**Vascular Physiologist, Staff Grade**

**Job Specification & Terms and Conditions**

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| **Job Title and Grade** | **Vascular Physiologist, Staff Grade** *(Grade Code: 3077)* |
| **Campaign Reference** | HBS05927  |
| **Closing Date** | Tuesday, 27th March 2018 at 12:00 noon |
| **Proposed Interview Date (s)** | W/C 30th April 2018 |
| **Taking up Appointment** | A start date will be indicated at job offer stage. |
| **Location of Post** | **Galway University Hospitals** There is one current permanent whole-time vacancy available in Galway University Hospitals. Initial assignment will be to the Vascular Laboratory, University Hospital Galway. The successful candidate may be required to work in any service area within the vicinity as the need arises.A panel may be formed for **Galway University Hospitals** from which current and future, permanent and specified purpose vacancies of full or part-time duration may be filled.  |
| **Informal Enquiries** | Cathy Mc Inerney, Senior Vascular Physiologist**Tel:** 091 542346**Email:** cathy.mcinerney@hse.ieColette Murray, Group Recruitment and Retention Office, Merlin Park, Galway**Email:** colette.murray2@hse.ie |
| **Details of Service** | Saolta University Health Care Group is one of six new hospital groups announced by the then Minister for Health, Dr. James Reilly TD in May, 2013, as part of a re-organisation of public hospitals into more efficient and accountable hospital groups that will deliver improved outcomes for patient. The Saolta University Health Care Group comprises of 7 hospitals:* Letterkenny General Hospital
* Sligo Regional Hospital
* Mayo General Hospital
* Roscommon Hospital
* Portiuncula Hospital, Ballinasloe
* Merlin Park University Hospital Galway
* University Hospital Galway

The Group has one overall Group Management Team, one financial budget of €598.9 million and operates with 1,771 beds and 7,743 WTE (9,054 headcount - May 2014) staff.The objectives of the groups are to:* Achieve the highest standard of quality and uniformity in care across the group
* Deliver cost effective hospital care in a timely and sustainable manner
* Encourage and support clinical and managerial leaders
* Ensure high standards of governance, both clinical and corporate and recruit and retain high quality nurses, NCHDs, consultants, allied health professionals and administrators in all our hospitals.

 There is an evolving Group governance structure with 4 Clinical Directorates which manage the clinical specialities across each site:* Medicine
* Perioperative
* Diagnostics
* Women and Children’s

Each Directorate has a set of key performance indicators to improve quality, drive performance, and ensure efficiency.The Group provides a range of high quality services for the catchment areas it serves and GUH is a designated supra-regional cancer service provider meeting the needs of all the counties along Western seaboard and towards the midlands from Donegal to North Tipperary.Saolta University Health Care Group aims to meet its service plan targets. Its priority is to implement the national clinical care programmes across the Group and establish a performance management culture with the development of Key Performance Indicators (KPI’s).**Vision**The formation of the hospitals groups, which will transition to independent hospital trusts, will change how hospitals relate to each other and integrate with the academic sector.  Over time, the Group will deliver:* Higher quality service
* More consistent standards of care
* More consistent access to care
* Stronger leadership
* Greater integration between the healthcare agenda and the teaching, training, research and innovation agenda

Our Academic Partner is the National University of Ireland, Galway and we are developing further international partnerships in the UK and the USA. |
| **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 VISION STATEMENT**Our Vision is to build on excellent foundations already laid, further developing and integrating our Group, fulfilling our role as an exemplar, and becoming the first Trust in Ireland.**OUR GUIDING VALUES****Respect** - We aim to be 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 will 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 will nurture and encourage lifelong learning and continuous improvement, attracting, developing and retaining high quality staff, enabling them to fulfill 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. **Teamworking** – we will engage and empower our staff, sharing best practice and strengthening relationships with our partners and patients to achieve our Mission. **Communication** - we aim to 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 Chief Vascular Physiologist or appropriate officer nominated from time to time. |
| **Purpose of the Post**  | To provide an effective, efficient and high quality Vascular Imaging Service in a patient centred environment. The purpose of this service is to provide diagnostic assessmentand assist in treatment plans for identified patients as directed by the Chief/Senior Clinical Vascular Scientist. |
| **Principal Duties and Responsibilities** | The person holding this post is required to support the principle that the 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 degreeMaintain throughout the Hospital awareness of the primacy of the patient in relation to all hospital activities.Performance management systems are part of role and you will be required to participate in the Group’s performance management programmeUnder the general direction of the Chief Vascular Physiologist or other duly authorised officer the Physiologist will undertake the following duties:The Vascular Physiologist should be familiar with the techniques and range of equipment used in the current medical practice for the diagnosis, treatment and care of vascular patients.**Main Duties:***The Vascular Physiologist, Staff Grade will:** Record patient case histories and carry out relevant tests
* Conduct a full range of non-invasive vascular tests including duplex imaging of carotid and vertebral arteries, peripheral arteries and veins, abdominal studies, and exercise testing.
* Determine a result and write a report on all tests performed
* Contribute as required to the development of training programmes for established staff and external groups
* Assist in the care and maintenance of all equipment in the Vascular Diagnostic Unit
* Conduct research under the direction of the Chief Vascular Physiologist and/or the Vascular Consultant
* 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 etcand 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.
* Contribute as required to the performance of any duties and establishment of techniques set down in the agreed relevant Working Party Report.
* Perform such other duties appropriate to the office as may be assigned from time to time
* To act for other staff in their absence as required
* Maintain patient confidentiality and safety at all times.
* To participate in the practise education of student therapists.

**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 Act, 2005 all staff must comply with all safety regulations and audits.
* In line with the Public Health (Tobacco) (Amendment) Act 2004, smoking within the Hospital Building is not permitted.
* Hospital uniform code must be adhered to.
* Provide information that meets the need of Senior Management.

**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 Hospitals 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.
* It is the post holders’ specific 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 responsibility of the post holder 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 him/her from time to time and to contribute to the development of the post while in office.**  |
| **Eligibility Criteria****Qualifications and/ or experience** | **Candidates must on the latest date of application:****1. Professional Qualification, Experience, etc**.1. Possess the BSc in Clinical Measurement from Dublin Institute of Technology or equivalent as confirmed by the Irish Institute of Clinical Measurement Science (IICMS)

**Or**1. Possess the Certificate in Medical Physics and Physiological Measurement (MPPM) from Dublin Institute of Technology or equivalent as confirmed by the Irish Institute of Clinical Measurement Science (IICMS)

**Or**1. Possess an equivalent relevant scientific qualification (Level 8) as confirmed by the Irish Institute of Clinical Measurement Science (IICMS)

**2. 2018 Undergraduates**Candidates who are graduating in 2018 are eligible to apply for this campaign. Applicants who are successful at interview and will complete their studies in 2018 will remain dormant on the panel and will not be offered a post until they have informed HBS Recruit that they are in receipt of the necessary qualification.**3. Age**Age restrictions shall only apply to a candidate where he/she is not classified as a new entrant (within the meaning of the Public Service Superannuation Act, 2004). A candidate who is not classified as a new entrant must be under 65 years of age on the first day of the month in which the latest date for receiving completed application forms for the office occurs.**4. 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. **5. Character**Each candidate for and any person holding the office must be of good character. |
| **Post Specific Requirements** | N/A |
| **Other requirements specific to the post** | N/A  |
| **Skills, competencies and/or knowledge** | **Knowledge:*** Demonstrate experience in managing patients presenting for investigation.
* Have full knowledge of ethical principles, standards and protocols required in Vascular Diagnostics.
* Demonstrate experience in writing reports for investigations performed and communicating these to clinical staff.
* Have a clear appreciation of electrical safety requirements.
* Demonstrate sufficient professional knowledge to carry out duties and responsibilities of the role
* Demonstrate knowledge and understanding of Health & Safety and of Quality Assurance
* Demonstrate willingness to continue in professional development and to continue

with further education in Vascular Diagnostics.* Demonstrate a willingness to develop IT skills relevant to the role. Demonstrate evidence of computer skills including the use of Microsoft Word, Excel, Power Point etc.

**Communication Skills:*** Display effective communication and interpersonal skills including the ability to collaborate with other staff members, patients, public etc.

**Building & Maintaining Relationships (including Team Skils & Leadership Skills):*** Demonstrate effective team skills and the ability to work with colleagues in the unit and multi disciplinary team members.
* Demonstrate discretion and diplomacy in all matters

**Organisation & Management Skills:*** Demonstrate the ability to plan and deliver care in an effective and resourceful manner and the ability to manage self in a busy working environment.

**Analysis, Problem Solving & Decision Making:*** Demonstrate problem solving and decision making skills.
* Display the ability to evaluate information and make effective decisions especially with regard to service user care

**Commitment to providing a quality service:*** Demonstrate a commitment to assuring high standards and strive for a user centred service
* Demonstrate flexibility and openness to change
* Display awareness and appreciation of the service user and the ability to empathise with and treat service users / others with dignity and respect.
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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 being called forward 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. |
| **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 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, facilities for feedback to applicants 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. Additional information on the HSE’s review process is available in the document posted with each vacancy entitled “Code of Practice, Information for Candidates”.Codes of practice are published by the CPSA and are available on [www.hse.ie/eng/staff/jobs](http://www.hse.ie/eng/staff/jobs) in the document posted with each vacancy entitled “Code of Practice, Information for Candidates” or on [www.cpsa.ie](http://www.cpsa.ie). |
| 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. |

**Vascular Physiologist, Staff Grade**

**Terms and Conditions of Employment**

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| **Tenure**  | The initial vacancy 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. |
| **Remuneration**  | The Salary Scale (as at 01/01/18) for the post is:€35,066 – €37,052 – €38,850 – €39,666 – €40,570 – €42,936 – €44,371 – €45,809 – **€49,355 – €52,843 LSIs** |
| **Working Week** | The standard working week applying to the post willl be confirmed at Job Offer stage. 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 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 associated with the post will be confirmed at Job Offer 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. |
| **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 Persons Reporting Child Abuse Act 1998** | As this post is one of those designated under the Protection of Persons Reporting Child Abuse Act 1998, appointment to this post appoints one as a designated officer in accordance with Section 2 of the Act.  You will remain a designated officer for the duration of your appointment to your current post or for the duration of your appointment to such other post as is included in the categories specified in the Ministerial Direction. You will receive full information on your responsibilities under the Act on appointment. |
| **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. |