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**Senior Radiographer (Mammography)**

**National Screening Service - BreastCheck**

**Rolling Campaign**

**Job Specification, Terms & Conditions**

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| **Job Title and Grade** | **Senior Radiographer (Mammography), National Screening Service - BreastCheck**  *(Grade Code 3107)* |
| **Campaign Reference** | NRS03335 |
| **Closing Date** | There are on-going opportunities for Senior Radiographer (Mammography) in the National Screening Service - BreastCheck. In order to meet the service requirements, this campaign will remain open for the foreseeable future so that qualified Radiography candidates can submit applications throughout the year.  Interviews will take place on an interim basis once a sufficient number of eligible applications have been received, however, the campaign will continue to remain open. Once we have a sufficient number of applicants we may introduce a final closing date.  Interview dates will be communicated to eligible applicants when they are scheduled. |
| **Proposed Interview date(s)** | To Be Confirmed |
| **Taking up Appointment** | A start date will be indicated at job offer stage. |
| **Location of Post** | National Screening Service BreastCheck |
| **Informal Enquiries** | **West:** Joan Rafterry Radiography Services Manager  Email: [joan.raftery@cancerscreening.ie](mailto:joan.raftery@cancerscreening.ie),  Tel: 091-580602  **South**: Mary Roche, Radiography Services Manager  Email: [mary.roche@cancerscreening.ie](mailto:mary.roche@cancerscreening.ie),  Tel: 021-4649716  **Merrion Unit**: Claire O’Sullivan Radiography Services Manager  Tel 01-2235800  **Eccles Unit**: Lorna Wynne Radiography Services Manager  Email: [lorna.wynne@cancerscreening.ie](mailto:lorna.wynne@cancerscreening.ie)  Tel: 01-8826201 |
| **Details of Service** | The service provides breast cancer screening as part of BreastCheck, the National Breast Screening Programme at both static and mobile locations across the country. BreastCheck aims to detect breast cancer at the earliest possible stage.  Women aged 50-64 years are invited to attend for screening mammography every 2 years. In screening the Radiographer is often the first point of contact for the woman with the service. The first experience of screening can be key to a woman returning every two years.  In support of the expansion of BreastCheck to include women aged 65-69, BreastCheck is recruiting for Senior Radiographer (Mammographers).  The Senior Radiographer (Mammography) will be primarily responsible for performing mammography to a high standard of technical quality in a caring and efficient manner and in line with established guidelines and operating procedures. The post holder will also be an active member of the multi-disciplinary team and participate in assessment clinics and  Multi-disciplinary team meetings and quality assurance. |
| **Reporting Relationship** | Reports to the Radiography Services Manager or designated officer |
| **Purpose of the Post** | To deliver a quality, patient-focused Mammography Service in a caring manner. |
| **Principal Duties and Responsibilities** | **Clinical / Professional**  *The Radiographer Senior will:*   * Produce consistently high quality mammography images consistent with optimal client care and safety, and working within established guidelines. * Show commitment and active involvement with regards the Quality Assurance and Quality Control protocols of BreastCheck, including daily and weekly tests, trouble shooting and taking appropriate remedial action. * Respect and due care for each client which includes:   + full explanation of the procedure and informed signed consent   + recognition and respect for withdrawal of consent to proceed   + optimise standards of privacy, comfort and hygiene * Record appropriate clinical and other details of the examination, including use of the IT system. * Promote a message of a caring, friendly and professional client-centred service. For the majority of women attending for breast screening, their main contact with the service will be with a radiographer, who will therefore play a central role in the woman’s perception of the screening service. * Rotate between screening and mobile units and between screening and assessment duties. All film reading, recall and further assessment will take place at the Screening Unit. * Work for a minimum 2 days per week in screening in order to maintain their skill levels. * Be required to allow some flexibility in the working day to allow for:   + journey time to and from mobile units   + extended opening hours   + targeting strategies   + clinic overruns * Carry out his / her duties under the supervision of the Radiography Services Manager or his / her designate from time to time. * Lead in the provision of radiography services in a professional manner thereby upholding the reputation of the department and the service. * 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. * Adhere to professional guidelines as determined by the Irish Institute of Radiographers and Radiation Therapists. * 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 ALARA principle. * Take part in routine inspection of equipment and quality assurance procedures. * Be responsible for the cleaning and care of 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. * 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 and quality assurance programmes; participate in the implementation of findings. * Is accountable – takes responsibility for his / her actions, seeks advise / a second opinion as required. * Maximise the use of new technology. * 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.   **Education & Training**  *The Radiographer Senior 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 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. * Undertake the Post Graduate Qualification in Mammography (the Post Graduate training will be supported and financed by the NSS) if he/ she is not already in receipt of this qualification. * Work in a safe manner with due care and attention to the safety of self and others. * Manage, participate and play a role in the practice education of student Radiographers. * Be responsible, in partnership with local General Management for the practice education of student Radiographers through provision of placements and through support for Radiographers who are practice educators within their departments. * 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 the department in general and their work area specifically 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 etc and comply with associated HSE protocols for implementing and maintaining these standards as appropriate to the role. * To support, promote and actively participate in sustainable energy, water and waste initiatives to create a more sustainable, low carbon and efficient health service.   **Administrative**  *The Radiographer Senior will:*   * 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.   **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** | 1. **Statutory Registration, Professional Qualifications, Experience, etc.**   **(a) Candidates for appointment must:**   |  |  | | --- | --- | | (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/*](https://www.coru.ie/)*)* | |  | **And** | | (ii) | Have 3 years fulltime (or an aggregate of 3 years) post qualification clinical experience. | |  | **And** | | (iii) | 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** | | (iv) | 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.** |  |  |  | | --- | --- | |  |  |  1. **Annual registration**  |  |  | | --- | --- | | (i) | On appointment practitioners must maintain annual registration on the relevant division of the Radiographers Register maintained by the Radiographers Registration Board at CORU. | |  | **And** | | (ii) | Practitioners must confirm annual registration with CORU to the HSE by way of the annual Patient Safety Assurance Certificate (PSAC). |  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** | Depth and breadth of experience as relevant to the role including any experience in Mammography and Women's Health.  Appointed candidates must undertake the Post Graduate Qualification in Mammography (the Post Graduate training will be supported and financed by the NSS) if she/he is not already in receipt of this qualification. This qualification must be attained within 2 years of appointment and both the clinical and academic modules of this course must be passed. Failure to pass either or both elements of this course during the required timeframe may result in termination of employment. |
| **Other requirements specific to the post** | Access to transport as post involves frequent travel. |
| **Skills, competencies, qualifications and/or knowledge** | Candidates must demonstrate:   * Sufficient knowledge and/or experience in Mammography and Women’s Health * Sufficient clinical knowledge and evidence based practice to carry the out duties and responsibilities of the role. * An ability to apply knowledge to best practice. * The ability to effectively evaluate information, solve problems and make appropriate decisions. * A commitment to assuring high standards and strive for a user centred service. * The ability to take initiative and to be appropriately self-directed. * The ability to plan and deliver service in an effective and resourceful manner. * An ability to manage and develop self and others in a working environment. * The ability to work independently as well as part of a team. * Effective communication and interpersonal skills including the ability to collaborate with colleagues, families, carers etc. * 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 IT skills relevant to the role. |
| **Campaign Specific Selection Process**  **Ranking / Shortlisting / Interview** | A ranking and or shortlisting exercise may be carried out on the basis of information supplied in your application form. The criteria for ranking and or shortlisting are based on the requirements of the post as outlined in the eligibility criteria and skills, competencies and/or knowledge section of this job specification. Therefore it is very important that you think about your experience in light of those requirements.  Failure to include information regarding these requirements may result in you not being called forward to the next stage of the selection process.  Those successful at the ranking stage of this process (where applied) will be placed on an order of merit and will be called to interview in ‘bands’ depending on the service needs of the organisation. |
| **Code of Practice** | The Health Service Executive will run this campaign in compliance with the Code of Practice prepared by the Commission for Public Service Appointments (CPSA). The Code of Practice sets out how the core principles of probity, merit, equity and fairness might be applied on a principle basis. The Code also specifies the responsibilities placed on candidates, facilities for feedback to applicants on matters relating to their application when requested, and outlines procedures in relation to requests for a review of the recruitment and selection process and review in relation to allegations of a breach of the Code of Practice. Additional information on the HSE’s review process is available in the document posted with each vacancy entitled “Code of Practice, Information for Candidates”.  Codes of practice are published by the CPSA and are available on [www.hse.ie/eng/staff/jobs](http://www.hse.ie/eng/staff/jobs) in the document posted with each vacancy entitled “Code of Practice, Information for Candidates” or on [www.cpsa.ie](http://www.cpsa.ie). |
| The reform programme outlined for the Health Services may impact on this role and as structures change the job 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. | |

**Terms and Conditions of Employment**

**Senior Radiographer (Mammography)**

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| **Tenure** | The current vacancies available are permanent/temporary and whole time/part-time.  The post is pensionable. A panel may be created from which permanent and specified purpose vacancies of full or part time duration may be filled. The tenure of these posts will be indicated at “expression of interest” stage.  Appointment as an employee of the Health Service Executive is governed by the Health Act 2004 and the Public Service Management (Recruitment and Appointments) Act 2004 and Public Service Management (Recruitment and Appointments) Amendment Act 2013. |
| **Remuneration** | The Salary scale for the post as at 01/01/20 LRA is:  €46,779 - €48,557 - €50,410 - €52,291 - €54,197  Additional Radiographer Allowance (Circular 2/2018):  Please see **Appendix 1** of the Additional Campaign Information for further details. |
| **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 advised 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 for 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. |

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| **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. |
| **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)