

**Radiographer Clinical Specialist (CT)**

**Job Specification & Terms and Conditions**

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| **Job Title and Grade** | **Radiographer Clinical Specialist (CT)**  *(Grade Code: 3131)* |
| **Campaign Reference** | L8110 |
| **Closing Date** | 3rd December 2024 at 4pm |
| **Proposed Interview Date (s)** | As soon as possible. |
| **Taking up Appointment** | A start date will be indicated at job offer stage |
| **Organisational Area** | Saolta University Healthcare Group |
| **Location of Post** | Letterkenny University Hospital  There is currently one permanent whole-time post available in the Histopathology Laboratory, Letterkenny University Hospital, Letterkenny, Co. Donegal. The successful candidate may be required to work in any service area within the vicinity as the need arises.  A panel will be created as a result of this campaign for Letterkenny University Hospital from which current and future permanent and specified purpose vacancies of full or part-time duration may be filled. |
| **Informal Enquiries** | Rachel Boylan  Radiography Services Manager III, Letterkenny University Hospital  Tel: 074912588  E-mail [rachel.boylan@hse.ie](mailto:rachel.boylan@hse.ie) |
| **Details of Service** | **About HSE West and North West**  The HSE West and North West health region will manage and deliver all public health and social care services in:   * Donegal * Leitrim * Sligo * West Cavan * Mayo * Galway * Roscommon   Almost 800,000 people are living in this region.  Hospital groups and Community Health Organisations  HSE West and North West includes all hospital and community healthcare services in the region. This includes:   * Saolta University Health Care Group * Community Healthcare West * Community Healthcare Cavan, Donegal, Leitrim, Monaghan, Sligo   The Department of Population and Public Health, HSE West and North West is also now aligned with this health region.  **Services in the HSE West and North West health region**  HSE Services that work together to provide healthcare services within this region include:   * acute hospitals * primary care services * community services * social care services * public and private providers * health and social care professionals * voluntary sector services * national ambulance services   Vision  Our vision is to be a leading academic Hospital Group providing excellent integrated patient-centred care delivered by skilled caring staff.  HSE West and North West Guiding Principles  Care - Compassion - Trust - Learning  Our 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 HSE West and North West health region, 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 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 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.  **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** | Reports to Radiography Services Manager III or Radiography Services Manager 1 in their absence. |
| **Purpose of the Post** | * To lead, guide and supervise radiographic and other staff and to successfully manage the Computed Tomography (CT) service, with effective utilisation of all resources allocated. * To manage in a rapidly changing environment and be willing to undertake such additional duties within the Radiology Department also, as may be assigned from time to time. * The successful candidate will be responsible for the setup, implementation, and continuous management of both a Cardiology/radiographer-led CTCA service and a CT Colonography service |
| **Principal Duties and Responsibilities** | Carry out duties appropriate to a CSR in relation to CT and other areas within the Radiology Department, including the provision of an on-call service as required, to provide leadership in the delivery of specialised services as follows: Clinical Operations *The Radiographer Clinical Specialist (CT) will:*   * Undertake, as team leader, primary responsibility on a day-to-day basis for the CT service and the effective utilisation of all resources allocated * Be accountable for the quality of the service provided, including customer service and technical aspects * Contribute to the development and implementation of operational policies, protocols and guidelines to ensure optimum utilisation of resources and systematic audit of such usage * Advise as required on equipment selection, purchase, replacement or upgrading. * 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 * 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 * Regularly liaise with the physicist and radiologists on safety issues and other operational issues as appropriate * Maintain up to date knowledge of radiographic developments in relation to other imaging modalities * Adhere to all departmental imaging protocols; be responsible for the correct identification of patient images. * Adhere to professional guidelines as determined by the Irish Institute of Radiographers and Radiation Therapists (IIRRT). * Contribute to the development and implementation of agreed policies, procedures and safe professional practice. * Take part in routine inspection of equipment and quality assurance procedures. * Be responsible for the cleaning and care of all imaging equipment. * Be responsible for the safe use of all imaging equipment and adhering to instructions on its use; ensure other staff complies with same. * Be responsible for the logging of and reporting of all equipment faults to Radiography Service Manager III or his / her designate and liaising with service company re same * Attend at such other health institutions administered by the HSE as may be designated from time to time. * Demonstrate flexibility in response to service needs. * Lead and assist in audit of various aspects of the CT service and wider Radiology service * Is accountable – takes responsibility for his / her actions, seeks advice / a second opinion as required. * Report all operation issues to Radiography Services Manager 3 or designate.   **Administrative**  *The Radiographer Clinical Specialist(CT) will:*   * 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 * Contribute to financial planning and ensure that appropriate budgetary control procedures are implemented * Manage use of consumables efficiently * Liaise with Radiography Services Manager III on all financial matters. * Lead in the establishment and maintenance of standards for quality improvement and ensure adherence to existing standards and policies. * Assist in the organisation, maintenance and / or ordering of equipment and materials as required. * Represent the department at meetings and conferences as required. * Engage in IT developments as they apply to service user and service administration. * Keep up to date with developments within the organisation and the Irish Health Service.   Human Resources  *The Radiographer Clinical Specialist(CT) will:*   * Participate as required in human resource planning, recruitment and selection of staff * Support the Radiographic Service Manager III 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 * Develop and maintain a training function as may be required in relation to qualified staff and/or trainees and students * Supervise and assess all training as required * Liaise with the Radiographic Service Manager III and other senior staff on the rotation of staff through the Department to ensure an adequate number of trained staff are available * Liaise with the Radiographic Service Manager III on human resource issues as appropriate.   Health & Safety  *The Radiographer Clinical Specialist(CT) will:*   * Investigate and take appropriate action in accordance with hospital policy in relation to complaints, accidents and incidents * Ensure that all hospital policies and relevant legislation on radiation safety is understood by staff and complied with * Ensure the CT unit operates in accordance with the operational policy at all times * Ensure that all safety questionnaires are completed and filed as per Department policy * Liaise with the Radiographic Services Manager 3 on all quality assurance issues related to the CT department * Ensure all hospital policies on infection control, health and safety etc. are understood by staff and complied with * Implement and maintain a quality assurance programme for the Department * Have a working knowledge of 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.   **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 closing date:   1. Statutory Registration, Professional Qualifications, Experience, etc. 2. Candidates for appointment must: 3. Be registered or be eligible to register on the Radiography Division of the Radiographers Register maintained by the Radiographers Registration Board at CORU. (<https://www.coru.ie/>)   And   1. Have not less than 6 years (or an aggregate of 6 years) full time post qualification clinical experience.   And   1. Possess a recognised postgraduate course relevant to the specialism (Quality & Qualifications Ireland Level 9) as recognized by the IIRRT and have no less than 4 years practical clinical experience working in the specialty. 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   1. 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   1. 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** 3. On appointment practitioners must maintain annual registration on the relevant division of the Radiographers Register maintained by the Radiographers Registration Board at CORU.   **And**   1. Practitioners must confirm annual registration with CORU to the HSE by way of the annual Patient Safety Assurance Certificate (PSAC). 2. **Health**   Candidates 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.   1. **Character**   Candidates for and any person holding the office must be of good character. |
| **Post Specific Requirements** | **Essential**   * Demonstrate depth and breadth of your CT experience as relevant to the role.   **Desirable**   * Experience implementing and managing a cardiac Computed Tomography Coronary Angiography (CTCA) service. * Experience implementing and managing a radiographer-led CT Colonography service. |
| **Other requirements specific to the post** | * Service needs require that the Radiographer Clinical Specialist (CT) may be rotated to other general/specialised areas within the Radiology Department. * As there is a requirement to take part in the on-call rota with this post, access to transport is necessary. |
| **Skills, competencies and/or knowledge** | * Demonstrate sufficient clinical knowledge and evidence based practice to carry out the duties and responsibilities of the role * Demonstrate an ability to apply knowledge to best practice * Demonstrate the ability to plan and manage resources in an effective manner within a model of person-centred care * Demonstrate an ability to manage and develop self and others in a busy working environment * Demonstrate the ability to effectively evaluate information and make appropriate decisions * Demonstrate a commitment to assure high standards and strive for a user centred service * Demonstrate effective communication and interpersonal skills * Demonstrate effective leadership and team skills * Display awareness and appreciation of service users and the ability to empathise with and treat others with dignity and respect * Demonstrate flexibility and openness to change * Demonstrate a commitment to continuing professional development * Demonstrate a willingness to develop IT skills relevant to the role. |
| **Campaign Specific Selection Process**  **Ranking/Shortlisting/ Interview** | A ranking and or short-listing exercise may be carried out on the basis of information supplied in your application form. The criteria for ranking and or short-listing 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. |
| **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.  For further information on the HSE commitment to Diversity, Equality and Inclusion, please visit the Diversity, Equality and Inclusion web page at <https://www.hse.ie/eng/staff/resources/diversity/> |
| **Code of Practice** | The Health Service Executive / Public Appointments Service 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 | |



**Radiographer, Clinical Specialist (CT)**

**Terms and Conditions of Employment**

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| **Tenure** | A panel will be created from this recruitment campaign from which all current and future permanent and specified purpose vacancies of full and 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. |
| **Remuneration** | The Salary Scale (as at 01/10/2024) for the post is:  €63,039, - €66,243, - €68,962, - €71,686, - €74,460  New 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. |
| **Working Week** | The standard working week applying to the post is to 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** | Membership of the HSE Employee Superannuation Scheme applies to this appointment.  Existing Members who transferred to the HSE on 1st 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 to which they were entitled at 31st December 2004.  Appointees to posts in the Mental Health Services which formerly attracted fast accrual of service should note that the terms of Section 65 of the Mental Treatment Act 1945 do not apply to New Entrant Public Servants as defined by Section 12 of the Public Service Superannuation (Miscellaneous Provisions) Act 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. |
| **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 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)