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20th February 2002

Mr. Tony McNamara, General Manager,
Cork University Hospital, Cork.

Mr. Lorcan Birthistle, Chief Executive Officer,
St. Luke's Hospital, Dublin 6.

Re: Introduction of Radiation Therapists/Clinical Specialist Radiation Therapy

Dear Sirs,

I refer to the outcome of discussions on implementation of elements of the Working Party Report on Radiographers, as they relate to Radiographers employed in Therapeutic Radiography. A new grade title is being introduced within Therapeutic Radiography. The grades of Radiographers and Senior Radiographer are being replaced by a unified grade of **Radiation Therapist**. In effect this involves amalgamation of the basic and senior scales.

Radiation Therapists Salary. The scale applicable to the grade, Radiation Therapists is as follows:

not
changed

Radiation Therapist Grade							
01/07/98	01/07/99	01/04/00	01/10/00	01/04/01	01/10/01	Euro equivalent 01/10/01	0.787564
17,253	17,862	18,041	19,033	19,414	20,481	26,006	
17,900	18,532	18,718	19,747	20,142	21,250	26,982	
18,467	19,119	19,310	20,372	20,779	21,922	27,836	
19,500	20,188	20,390	21,511	21,941	23,148	29,392	
20,873	21,610	21,826	23,026	23,487	24,778	31,462	
21,925	22,699	22,926	24,187	24,671	26,028	33,048	
22,794	23,599	23,835	25,146	25,649	27,060	34,359	
23,677	24,513	24,758	26,120	26,642	28,108	35,689	
24,570	25,438	25,692	27,105	27,647	29,168	37,035	

- ❖ With effect from 1st of July 1998. It has been agreed that existing staff, as of the 1st of February 2002, may proceed to the fifth point of the amalgamated scale (formerly the first point of the senior scale) following completion of three years service.
- ❖ Staff with additional service may proceed to the appropriate points of the new scale.
- ❖ Staff engaged after 31st of January 2002 will be required to complete point 4 of the new scale

Competency Assessment

In respect of new recruits appointed after the 31st of January 2002, a process of individual Competency Assessment will be required to be completed successfully in order to progress beyond the 3rd point of the salary scale. This provision was recommended in the Working Party Report. Details in respect of the process of Competency Assessment should be developed locally by the Radiation Therapy Service Manager, in association with the H.R. Department and the H.S.E.A.

Effective Date

The effective date for introduction of the new grading is 1st of July 1998. Staff should be assimilated to the new scale in the normal way. An element of retrospective pay will apply in respect of the period from 1st of July 1998.

Clinical Specialist Radiation Therapists

A new grade entitled Clinical Specialist Radiation Therapists is being introduced. It requires the ability to lead, guide and supervise Radiation Therapists and to successfully manage service delivery in assigned areas on a day to day basis. The job description agreed for the position of Clinical Specialist Radiation Therapist is attached. It has been agreed as outlined in the Working Party Report, that these positions fall to be filled by the individuals in charge of each Mega Voltage Treatment Unit in active and continuous use. It has been agreed that eleven such posts will be created in St. Luke's Hospital, Dublin and six such posts in Cork University Hospital. In respect of the first filling of these positions the following criteria relating to eligibility apply ;

Candidates must:

- ❖ On 1st of July 1998 at least have at least six years experience in Radiotherapy of which a minimum of three have been in the hospital concerned at senior level or in charge of a unit.
- ❖ Be a permanent employee appointed not later than the 1st of July 1997 with a minimum of 1 year's continual Radiotherapy service in the hospital involved at 1st July 1998. In respect of future appointments to these positions the requirement to be an employee will, obviously, not be necessary. As these positions are being filled on a permanent basis, employers should arrange that appropriate procedures are utilised in the selection process.

Clinical Specialist Radiation Therapists Salary

Salary scale applicable to the grade Clinical Specialist Radiation Therapists in as set out below:

<u>Clinical Specialist Radiation Therapy</u>						
01/07/98	01/07/99	01/04/00	01/10/00	01/04/01	01/10/01	Euro equivalent
22001	22778	23005	24270	24.755	26.117	33,162
23196	24015	24255	25589	26.101	27.536	34,964
24195	25049	25300	26692	27.226	28.723	36,471
25211	26101	26362	27812	28.368	29.928	38,001
26241	27168	27439	28948	29.527	31.151	39,554

The effective date for implementation of the new grading is 1st of July 1998 for purposes of assimilation the normal provisions relating to starting pay on promotion should be applied. An element of retrospective pay will apply in respect of the period from 1st of July 1998.

Radiation Therapy Service Manager

It has also been agreed that the existing Superintendent Radiographers in both Cork University Hospital and St. Luke's Hospital be advanced one level to Superintendent Two and Superintendent Three with effect from 1st of July 1998. For purposes of assimilation the normal provisions regarding starting pay on promotion will apply. These re-gradings are conditional upon acceptance of the new job description for the position of Radiation Therapy Service Manager, as attached.

A new grading National Structure for Superintendent Radiographers is due to introduced shortly.


Labour Court Recommendation - 16812, St. Luke's Hospital

Implementation of the foregoing arrangements arise from the formal acceptance of the terms of Labour Court Recommendation - 16812 by SIPTU.

Funding

Funding arrangements in respect of these changes have been made previously by the Department of Health and Children.

Yours sincerely,


Martin McDonald
Project Manager

c.c. Mr. William Beausang, Principal Officer - Department of Health & Children

Ef MmcD 0189

Job Description

Clinical Specialist Radiation Therapist

Reporting to the Radiation Therapy Service Manager or other designated supervisor the position of Clinical Specialist Radiation Therapist requires an ability to lead, guide and supervise Radiation Therapy staff and to successfully manage service delivery on a day to day basis. Ability to manage in a rapidly changing environment and willingness to undertake such additional duties as may be assigned from time to time are essential.

While carrying out the duties appropriate to a Radiation Therapist, (including rotation within the Department and on-call service as required) to provide leadership in the delivery of specialised services as follows:

Clinical Operations

- Undertake, as team leader, primary responsibility on a day to day basis for assigned elements of the 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 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 accurate records of equipment service, maintenance, malfunction, downtime and performance as required and co-ordinate preventative maintenance schedules in accordance with clinical demand.
- Maintain up to date knowledge of clinical, technical and radiographic radiation therapy developments in relation to and promote awareness of new developments. Ensure that best practices are implemented and maintained.

Finance

- Contribute to financial planning as required and ensure that appropriate budgetary control procedures are implemented.
- Ensure that data on pay and non-pay expenditure is available as required in accordance with Departmental policy.
- Manage use of consumables efficiently.

Personnel

- Participate as required in human resource planning, recruitment and selection of staff.
- Support the Radiation Therapy Service Manager 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 Radiation Therapy Service Manager 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 Radiation Therapy Service Manager on human resource issues as appropriate.

Quality Assurance

- 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 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.

Job Description

Radiation Therapy Service Manager

General Statement

(short insert re: individual hospital policies)

The position requires a strategic approach to the development of services and structures, embracing continuous quality improvement and the management of changes necessary to achieve organisational objectives.

Details of the role, responsibilities and relationships are as follows:

Leadership and Accountability

- Provide strategic and clinical leadership which results in the delivery of effective, efficient, quality assured and patient centred Radiation Therapy service.
- Develop a shared sense of commitment and participation among staff in the development of the service.
- Keep the **(insert as appropriate to structure)** appraised of any significant development within his/her area of responsibility and perform such additional duties as may be assigned from time to time

Planning

(Key objectives will be set on an annual basis).

- Formulation of policies and the selection, introduction and development of information and other systems for co-ordination of data collection, communication and management.
- Advise on equipment selection, purchase, replacement or upgrading
- Participate in the preparation of plans for the service and monitor and report on their implementation as required.
- Participate and co-operate with any internal or external evaluation of the service.

Operations

- Develop operational policies, protocols, and guidelines to maximise utilization of resources and ensure systematic audit of such usage.
- Develop collaborative planning in conjunction with other professionals

Personnel Management

- Participate, as required, in the recruitment, selection and appointment of staff.
- Ensure the optimum and effective use of staff through efficient rostering, skill/grade mix planning, work load measurement and staff deployment
- Initiate the implementation of a staff development and individual performance review process and foster a high level of morale among staff by effective motivation and communication.
- Participate in the formulation of relevant personnel policies and procedures and deal with human resource problems, in association with hospital management.
- Promote and maintain a safe environment for staff. Develop and implement Risk Management and Health and Safety strategies in consultation with appropriate personnel.
- Effectively manage Radiation Therapists, Clerical and Support staff assigned

Finance

- Prepare annual financial estimates of in respect of staffing including education and training needs.
- Participate in the overall financial planning of the service including the negotiation of resources and the assessment of priorities in pay and non-pay expenditure
- Ensure expenditure is controlled within budget and identify potential for efficiency saving through improved practices and innovation
- Delegate, as appropriate, budgetary control and implement monthly expenditure audit systems

Quality Assurance

- Ensure that modern standards of clinical care are in operation and that regular monitoring is undertaken through audit.
- Implement a policy on complaints and patient services.
- Maintain good collaborative working relationships and communications with appropriate statutory, professional and voluntary organisations responsible for and/or participating in health care.
- Ensure adherence to all codes and guidelines relating to professional practice including the maintenance of Quality Assurance standards.
- Monitor research and new developments. Initiate, facilitate and take part in relevant research and promote awareness of ongoing and current research.
- Ensure compliance with all legislation and EU Directives on Radiation Safety and adherence with Radiation Safety strategies in the hospital

Key Performance Criteria

- The extent to which there is patient satisfaction with services
- The effectiveness of financial management, in particular, ability to operate within budget.
- The extent to which good working relationships are fostered and maintained.
- The effectiveness of performance in relation to personnel management and development.
- The quality and standard of radiographic services
- The extent to which service plan objectives have been achieved.