

**Job Specification and Terms and Conditions**

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| **Job Title and Grade** | Basic Grade Physicist (Radiotherapy)Grade Code: 3794 |
| **Campaign Reference** | G2538a |
| **Closing Date** | 10.00am on May 19th 2021 |
| **Proposed Interview Date (s)** | Interviews will be held as soon as possible after the closing date via ZOOM. Candidates will normally be given at least one weeks’ notice of interview. The timescale may be reduced in exceptional circumstances |
| **Taking up Appointment** | A start date will be indicated at job offer stage |
| **Informal Enquiries** | Margaret Moore, Principal Physicist, Radiotherapy, Galway University HospitalsTel: 091 54 2568 Email:**margaret.moore@hse.ie** |
| **Organisational Area** | Saolta University Health Care Group  |
| **Location of Post** | Saolta University Health Care Group The post will be located at Radiotherapy Department, University Hospital Galway.A panel may be created for Basic Grade Physicist (Radiotherapy), GUH, from which permanent and specified purpose vacancies of full or part time duration may be filled  |
| **Details of Service** | The Saolta University Health Care Group provides acute and specialist hospital services to the West and North West of Ireland – counties Galway, Mayo, Roscommon, Sligo, Leitrim, Donegal and adjoining counties.The Group comprises 7 hospitals across 8 sites:* [Letterkenny University Hospital (LUH)](https://saolta.ie/hospital/letterkenny-university-hospital)
* [Mayo University Hospital (MUH)](https://saolta.ie/hospital/mayo-university-hospital)
* [Portiuncula University Hospital (PUH)](https://saolta.ie/hospital/portiuncula-university-hospital)
* [Roscommon University Hospital (RUH)](https://saolta.ie/hospital/Roscommon%20University%20Hospital)
* [Sligo University Hospital (SUH)](https://saolta.ie/hospital/sligo-university-hospital) incorporating Our Ladies Hospital Manorhamilton (OLHM)
* Galway University Hospitals (GUH) incorporating [University Hospital Galway (UHG)](https://saolta.ie/hospital/university-hospital-galway) and Merlin Park University Hospital

The Group's Academic Partner is NUI Galway.The Saolta Group’s region covers one third of the land mass of Ireland, it provides health care to a population of 830,000, employs in excess of 10,000 employees, and has a budget in excess of €800 million. 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.**Vision**Our vision is to be a leading academic Hospital Group providing excellent integrated patient-centred care delivered by skilled caring staff.**Saolta 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 Saolta Group Hospitals, 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.

**Saolta Strategy 2019-2023**We have developed a five year strategy which outlines the vision and framework for the Group’s strategic development from 2019 to 2023.We are committed to ensuring that our patients are at the centre of all service design, development and delivery. Over the five years of the strategy we will further develop our services, both clinical and organisational based around seven key themes: Quality and Patient Safety; Patient Access; Governance and Integration; Skilled Caring Staff; Education Research and Innovation; eHealth and Infrastructure. These will be our key areas of focus to enable us to meet the future needs of our patients. We continue to work very closely with our colleagues in the community both Community Healthcare West and Community Health Organisation 1 in the North West to deliver more streamlined care to our patients in line with the national focus of bringing services closer to patients.While the tertiary referral centre for the Group is University Hospital Galway, it is essential that all our hospitals work more closely together in delivering services to address the challenges facing us across our region. A key theme of our 5 year strategy is the development of Managed Clinical and Academic Networks (MCAN).These networks will ensure that specialities in individual hospitals will no longer work in isolation but as a networked team which will improve clinical quality and patient safety. It will also support collective learning/sharing of expertise and will be supported by education, training, research and audit programmes. It will result in safer, standardised and more sustainable services for our patients. |
| **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** | Professional reporting will be through the Head of Radiotherapy Physics to the Head of Department of Medical Physics and Clinical Engineering.  |
| **Purpose of the Post**  | The provision of high quality medical physics services to the hospitals under the remit of the post holder.To contribute to the safe and effective delivery of radiotherapy services by:* Providing medical physics support for high quality radiotherapy services for cancer patients.
* Actively participating in the research, development and academic activities of the departments of Medical Physics & Clinical Engineering and Radiotherapy
* Supporting the development of the Radiotherapy service at Galway University Hospitals as laid out in the National Plan for Radiation Oncology (NPRO).
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| **Principal Duties and Responsibilities** | **Professional/ Clinical** The person holding this post at Saolta University Health Care Group 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 degree
* Maintain throughout the hospital awareness of the primacy of the patient in relation to all hospital activities.
* Demonstrate behaviour consistent with the Mission and Values of the Hospital.

Performance management systems are part of role and you will be required to participate in the Group’s performance management programme.Under the overall responsibility of the Chief Physicist, Galway University Hospitals, the Basic Grade Physicist (Radiotherapy) will take direction from the Head of Radiotherapy Physics. He/she will provide physics services to the Department of Radiation Oncology and other areas of Medical Physics as required.The holder of the post of Basic Grade Physicist (Radiotherapy) will be a member of the Department of Medical Physics and Clinical Engineering, University Hospital, Galway. Within the framework outlined above, and working to a standard consistent with good professional practice, the appointee must perform the following duties:* 1. Participate in the clinical implementation and ongoing development of radiotherapy treatment protocols.
	2. Provide medical physics support for all therapeutic and imaging applications of ionising radiation employed for patient treatments.
	3. Assist in the checking and verification of radiotherapy treatment plans for external beam and brachytherapy treatments.
	4. Participate in the clinical work of the treatment planning section.
	5. Perform measurements and analysis of data as part of the Quality Assurance programme for all treatment delivery equipment and associated imaging and control systems.
	6. Perform calibration for all systems or devices used for dose measurement and dose delivery.
	7. Perform patient-specific QA and patient dosimetry procedures as required.
	8. Participate in the verification and testing of treatment planning systems and the development and maintenance of relevant patient databases.
	9. Keep such records as are consistent with good professional practice and departmental and Health Service Executive policies.
	10. Participate in the development and clinical implementation of new equipment and procedures in radiotherapy.
	11. Participate in the acceptance testing and commissioning of new equipment.
	12. Provide radiation user training, advice on radiotherapy equipment operation, servicing and replacement, to all staff groups including advice on health and safety aspects and on hazard avoidance in accordance with appropriate licensing procedures related to radiotherapy equipment and radioisotopes.
	13. Be available for consultation with medical, paramedical, technical and administrative staff on appropriate matters and contribute to staff development and in-service training relevant to the post as may be organised from time to time.
	14. Participate in committees or multi-disciplinary working groups and other activities within the hospital as requested.
	15. Participate as required in education and training programmes for the medical, paramedical, scientific, technical and other staff and ensure his/her own knowledge and skills are kept up to date by participation in appropriate continuing education and training activities.
	16. Participate in research, development and innovation and in design and execution of projects, related to the clinical needs and interests of the Dept. of Medical Physics and Clinical Engineering and Dept. of Radiation Oncology. This includes presenting work at scientific conferences and publication of results in peer-reviewed journals.
	17. Participate in the delivery of the CAMPEP accredited MSc in Medical Physics at National University of Ireland as a member of the Radiotherapy Physics team.
	18. Support the delivery of the CAMPEP accredited National Radiation Oncology Physicist Residency Programme as a member of the Radiotherapy Physics team.
	19. Participate in working out of normal working hours when clinical requirements dictates it is required as directed by the Head of Department.
	20. If required by the Chief Physicist/ Head of Dept, participate in the provision of scientific and engineering support to other Departments in the hospital.
	21. Perform such other duties appropriate to the office as may be assigned to him/ her from time to time by the Chief Physicist or other authorised officer.

**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.
* Have a working knowledge of HIQA standards as they apply to the role, for example Standards for Health Care, National Standards for the Prevention and Control of Health Care Associated Infections, Hygiene Standards etc
* Support, promote and actively participate in sustainable energy, water and waste initiatives to create a more sustainable, low carbon and efficient health service.
* In the course of the employment you will have access to information regarding the personal affairs of patients or staff. Such information is strictly confidential. Unless acting on the instruction of an authorised officer, on no account must information concerning patients, staff or health service business 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. Records must be stored in safe custody when no longer in use.

**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 Group’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 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.** |
| **Eligibility Criteria****Qualifications and/ or experience** | Candidates must, on the latest date for receiving completed application forms for the office:1. Hold a recognised first or second class honours degree in which Physics was taken as a major subject and honours obtained in that subject

**Or**Hold a recognised qualification at least equivalent to (i)**And**1. Possess the requisite knowledge and ability (including a high standard of suitability) for the proper discharge of the duties of the office

**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 experience in radiotherapy physics as relevant to the role. |
| **Other requirements specific to the post** | Flexibility in relation to working hours is required to meet any urgent service needs that may arise. |
| **Skills, competencies and/or knowledge** | **Candidates must demonstrate the following:****Professional Knowledge*** Demonstrate a strong understanding of the physics principles which underpin the professional practice of medical physics.
* Demonstrate knowledge of radiotherapy delivery systems and strengths and weaknesses thereof.
* Demonstrate evidence of successful completion of a training program in Medical Physics or otherwise show evidence of acquiring the competencies associated with this.
* Demonstrate knowledge of radiotherapy treatment planning
* Demonstrate knowledge of quality assurance techniques, methods and systems in radiotherapy
* Demonstrate knowledge of treatment machine calibration and calibration protocols.
* Demonstrate evidence of a good overview of the service and the reporting structures within it
* Demonstrate the ability to use evidence-based clinical knowledge when decisions regarding client care are made and advice is sought.
* Demonstrate computer skills including detailed knowledge of operating systems
* Demonstrate skills in research and development

**Planning and Organising*** Demonstrate evidence of effective planning and organising skills, including an awareness of resource management and the importance of value for money
* Demonstrate an ability to achieve efficiencies in resource usage/ management

**Leadership & Teamwork*** Demonstrate leadership and team management skills, including the ability to work as part of a multi-disciplinary team
* Demonstrate motivation and an innovative approach to job & service developments
* Demonstrate a teaching ability and an educational focus
* Demonstrate a willingness to be flexible and adaptive in response to a rapidly changing clinical and technical environment

**Commitment to providing a quality service*** Demonstrate a focus on quality
* Demonstrate evidence of assertiveness with an emphasis on being an advocate for patients
* Demonstrate evidence of ability to empathise with and treat patients, relatives and colleagues with dignity and respect

**Communication & Interpersonal Skills*** Demonstrate effective communication skills including the ability to present information in a clear and concise manner
* Demonstrate an understanding of change management
* Demonstrate a willingness to share knowledge and/or new ideas with staff and colleagues
* Demonstrate negotiation/influencing skills
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| **Campaign Specific Selection Process****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 description may be reviewed.This job description 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. |

**Basic Grade Physicist (Radiotherapy), GUH**

**Terms and Conditions of Employment**

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| **Tenure**  | The current vacancy available is permanent, whole time and pensionable.A panel may be created for Basic Grade Physicist (Radiotherapy), GUH, from which permanent and specified purpose vacancies of full or part time duration may be filled Appointment as an employee of the Health Service Executive is governed by the Health Act 2004 and the Public Service Management (Recruitment and Appointment) Act 2004 and Public Service Management (Recruitment and Appointments) Amendment Act 2013. |
| **Remuneration**  | The salary scale for the post is (01/10/2021): € 38,634 41,486 42,809 44,927 47,028 49,510 51,145 52,712 56,704 58,404 60,198 61,991 63,778 65,588 66,585 |
| **Working Week** | The standard working week applying to the post is 37 hours per week.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. |
| **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 recruited between 1 April 2004 and 31 December 2012 (new entrants) have no compulsory retirement age.Public servants recruited since 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 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. |
| **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-1), 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-2).
* 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 the National Health and Safety Function/H&S web-pages [↑](#footnote-ref-1)
2. See link on health and safety web-pages to latest Incident Management Policy [↑](#footnote-ref-2)