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**NRS JOB ORDER FORM**

**OCCUPATIONAL THERAPIST STAFF GRADE OR SENIOR**

**Please complete this form and return to** **joborders@hse.ie**

For any queries regarding the Recruitment process please contact the NRS Help Desk on 0818 473677 or email us on asknrs@hse.ie

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| --- | --- |
| I confirm that this post has been sanctioned in line with Service Requirements, Best Practice and Codes of Practice | (Please Tick) [ ]  |
| Post Title | OCCUPATIONAL THERAPIST - Staff Grade | [ ]  | GradeCode  | 3298 |
| OCCUPATIONAL THERAPIST - Senior | [ ]  | 3301 |
| Position Number Or Primary Notification NumberMandatory |  |
| **N.B. No Job order will proceed without a position number or a primary notification Number** |
| LocationPlease State CHO Area/Hospital Group |  |
| Please State Physical Base |  |
| **OCCUPATIONAL THERAPIST STAFF GRADE POSTS ONLY – Please indicate which panel should be used:** |
| **Area 1** – Acute [ ]  | **Area 2** – Mental Health [ ]  | **Area 3** – Primary/Social Care [ ]  |
| **OCCUPATIONAL THERAPIST SENIOR POSTS ONLY – Please indicate which panel(s) should be used** |
| Option A: - I would like to use an Individual Service Area Panel [ ] **or**Option B: - I would like use a combination of 2 Service Area panels i.e. Blended Panel[ ] **(If you choose 2 Service Areas below, we will assume that you want to use a Blended Panel)** |
| **Area 1** *(Acute)*Orthopaedics & Trauma/Musculoskeletal/Emergency Medicine | [ ]  | **Area 2** *(Acute)*General Medicine/Perioperative Medicine/Palliative Care & Oncology/Frail Elderly/Emergency Medicine/Early Supported Discharge/OT Services to Pre Assessment Clinics/Acute Assessment Units/Short Stay Units/Medical Assessment Units | [ ]  |
| **Area 3** *(Acute)*Neurology/Stroke/Early supported discharge | [ ]  | **Area 4** *(Mental Health)*Child & Adolescent MH Services – Inpatient & Community | [ ]  |
| **Area 5** *(Mental Health)*Adult MH Services – Inpatient services/approved centres/Forensics/Adult Community MH Team/Mental Health ID/Later in Life MH Team/Community Rehabilitation & Recovery Team | [ ]  | **Area 6** *(Primary Care)*0 – 18 Years |  |
| **Area 7** *(Primary Care)*Primary Care Adults/ Disability/ Intellectual Disability | [ ]  | **Area 8** *(Primary Care)*Older Persons | [ ]  |
| Start Date: | Annual Leave |  | Days PA |
| Contract Type | Permanent | [ ]  | Temporary\* | [ ]  |
| ***\*If Temporary specify Contract end date*** |  |
| WTE ValuePlease State Clearly i.e. 1 wte, 0.5 wte etc |  | Weekly Working Hours |  |
| Will the post holder be engaged in relevant work with children or vulnerable adults and therefore require Garda Vetting?(in line with HR Circular 012 2018 - <https://www.hse.ie/eng/staff/resources/hr-circulars/hr-circular-012-2018-re-garda-vetting-requirements.pdf>).**Important Note:** A request for Garda vetting should **ONLY** be submitted in respect of ‘**roles’** engaged in relevant work as defined in the ‘National Vetting Bureau Acts 2012 to 2016’. Under this legislation, you should **NOT** request Garda Vetting for ‘roles’ that are not engaged in relevant work **as this is a criminal offence** | Yes [ ] No [ ]  |
| If **yes** above, please outline **how the ‘role’** requires access/contact with Vulnerable Adults/Children in order to carry out the duties of the ‘role’; E.g.1Medical Scientist working in a lab **does not** require Garda Vetting **but** Medical Scientist working on a ward **does** require Garda vettingE.g. 2 Clerical Officer working in payroll does not require Garda Vetting **but** Clerical officer working on reception in the Emergency dept does require Garda Vetting |
| Please specify Reason for Cover**e.g. Maternity Relief, Career break etc** |  |
| Department Description |  |
| Supervisory Structure |  |
| Line Manager Representative Contact Details **(Including Telephone Number & Email address)** |  |
| Local HR Department Contact Person / or Local Administrator for Payroll Set Up, Phone Address & Email |  |
| Name and Address of Person to send Personnel File to.**If different form above** |  |
| Special Post Specific Conditions Please state additional conditions relating to this specific post that are not included in the Job Specification  | *Typical examples – Access to appropriate transport to carry out the role, On Call Rota etc**\*Other examples may include: post specific criteria i.e. requires experience in a particular area not covered by the above Service Areas/Nationally agreed Job Specification.* |
| If this post is based in a Gaeltacht Area, please state if competency in Irish is a requirement |  |