



**Radiographer, Staff Grade**

**Job Specification and Terms and Conditions**

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| **Job Title and Grade** | Radiographer, Staff Grade  *(Grade Code: 3093)* |
| **Campaign Reference** | SLIGO 0284 |
| **Closing Date** | Rolling campaign – This is a rolling campaign with no deadline  **Only fully completed application forms submitted via Rezoomo will be accepted.**  **\*\*\*CV's not accepted for this campaign\*\*\***  [**https://www.rezoomo.com/job/43086/**](https://www.rezoomo.com/job/43086/) |
| **Proposed Interview Date (s)** | Interviews are scheduled at regular intervals. |
| **Taking up Appointment** | A start date will be indicated at job offer stag. |
| **Organisational Area** | Saolta University Health Care Group |
| **Location of Post** | Sligo University Hospital, Saolta University Health Care Group  Immediate vacancies. A panel may 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 throughout Sligo University Hospital. |
| **Informal Enquiries** | **Name**: Claire Toman  **Title**: Radiography Services Manager 2 - Sligo University Hospital  **Tel**: 071-9174531  **Email**: [claire.toman@hse.ie](mailto:claire.toman@hse.ie) |
| **Details of Service** | Sligo University Hospital, as part of the Saolta University Healthcare Group, is a 281 Operational Bed Hospital providing acute hospital services to the population of Sligo/ Leitrim/ West Cavan and South Donegal.  The mainstream acute services provided by Sligo University Hospital include the following specialties:  Emergency Medicine, Surgery, ENT, Ophthalmology, Orthopaedics, Paediatrics, Obstetrics / Gynaecology, Medicine, Cardiology, Diabetology, Dermatology, Gastroenterology, Geriatrics, Respiratory Medicine, Rheumatology, Nephrology, Oncology, Pain Medicine, Palliative Medicine, Haematology, Microbiology, Orthodontics, Pathology, Anaesthesia, Intensive Care Medicine, Radiology. In addition, Services in Immunology and Radiation Oncology are provided via University College Hospital, Galway.  A full range of clinical and non-clinical support services are provided, including Theatres, CSSD, Pharmacy, Laboratory, Medical Records, Social Work and full range of Health and Social Care services*.*  Services are provided on a regional basis with outreach services provided to Letterkenny University Hospital in respect of ENT, Ophthalmology, Neurology, Dermatology, Rheumatology and Orthodontics Services. Outpatient clinics are also provided at Community Hospitals in our catchment area across many specialties.  The workforce of approximately 1800 staff provide a range of highly specialised services extending to 150,000 people in Sligo, Leitrim, South Donegal and West Cavan and surrounding counties.  Saolta University Health Care Group is one of seven 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 University Hospital  • Sligo University Hospital  • Mayo University Hospital  • Roscommon University Hospital  • Portiuncula University Hospital  • Merlin Park University Hospital Galway  • University Hospital Galway  The Group has one overall Group Management Team, turnover of €820 million and operates with 1,781 beds and staffing of 9,000 WTEs and a headcount of 10,324 (October 2018).  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 5 Clinical Directorates which manage the clinical specialities across each site:  • Medicine  • Perioperative  • Laboratories  • Radiology  • 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 Galway University Hospitals (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  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 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 2 or Deputy in their absence. |
| **Purpose of the Post** | To carry out Radiographic duties in line with department protocols. |
| **Principal Duties and Responsibilities** | **Clinical/Professional**  *The Radiographer, Staff Grade will:*   * Carry out his/her duties under the day to day supervision of the Radiography Services Manager 2 or her designate from time to time. * To part take on an 8am-8 pm daily rostering system as required including an on call service, pending on the Hospitals’ requirements. * Undertake all general radiography in a professional manner thereby upholding the reputation of the department and the hospital * Adhere to professional guidelines as determined by the Irish Institute of Radiographers and Radiation Therapists. * Work as part of a multi-disciplinary team in the provision of an integrated patient-centred service * Adhere to all departmental imaging protocols: be responsible for the correct identification of patient images. * Implement agreed policies, procedures and safe professional practice by adhering to relevant legislation, regulations and standards relevant to the use of ionising radiation * Ensure that appropriate radiation protection is used and that the radiation dose is kept to a minimum consistent with the ALARA principle * Take part in routine inspection of equipment and quality assurance procedures * Be responsible for the safe use of all imaging equipment and adhering to instructions on its use * Be responsible for the logging of and reporting of all equipment faults to Radiography Service Manager or his/her designate * Attend at such other health institutions administered by the HSE as may be designated from time to time * Be flexible in response to service needs * Assist and take part in audit and quality assurance programmes * Maximise the use of new technology including the Radiology Information System and PACS * Ensure the correct completion of records and reports * Respect and maintain the privacy, dignity and confidentiality of the service user and in relation to all hospital activities as per statutory requirements * Relate to and communicate with all other staff in a courteous and helpful manner at all times * Be accountable – take responsibility for his/her actions, seek advice/a second opinion as required.   **Education & Training**  *The Radiographer, Staff Grade will:*   * Participate in mandatory training programmes * Participate in continuing professional development including in-service training, attending and presenting at conferences/courses relevant to practice, promoting and contributing to research etc. as agreed with the Radiography Services Manager 2 or designated officer * Engage in performance review with his/her line manager * Actively participate in induction/teaching/training/supervision of radiographers and other staff within the department * Identify teaching/learning/audit/opportunities within the department for themselves/others.   **Health & Safety**  *The Radiographer, Staff Grade will:*   * Work in a safe manner with due care and attention to the safety of self and others * Implement agreed policies, procedures and safe professional practice by adhering to relevant legislation, regulations and standards * Be aware of risk management issues, identify risks and take appropriate action * Document appropriately and report any near misses, hazards and accidents and bring them to the attention of the relevant person (s) * Be responsible for the cleaning and proper care and storage of all safety equipment including personal protective equipment (e.g. lead aprons, thyroid shields) * Be responsible for keeping the department in general and their work area specifically clean, tidy and safe * Have a working knowledge of HIQA Standards as they apply to the role for example, Standards for Healthcare and National Standards for the Prevention and Control of Healthcare Associated Infections, Hygiene Standards, etc.   **Administrative**  *The Radiographer, Staff Grade will:*   * Participate in the establishment and maintenance of standards for quality improvement and adhere to existing standards and policies * Assist in the organisation, maintenance and/or ordering of equipment and materials as required * Contribute to the planning and development of the service and participate in service improvements * 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 * Receive visiting professionals and visitors to the department.   **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** | **Each candidate must, at the latest date for receipt of completed application forms for the post, possess the following:**   1. **Statutory Registration, Professional Qualifications, Experience, etc.**    1. Candidates for appointment must: 2. Be registered, or be eligible for registration, on the Radiography Division of the Radiographers Register maintained by the Radiographers Registration Board at CORU. (htttp://www.coru.ie/)   **AND**   1. Have the requisite knowledge and ability (including a high standard of suitability 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 4. Practitioners must confirm annual registration with CORU to the HSE by way of the annual Patient Safety Assurance Certificate (PSAC)   **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.  **Character**  Candidates for and any person holding the office must be of good character. |
| **Other requirements specific to the post** | Participation in the on-call rotas is a requirement. Access to appropriate transport for on-call is required. |
| **Skills, competencies and/or knowledge** | * Demonstrate sufficient knowledge, reasoning skills and evidence based practice to carry out the duties and responsibilities of the role * 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 * Demonstrate commitment to the delivery of a high quality, person centred service * Demonstrate ability to take initiative and to be appropriately self directed * Demonstrate the ability to evaluate information, solve problems and make decisions in relation to service user care * Demonstrate effective communication and interpersonal skills including the ability to collaborate and work in partnership with colleagues, service users, families etc * Demonstrate effective team skills; is capable of working independently and as part of a multi-disciplinary team * Demonstrate flexibility and openness to change * Demonstrate the ability to follow line management directions appropriately and to utilise supervision effectively * Demonstrate 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. |
| **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, Staff Grade**

**Saolta University Health Care Group**

**Terms and Conditions of Employment**

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| **Tenure** | Immediate vacancies. A panel may 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 throughout Sligo University Hospital.  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 for the post at 01/10/2022 is:  €39,003 - €41,206 - €43,097 - €44,308 - €45,538 - €46,784 - €47,996 - €49,205 - €50,459 - €51,696 - €52,893 - €54,122 - €55,399 - **€56,603 LSI**  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 35 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** | 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. |
| **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)