



Job Description

Job: Occupational Therapist - Senior Grade, Practice Tutor
Location: Cork Children Services, Curraheen, Cork, the post may be based intermittently in the relevant university (UCC) as determined by the educational/service needs. The post holder will be required, as part of this role, to travel to different parts of Cork and Kerry based on relevant clinical placement sites across the agencies providing disability services in the region.
Contract Hours: 35 hours per week
Contract Type: Permanent
Reporting to: Head of Discipline Occupational Therapist in Enable Ireland

Overall Purpose of the Post: The practice tutor will have responsibility to coordinate and develop the capacity and quality of practice education within adults and children disabilities services. It is envisaged that the post holder will set up processes and systems to ensure increased and sustained capacity for Practice education placements in Disability services in Cork and Kerry. They will support both students and practice educators. The Practice Tutor will provide structured support to students and Practice Educators, ensuring effective supervision, robust assessment processes and positive placement experiences. The role acts as a key link between clinical teams and university partners, promoting high standards of education, supporting workforce development, and contributing to governance and service improvement initiatives related to practice education

Key working relationships:

- The successful post holder will be required to work in close collaboration with University College Cork (UCC) and other Higher Education Institutions as appropriate. They will work closely with Practice Education Co-ordinator, Practice Tutors, HSCP Office, Service Managers, Occupational Therapy managers, therapists, students, and other external stakeholders as appropriate

Duties

PRACTICE EDUCATION

- Liaise with UCC based Practice Education Co-ordinator to ensure optimum practice education learning experience.

- Organise and co-ordinate placements for students (in all academic years) in the healthcare agency/agencies in liaison with the university and regional practice education team.
- Support the induction of students on practice education, site policies and procedures relevant to their placements.
- Ensure student learning contracts/placement objectives are agreed at the start of each placement, in conjunction with the Practice Educator(s).
- Where it is appropriate, participate in the clinical supervision of students during client intervention in collaboration with Practice Educator(s).
- Organise relevant tutorial, group and peer learning activities for students while on placement.
- Provide advice, support and assistance to the Practice Educator(s) in the assessment of student performance in collaboration with relevant university staff.
- Collaborate with relevant stakeholders in the design and delivery of CPD workshops and courses related to education and evidence-based practice.
- Contribute to teaching of specific practice education modules for students at the University prior to their commencement of practice education.
- Participate in the development and integration of practice education within the curriculum in alignment with accreditation standards of the university.
- Prepare practice education schedules and co-ordinate students assigned to practice education site(s).
- Contribute to on-going feedback to students about their performance, in conjunction with the Practice Educator(s).
- Contribute to and attend practice education workshops and training days and any relevant committees organised by the University/HSE.
- Co-ordinate, allocate, arrange and manage practice education within the agency/agencies.
- Actively seek and develop practice education opportunities in liaison with key stakeholders including a range of environments not previously explored within the agency/agencies.
- Facilitate communication and effective working relationships between clinical/non-clinical colleagues and university-based staff.
- Promote inter-professional learning across disciplines in the health care setting.
- Participate in the quality assurance mechanism of the student learning environment.

PRACTICE TEACHING

- Facilitate optimum practice education teaching and get involved in the development and roll out of innovative learning methodologies, the development of new supervision models, practice teaching skills, and the use of information technology etc.
- Contribute and engage with the professional practice education network. This may include attendance at meetings and conferences.
- Evaluate the student learning experience within practice and its contribution to the whole learning experience in conjunction with the Practice Educator(s) using the *HSCP Quality Framework for Sustainable Practice Education* and tools.

- Promote and develop communication and links with a range of local services in order to develop practice education placement learning experiences.
- Contribute to delivery of practice education preparation classes and return days for OT students in conjunction with the university Practice Education Co-ordinator.
- Contribute to delivery of practice education supervisor training for occupational therapy PE supervisors/educators in conjunction with the university Practice Education Co-ordinator and the regional Health and Social Care Professions (HSCP) team.

SERVICE AND STANDARDS

- Help set and maintain a high standard of clinical/non-clinical practice within healthcare and other settings.
- Keep abreast of research and practice developments in relevant clinical/non-clinical areas by attending seminars, conferences and post graduate courses and maintain clinical/other relevant competency.
- Ensure that privacy and dignity of the service user is respected at all times.
- Ensure compliance with all departmental policies such as the data collection system, current administrative procedures and health and safety guidelines.
- Participate in the in-service training programme at clinical/non-clinical sites.
- Contribute to forward planning and the development of services with particular emphasis to the needs of service areas.
- Participate in a performance review process with line manager.
- Undertake any other responsibilities in relation to clinical education assigned by manager or the university in consultation with each other.
- Undertake other responsibilities as are agreed from time to time with manager or other such person to whom he/she may be accountable.
- Duties while students are not on placement may include maintaining clinical competency through service provision, participating in research activities, audits and quality initiatives, preparing and updating Practice Educator(s) for upcoming placements, completing CPD activities and contributing to practice education within the university.

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.

To minimise exposure to breaches of GDPR, strict compliance is required in the course of carrying out the duties of this job and working with others. This will include but is not limited to compliance with Enable Ireland's suite of GDPR Policies & Procedures, attending all GDPR Training sessions and ensuring personal responsibility for implementing safeguards and measures as directed.

Responsible to: Head of Discipline Occupational Therapist

Probation: A probationary period of 6 months applies, wherein three probationary meetings will take place to review your performance and suitability for appointment. The probationary period may be extended or terminated

for any reason at Enable Ireland's discretion. The probationary period may also be extended to facilitate statutory leave.

Salary: The current salary scale for this post is €62,072 to €73,477 pro rata per annum.

This pay scale is subject to increases in 2026 in accordance with the recent WRC agreement towards enhanced pay adjustments in Section 39 organisations.

Annual leave: Annual leave entitlement is 33 days pro rata per annum.

Pension scheme: Enable Ireland operates a contributory pension scheme, which all staff may join following start date.

Medical: The successful candidate will be required to undergo a medical assessment.

**Garda Clearance/
Police Clearance:** These will be required for all prospective staff who undertake relevant work or activities relating to children or vulnerable persons.

**Sick Pay:
(If applicable)** All periods of sickness exceeding two days must be medically certified. Weekly medical certificates are required thereafter. The Company reserves the right to have you examined by its own Doctor after 3 months continuous sick leave. Upon completion of 6 months continuous service with the Company sick pay will be as follows:
Full pay less social welfare for the first 13 weeks of sickness in any 12 month rolling period and half pay less social welfare for a further (13) weeks of sickness absence in the same 12 month rolling period. Previous service tenure on a CDNT, which was managed by Enable Ireland as Lead Agency, and/or inwards secondment to Enable Ireland, qualifies for eligibility of Enable Ireland's sick pay benefits as outlined in the Enable Ireland Sick Leave Policy.

Redeployment In exceptional circumstances the organisation reserves the right to redeploy you to an alternative role that is suitable to your skills and experience.