**Radiographer, Clinical Specialist – CT / Radagrafaí, Speisialtóir Cliniciúil**

**Job Specification & Terms and Conditions**

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| **Job Title, Grade Code** | Radiographer, Clinical Specialist – CT / Radagrafaí, Speisialtóir Cliniciúil (Grade Code: 3131) |
| **Remuneration** | The salary scale for the post is: €64,300, €67,568, €70,341, €73,120, €75,949New 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. |
| **Campaign Reference** | G9672 |
| **Closing Date** | Friday 6th June 2025 at 10:100am |
| **Proposed Interview Date (s)** | Interviews will be held as soon as possible after the closing date. Candidates will normally be given at least one week’s notice of interview. The timescale may be reduced in exceptional circumstances. |
| **Taking up Appointment** | A start date will be indicated at job offer stage. |
| **Location of Post** | Galway University HospitalsThere is currently 1 permanent whole-time vacancy available in Radiology Department, Galway University Hospitals.A panel may be formed as a result of this campaign for Radiographer, Clinical Specialist – CT from which current and future, permanent and specified purpose vacancies of full or part-time duration may be filled.  |
| **Informal Enquiries**  | We welcome enquiries about the role. Contact below for further information about the role:Ms. Susan Coyle, Radiography Services Manager 2**Email:** susan.coyle1@hse.ie **Tel:** (091) 542630 |
| **Details of Service** | The West and North West region provides acute and specialist hospital and community services to the West and North West of Ireland – counties Galway, Mayo, Roscommon, Sligo, Leitrim, Donegal and adjoining counties.The region comprises of 7 hospitals across 8 sites:* Letterkenny University Hospital (LUH)
* Mayo University Hospital (MUH)
* Portiuncula University Hospital (PUH)
* Roscommon University Hospital (RUH)
* Sligo University Hospital (SUH) incorporating Our Lady’s Hospital Manorhamilton (OLHM)
* Galway University Hospitals (GUH) incorporating University Hospital Galway (UHG) and Merlin Park University Hospital

The region’s Academic Partner is University of Galway.The region covers one third of the land mass of Ireland, it provides health care to a population of 830,000, employs over 20,000 staff **Vision**Our vision is to be a leading academic Hospital providing excellent integrated patient-centred care delivered by skilled caring staff.**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 Hospitals and communities, 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. |
| **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 post holder will report to the Radiography Service Manager 3 or designate. |
| **Purpose of the Post**  | The post of Clinical Specialist Radiographer (CT), in GUH has a pivotal role in service planning, co-ordinating, and managing activity and allocated resources.The main responsibilities are: Quality assurance, scheduling workflow, staff development, facilitating communication and professional/clinical leadership with the CT departments.The Clinical Specialist Radiographer (CT), will be primarily responsible for ensuring CT imaging to a high standard of technical quality in a caring and efficient manner and in line with established guidelines and operating procedures.The post holder must function integrally within the Radiology team and have proficiency in CT, General & ED X-ray, and modalities involved in 24/7 services.The post holder will be an active member of the multi-disciplinary team and will lead, guide and supervise radiographic and other staff to successfully manage the CT services, with effective utilisation of all resources allocated.The post holder will rotate between all CT units in GUH as required. |
| **Principal Duties and Responsibilities** | * The post holder will support the principle that 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 awareness of the primacy of the patient in relation to all hospital activities.
* Performance management systems are part of the role and you will be required to participate in the hospital performance management programme

*The Clinical Specialist Radiographer, (*CT*) will*:**General Accountability*** Create and promote healthy working relationships
* Demonstrate behaviour consistent with the values of the hospital
* Undertake the primary responsibility on a day-to-day basis for the implementation, management and supervision of CT
* Report to the Radiography Service Manager 3 or designate.
* Liaise with the Clinical Director.

**Clinical Operations***The Clinical Specialist Radiographer will:** Undertake, as team leader, primary responsibility on a day-to-day basis for the CT services and the effective utilisation of all resources allocated including working all CT units in GUH as required.
* Engage in leadership of a team of skilled staff, creating and promoting healthy working relationships. Provide strategic and clinical leadership which results in the delivery of an effective, efficient, quality assured and patient centred CT service.
* Be accountable for the quality of the service provided, including customer service and technical aspects.
* Manage patient care to ensure the highest professional standards using an evidence based, care planning approach.
* Contribute to the development and implementation of operational policies, protocols and guidelines to ensure optimum utilisation of resources and systematic audit of such usage.
* Liaise closely with the Radiography Service Managers, Radiation Safety Officer and other multi-disciplinary staff in the Radiology Department to ensure the safe and smooth running of the service.
* Contribute to the preparation of plans for the service – monitor and report on their implementation. Implement and maintain accurate information systems for clinical data in accordance with hospital standards.
* Advise as required on equipment selection, purchase, replacement or upgrading.
* Maintain accurate records of equipment service, maintenance, malfunction, downtime and performance as required and co-ordinate preventative maintenance schedules in accordance with clinical demand and department policy.
* Maintain up to date knowledge of clinical, technical and radiographic developments in relation to CT and promote awareness of new developments. Ensure that best practices are implemented and maintained.
* Report all operation issues to Radiography Services Manager’s
* Provide practical instruction for students and other health care professionals
* Ensure PACS/RIS system is used effectively and appropriately, and matches workflow in the department.

**Finance***The Clinical Specialist Radiographer (*CT*) will:** Contribute to financial planning and ensure that appropriate budgetary control procedures are implemented
* Ensure that data on pay and non-pay expenditure is available, as required, in accordance with Departmental policy
* Manage use of consumables efficiently
* Liaise with Radiography Services Manager’s on all financial matters

**Human Resources***The Clinical Specialist Radiographer (*CT*) will:** Support the Radiography Service Manager’s in the implementation of initiatives aimed at on-going service development and improvement.
* Promote and maintain a safe environment for staff and patients
* Assist in the development and implementation of risk management and health and safety strategies in association with appropriate personnel.
* Participate in training as may be required in relation to qualified staff and/or trainees and students.
* Supervise and assess all training as required
* Liaise with the Radiography Service Manager’s and other senior staff on the rotation of staff through the Department/unit to ensure an adequate number of trained staff is available.
* Liaise with the Radiography Service Manager’s on human resource issues as appropriate

**Health & Safety***The Clinical Specialist Radiographer (*CT*) will:** Investigate and take appropriate action in accordance with hospital & primary care policy in relation to complaints, accidents and incidents.
* Ensure that all hospital & primary care policies and relevant legislation on radiation safety are complied with.
* Ensure the Radiology department operates in accordance with the operational policy at all times.
* Liaise with the Radiography Services Manager’s on all quality assurance issues related to the radiology department.
* Ensure all relevant policies on infection control, health and safety etc are understood and complied with.
* Implement quality assurance in line with Departmental policies & procedures.
* Have a working knowledge of the 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.To support, promote and actively participate in sustainable energy, water and waste initiatives to create a more sustainable, low carbon and efficient health service.

**Quality & Audit***The Clinical Specialist Radiographer (*CT*) will:** Participate in providing department audits and statistics.
* Respect and maintain the privacy, dignity and confidentiality of the service user as per statutory requirements.

**Education & Training***The Clinical Specialist Radiographer (*CT*) will:** Participate in mandatory training programmes
* Participate in continuing professional development including in-service training, attending and presenting at conferences/courses relevant to practice.
* Engage in performance review with his/her manager
* Provide peer support when necessary
* Engage in the HSE performance achievement process in conjunction with your Line Manager and staff as appropriate.

**Risk Management, Quality, Health & Safety*** Adequately identifies, assesses, manages and monitors risk within their area of responsibility.
* Have a working knowledge of the 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.Support, promote and actively participate in sustainable energy, water and waste initiatives to create a more sustainable, low carbon and efficient health service.

**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 periodically 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.
* To support, promote and actively participate in sustainable energy, water and waste initiatives to create a more sustainable, low carbon and efficient health service.

**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 Region’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 them from time to time and to contribute to the development of the post while in office.** |
| **Eligibility Criteria****Qualifications and/ or experience** | In exercise of the powers conferred on me by Section 22 of the Health Act 2004, I hereby approve the qualifications, as set out hereunder, for the appointment and continuing as a **Radiographer, Clinical Specialist in the specialities of CT, MRI, Ultrasound, Nuclear Medicine, PET/CT, and Mammography (Group A)** in the Health Service Executive.**1. Statutory Registration, Professional Qualifications, Experience, etc.****(a) Candidates for appointment must:**(i) Be registered, or be eligible for registration, on the Radiography Division of the Radiographers Register maintained by the Radiographers Registration Board at CORU.**AND**(ii) Have not less than 6 years full time (or an aggregate of 6 years full time) post qualification clinical experience.**AND**(iii) Possess a recognised postgraduate course relevant to the specialism (Quality & Qualifications Ireland Level 9) as recognised by the IIRRT and have no less than 4 years practical clinical experience working in the speciality. Practical clinical experience will include time assigned to work in the relevant specialist area but needs to comply with the following breakdown: * Pre commencement of a postgraduate course (maximum of 1 year\* allowed);
* Time spent completing the post graduate course (maximum of 1 year\*\* allowed);
* A minimum of 2 years experience\* following completion of a postgraduate course.

\*A minimum of 12 weeks assigned to work in the relevant specialised area will be required for each relevant year to be counted. \*\*The research component of a postgraduate programme will count towards the post course time once the Radiographer has successfully completed the taught components of the programme.**AND**(iv) Requisite Knowledge & Ability Possess 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.**AND**(v) Provide proof of Statutory Registration on the Radiography Division of the Radiographers Register maintained by the Radiographers Registration Board at CORU before a contract of employment can be issued. **2. Annual registration** (i) On appointment practitioners must maintain annual registration on the relevant division of the Radiographers Register maintained by the Radiographers 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).**Health**A candidate 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. **Character**Each candidate for and any person holding the office must be of good character. |
| **Post Specific Requirements** | Demonstrate depth and breadth of radiography experience as relevant to the role. |
| **Other requirements specific to the post** | * Rotate to other general / specialised areas within the Diagnostic Imaging Department including all CT units in GUH as required
* To partake in the provision of the on call service as required.
* Access to transport is required as this post involves an on call commitment and possible travel to other sites.
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| **Skills, competencies and/or knowledge** | ***Candidates must demonstrate:**** Sufficient clinical knowledge and evidence based practice to carry out the duties and responsibilities of the role.
* An ability to apply knowledge to best practice.
* The ability to effectively evaluate information and make appropriate decisions
* The ability to work independently as well as part of a team.
* An ability to manage and develop self and others in a working environment.
* An ability to lead and motivate a team of radiographers.
* A commitment to assuring high standards and strive for a user centred service.
* The ability to take initiative and to be appropriately self-directed.
* The ability to plan and deliver service in an effective and resourceful manner including the ability to work in a fast paced environment.
* Awareness and appreciation of service users and the ability to empathise with and treat others with dignity and respect.
* Flexibility and openness to change.
* Effective communication and interpersonal skills including the ability to collaborate with colleagues, families, carers etc.
* A commitment to continuing professional development.
* A willingness to develop IT skills relevant to the role.
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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 progressing 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. |
| **Diversity, Equality and Inclusion**  | The HSE is an equal opportunities employer.Employees of the HSE bring a range of skills, talents, diverse thinking and experience to the organisation. The HSE believes passionately that employing a diverse workforce is central to its success – we aim to develop the workforce of the HSE so that it reflects the diversity of HSE service users and to strengthen it through accommodating and valuing different perspectives. Ultimately this will result in improved service user and employee experience. The HSE is committed to creating a positive working environment whereby all employees inclusive of age, civil status, disability, ethnicity and race, family status, gender, membership of the Traveller community, religion and sexual orientation are respected, valued and can reach their full potential. The HSE aims to achieve this through development of an organisational culture where injustice, bias and discrimination are not tolerated. The HSE welcomes people with diverse backgrounds and offers a range of supports and resources to staff, such as those who require a reasonable accommodation at work because of a disability or long-term health condition. Read more about the HSE’s commitment to [Diversity, Equality and Inclusion](https://www.hse.ie/eng/staff/resources/diversity/diversity.html)  |
| **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 CPSA is responsible for establishing the principles to be followed when making an appointment. These are set out in the CPSA Code of Practice. The Code outlines the standards to be adhered to at each stage of the selection process and sets out the review and appeal mechanisms open to candidates should they be unhappy with a selection process.Read the [CPSA Code of Practice](https://www.cpsa.ie/pdf/?file=https://assets.cpsa.ie/media/275828/b88e3648-c663-4293-9471-d2d75bd1d685.pdf).  |
| 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. |

**Radiographer, Clinical Specialist – CT / Radagrafaí, Speisialtóir Cliniciúil**

**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. |
| **Working Week** | The standard weekly working hours of attendance for your grade are **35** hours per week. Your normal weekly working hours are **35** hours. Contracted hours that are less than the standard weekly working hours for your grade will be paid pro rata to the full time equivalent.You are required to work agreed roster/on-call arrangements advised by your Reporting Manager. Your contracted hours are liable to change between the hours of 8.00am and 8.00pm over seven days to meet the requirements for extended day services in accordance with the terms of collective agreements and HSE Circulars. |
| **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 of Children Guidance and Legislation** | The welfare and protection of children is the responsibility of all HSE staff. You must be aware of and understand your specific responsibilities under the Children First Act 2015, the Protections for Persons Reporting Child Abuse Act 1998 in accordance with Section 2, Children First National Guidance and other relevant child safeguarding legislation and policies. Some staff have additional responsibilities such as Line Managers, Designated Officers and Mandated Persons. You should check if you are a Designated Officer and / or a Mandated Person and be familiar with the related roles and legal responsibilities.Visit [HSE Children First](https://www.hse.ie/eng/services/list/2/primarycare/childrenfirst/resources/) for further information, guidance and resources. |
| **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-2), 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-3).
* 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. A template SSSS and guidelines are available on [writing your site or service safety statement](https://healthservice.hse.ie/staff/health-and-safety/safety-statement/).

2 Structures and processes for effective [incident management](https://www2.healthservice.hse.ie/organisation/qps-incident-management/incident-management/) and review of incidents. [↑](#footnote-ref-2)
2. [↑](#footnote-ref-3)