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**Radiographer, Senior**

**Job Specification & Terms and Conditions**

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| **Job Title and Grade** | **Radiographer, Senior***(Grade Code: 3107)* |
| **Campaign Reference** | HBS07670 |
| **Closing Date** | Monday 26/08/19 at 12 noon  |
| **Proposed Interview Date (s)** | To be confirmed  |
| **Taking up Appointment** | A start date will be indicated at job offer stage. |
| **Location of Post** | **Saolta University Health Care Group**There is currently one permanent part-time (0.5 WTE) position available in Radiology Services. The successful candidate may be required to work in any service area within the vicinity as the need arises.A panel may be created for **Roscommon University Hospital** from which current and future, permanent and specified purpose vacancies of full or part-time duration may be filled. |
| **Informal Enquiries** | Ann Marie Healy, Radiography Services Manager 1**Email:** annmarie.healy3@hse.ie**Tel:** 090-6632380 |
| **Details of Service** | 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
* Laboratory
* Radiology
* Women and Children’s

Each Directorate has a set of key performance indicators to improve quality, drive performance, and ensure efficiency. The Directorates will, in turn, evolve into Managed Clinical Networks. 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**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 agendaOur 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 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** | The post holder will report to the Radiography Services Manager 1 or other Designated Manager. |
| **Purpose of the Post**  | To deliver a quality patient focused radiography service in Roscommon University Hospital**.** |
| **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 degree.
* Maintain 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 programme.

*The Radiographer, Senior will:***Clinical / Professional*** Liaise with the relevant team members in the provision of efficient and timely x-ray services.
* Participate in the provision of radiography services in a professional manner thereby upholding the reputation of the department and the hospital.
* Assist in planning, organising and coordinating all aspects of the service.
* Keep the Radiography Services Manager and other relevant stakeholders in Roscommon University Hospital appraised of the performance of the service and highlight any problems or opportunities for increases in efficiency.
* Communicate effectively with staff at various levels of seniority.
* Delegate professional duties as may be necessary for an efficient service.
* Adhere to professional guidelines as determined by the Irish Institute of Radiographers and Radiation Therapists. .
* Take part in routine inspection of equipment.
* 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. Also ensure other staff comply with same.
* Be responsible for the logging of and reporting of all equipment faults to Radiography Services Manager or his / her designate.
* Play an active part in maintaining and updating the department Risk Register.
* Lead and assist in audit and quality assurance programmes; participate in the implementation of findings.
* Respect and maintain the privacy, dignity and confidentiality of the service user and in relation to all hospital activities as per statutory requirements.
* Work as part of a multi-disciplinary team in the provision of an integrated patient-centred service.
* Adhere to professional guidelines as determined by the Irish Institute of Radiographers and Radiation Therapists.
* Adhere to all departmental imaging protocols; be responsible for the correct identification of patient images.
* Contribute to the development and implementation of agreed policies, procedures and safe professional practice.
* Monitor and adhere 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 as low as reasonably achievable (ALARA) principle.
* Take part in routine inspection of equipment and quality assurance procedures and have an awareness and understanding of safety standards while operating X-ray machines.
* Be responsible for the cleaning and care of imaging equipment including all mobile machines.
* Be responsible for the safe use of all imaging equipment and adherence to instructions on its use. Also ensure other staff comply with same.
* Attend at such other health institutions administered by the Health Service Executive (HSE) as may be designated from time-to-time.
* Demonstrate flexibility in response to service needs.
* Be accountable – take responsibility for his / her own actions, seek advice / a second opinion, as required.
* Maximise the use of new technology including the Radiology Information System, PACS.
* Ensure the correct completion of records and reports.
* Relate to and communicate with all other staff in a courteous and helpful manner at all times.
* Assist with writing/updating and implementing departmental policies and protocols.
* Complete regular audits and benchmark against appropriate evidence based standards.

**Health & Safety*** Ensure staff and visitors observe good imaging practices while maintaining safety standards in the area.
* Monitor radiographic techniques, customer services and technical aspects within the General area.
* Participate in the department Quality Assurance Programme as laid out by the Radiation Safety Officer.
* 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.
* Contribute to risk assessment and oversee the implementation of the department’s safety statement; 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 their work area and the department in general, clean, tidy and safe.
* 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.
* Support, promote and actively participate in sustainable energy, water and waste initiatives to create a more sustainable, low carbon and efficient health service.

**Education & Training*** Participate in mandatory training programmes.
* Participate in continuing professional development (CPD) as required by CORU and as agreed with the Radiography Services Manager or designated officer.
* Engage in performance review with his / her line manager.
* Provide peer support when necessary.
* Contribute to and promote the involvement of self and others in HR development programmes as agreed with the Radiography Services 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.
* Maintain comprehensive records and documentation of all CPD events and induction programmes for audit purposes.

**Administrative*** 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.
* 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.

**KPI’s*** The identification and development of Key Performance Indicators (KPIs) which are congruent with the Hospital’s service plan targets.
* The development of Action Plans to address KPI targets.
* Driving and promoting a Performance Management culture.
* In conjunction with line manager assist in the development of a Performance Management system for your profession.
* The management and delivery of KPIs as a routine and core business objective.

**PLEASE NOTE THE FOLLOWING GENERAL CONDITIONS:*** Employees must attend fire lectures periodically and must observe fire orders.
* All accidents within the Department must be reported immediately.
* Infection Control Policies must be adhered to.
* In line with the Safety, Health and Welfare at Work Acts 2005 and 2010 all staff must comply with all safety regulations and audits.
* In line with the Public Health (Tobacco) (Amendment) Act 2004, smoking within the Hospital Buildings is not permitted.
* Hospital uniform code must be adhered to.
* Provide information that meets the need of Senior Management.
* To support, promote and actively participate in sustainable energy, water and waste initiatives to create a more sustainable, low carbon and efficient health service.

**Risk Management, Infection Control, Hygiene Services and Health & Safety*** The management of Risk, Infection Control, Hygiene Services and Health & Safety is the responsibility of everyone and will be achieved within a progressive, honest and open environment.
* The post holder must be familiar with the necessary education, training and support to enable them to meet this responsibility.
* The post holder has a duty to familiarise themselves with the relevant Organisational Policies, Procedures & Standards and attend training as appropriate in the following areas:
	+ Continuous Quality Improvement Initiatives
	+ Document Control Information Management Systems
	+ Risk Management Strategy and Policies
	+ Hygiene Related Policies, Procedures and Standards
	+ Decontamination Code of Practice
	+ Infection Control Policies
	+ Safety Statement, Health & Safety Policies and Fire Procedure
	+ Data Protection and confidentiality Policies
* The post holder is responsible for ensuring that they become familiar with the requirements stated within the Risk Management Strategy and that they comply with the 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 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** | 1. **Statutory Registration, Professional Qualifications, Experience, etc.**

**(a)** Candidates for appointment must:

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| (i) | Be registered, or be eligible for registration, on the Radiography Division of the Radiographers Register maintained by the Radiographers Registration Board at CORU. (*https://www.coru.ie/*) |
|  | **And** |
| (ii) | Have 3 years fulltime (or an aggregate of 3 years) post qualification clinical experience.  |
|  | **And** |
| (iii) | 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.**  |

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1. **Annual Registration**
2. 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. **Age**

Age restriction shall only apply to a candidate where s/he is not classified as a new entrant (within the meaning of the Public Service Superannuation (Miscellaneous Provisions) 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.1. **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** | * Demonstrate depth and breadth of experience in General Radiography as relevant to the role.
* Demonstrate depth and breadth of experience of working with multidisciplinary teams at clinic and administrative level.
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| **Other requirements specific to the post** | * Must participate in the on call rota
* Access to appropriate transport to fulfil the requirements of the role.
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| **Skills, competencies and/or knowledge** | ***Candidates must:**** Demonstrate a high level of clinical knowledge to carry out the duties and responsibilities of the role, including keeping abreast of development technologies and their likely impact.
* Demonstrate awareness of Quality Focus initiative in line with the Group’s Continuous Quality Improvement Programme.
* Demonstrate an ability to improve efficiency within the working environment and to evolve and adapt to a changing environment.
* Be aware of and adhere to relevant standards policies and legislation for example Health and Safety, Freedom of Information Act 1997, Childcare Act, HIQA Standards.
* Demonstrate an awareness and appreciation of the service user and a commitment to providing a quality service; evidence of ability to empathise with and treat clients, relatives and colleagues with dignity and respect.
* Demonstrate effective judgement, decision-making and problem-solving skills
* Demonstrate the ability to build and maintain relationships with key stakeholders and the multidisciplinary team.
* The ability to apply knowledge to best practice
* The ability to effectively evaluate information and make appropriate decisions.
* A commitment to assuring high standards and strive for a user centred service
* The ability to plan and deliver service in an effective and resourceful manner including the ability to work in a fast paced environment.
* The ability to manage and maintain a flexible approach in a rapidly changing environment and willingness to undertake such additional duties as may be assigned from time to time.
* An ability to manage and develop self and others in a working environment including the ability to provide leadership in the delivery of specialised services.
* Awareness and appreciation of service users and the ability to empathise with and treat others with dignity and respect.
* Flexibility and openness to change
* A commitment to continuing professional development
* A willingness to develop information technology skills relevant to the role.
* Demonstrate effective communication skills including the ability to get a message across fluently and persuasively in a variety of different media – oral, written and electronic.
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| **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.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. |



**Radiographer, Senior**

**Terms and Conditions of Employment**

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| **Tenure**  | The current vacancies available are permanent and part-time (0.5 WTE). These posts are 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 for these posts is (as at 01/01/19): €45,974 - €47,722 - €49,543 - €51,392 - €53,265 |
| **Working Week** | The standard working week applying to these posts 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 these posts will be confirmed at Job Offer stage. |
| **Superannuation** | These are pensionable positions with the HSE. The successful candidates will upon appointment become members 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. |
| **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)