach at all times • Establishes a high performance culture • Demonstrates the ability to monitor, evaluate, audit and maintain the quality of the service • Seeks opportunities and leads initiatives for improving services • Promotes a multi-disciplinary approach • Promotes an efficient and cost effective service
Continuous Learning and Development	<ul style="list-style-type: none"> • Promotes engagement in continuous improvement and learning • Provides and supports learning opportunities for staff • Utilise information provided from professional bodies to improve knowledge and resources available to staff • Has appropriate specialist knowledge in the clinical area(s) • Is known and respected as a clinical and managerial resource • Stays abreast of new technologies and research relevant to the area
Professional Service	
Professional Knowledge & Skills	<ul style="list-style-type: none"> • Demonstrates a high level of Occupational Therapy knowledge and evidence based clinical practice to carry out the duties and responsibilities of the role • Demonstrates a willingness to further develop skills relevant to the role • Demonstrates analytical skills related to service development, statistical and budget activity. • Demonstrates and encourages a strong work ethic • Acts as an advocate for the organisation by projecting a professional image and making a respectful representation

	<ul style="list-style-type: none"> • Acts as a role-model for others • Has a transparent approach to work • Adheres to standards and professional codes of practice • Demonstrates knowledge of legislative requirements relating to the healthcare services and the workplace.
Planning & Organisation	<ul style="list-style-type: none"> • Plans ahead with a vision and understanding of the overall integration of different activities and departments • Develops strategic plans and objectives • Monitors performance and progress of long term goals • Develops and implements efficient and effective systems and processes to ensure smooth and consistent execution of service delivery • Delegates effectively to ensure objectives are achieved • Manages competing and changing priorities effectively • Demonstrates a flexible and adaptable approach in a changing environment
Organisational Knowledge	<ul style="list-style-type: none"> • Anticipates and manages the impact of the political environment on the organisation • Identifies strategic priorities in line with organisational objectives • Understands how each department contributes to the overall strategic objectives for the organisation • Understands and influences national frameworks/ strategies relevant to the service • Utilises available resources to ensure the organisation operates from a 'value for money' mind-set
Managing People	
Communication	<ul style="list-style-type: none"> • Adopts a strategic approach to communicating across the organisation • Establishes a culture of open communication to maintain an atmosphere of trust and integrity

	<ul style="list-style-type: none"> • Opens up the channels of communication through the implementation of systems and processes • Establishes and maintains communication networks across the Health Service • Asks strategic questions to get to the root of complex situations • Skilfully mediates conflict situations
Team Player	<ul style="list-style-type: none"> • Promotes a culture of diversity • Inclusive of key stakeholders for decision making • Facilitates team discussions • Encourages consultation and collaboration across disciplines • Reacts constructively to setbacks and avoids blaming individual team members
People Management	<ul style="list-style-type: none"> • Establishes a formal structure to ensure staff involvement in key decisions • Anticipates staffing needs within service areas • Allocates responsibilities fairly to effectively manage caseloads • Clarifies roles, responsibilities and accountabilities • Committed to and promotes team and personal development • Involves and consults with staff and other relevant groups to gather their opinions and support for new initiatives
Change Management	

<p>Leadership</p>	<ul style="list-style-type: none"> • Enthusiastically articulates a strategic vision. Uses appropriate interpersonal styles and methods to inspire and guide individuals toward goal achievement • Recognises own natural leadership style and capable of adapting leadership style to suit all • Facilitates change and Influences others through evidence based arguments that are aligned to strategic priorities • Persuasive and skilled negotiator and coaches others
<p>Innovation</p>	<ul style="list-style-type: none"> • Creates a work environment that encourages creative thinking and innovation in the design of programmes and processes • Demonstrates creative thinking to overcome resource restrictions • Constantly looking for ways that one can improve one's department • When required, introduces innovative solutions with confidence in the presence of conflicting opinions. • Understands and utilises technology to improve work processes

Problem Solving & Decision Making	<ul style="list-style-type: none">• Develops operating plans that align with strategic priorities• Thinks creatively and conceptually considering the external environment and potential impact decisions might have• Recognises and identifies patterns and trends when assessing data• Anticipates potential issues and opportunities and reacts to same• Considers the impact of decisions, both short term and long term• Demonstrates leadership and courage in making tough or unpopular decisions• Works collaboratively and tests ideas with a wide range of people internally and externally• Makes decisions through weighing up the cost-benefit and risk implications• Provides specialist authoritative advice to others as required to enable them to make decisions
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Reviewed: February 2026
Next review: May 2031

Signed by Job Holder

Date