

**Radiation Therapy Service Manager I**

**Job Specification & Terms and Conditions**

|  |  |
| --- | --- |
| **Job Title, Grade Code** | **Radiation Therapy Service Manager I**  (Grade Code: 3972) |
| **Campaign Reference** | To be completed by Recruiter. |
| **Closing Date** | To be completed by Recruiter. |
| **Proposed Interview Date (s)** | To be completed by Recruiter. |
| **Taking up Appointment** | A start date will be indicated at job offer stage. |
| **Location of Post** | Insert location  There is currently xx permanent / specified purpose / part time / whole-time vacancy available in xxxxxxxxxx  A panel may be formed as a result of this campaign for xxxxxxxxxxx from which current and future, permanent and specified purpose vacancies of full or part-time duration may be filled. |
| **Informal Enquiries** | Please provide name & contact details for person who will deal with informal enquiries. |
| **Details of Service** | Provide details to the following types of questions:   * What service does the unit provide? * What client group is served by the unit? * What are the possible future developments for the service? * What is the team structure? * What area is covered by this service?   There is no limit to the text that can be inserted here. Please use this section to highlight the service and generate interest in the service and job being recruited for |
| **Reporting Relationship** | * To whom will the job holder report?   *Example:* Professional reporting relationship for clinical governance and clinical supervision will be to the Head of Discipline through the professional line management structure.  *Example:* Report to the Radiation Therapy Service Manager II or designated officer.   * Who will report to the job holder (if anyone)?   *Example:* Clinical Specialists and Radiation Therapists will report directly to the post holder. |
| **Key Working Relationships** | Provide a brief overview of the types of people that the job holder will typically engage with in the fulfilment of the duties and responsibilities of their role. This overview should provide the applicant with a sense for the key working relationships associated with the role. |
| **Purpose of the Post** | *Example:*   * Provide clinical leadership and support the development of radiation therapy services in alignment with HSE strategy and objectives. * Support management activities in delivering a high quality radiation therapy service in a multi–disciplinary environment. Be an active member of the multidisciplinary team, leading, guiding and supervising Radiation Therapists to effectively deliver the treatment process. * Promote the continuous professional development of staff within area of responsibility. |
| **Principal Duties and Responsibilities** | *The Radiation Therapy Service Manager I will:*  **Clinical / Professional**   * Provide strategic and clinical leadership which results in the delivery of an effective, efficient, quality assured and patient-centred radiation service. * Ensure professional standards are maintained in accordance with the requirements as set out by CORU <https://coru.ie/files-recognition/standards-of-proficiency-for-radiographers-radiation-therapists.pdf>. * Ensure high standards of practice and act as a professional role model for staff. * Ensure that the needs of patients and their carers are at the core of the delivery of radiotherapy services. Monitor the patient's mental and physical condition to ensure safety and accuracy of procedure. * Provide advice to patients either in person or by referral to another health care professional (i.e. Dietician, Social Worker, Physiotherapist, etc.) * Communicate in a clear and empathetic manner to clients and carers / families to address any concerns. * Develop and maintain effective communication with all members of the multidisciplinary team to ensure there is an effective flow of information relating to radiotherapy and to promote mutual respect and understanding of professional roles and responsibilities. * Ensure Standard Operating Procedures and Ionising Radiation Regulations are understood and complied with. * Adhere to the hospital’s protocols and contribute to the development and implementation of procedures and protocols within the radiation therapy department at a local level and if appropriate at a Group/national level. * Participate in the development of radiotherapy policies, procedures, work instructions and clinical protocols and in the process of internal and external audit. * Support the Radiation Therapy Service Manager II in setting, monitoring and maintaining the highest standards of care within the radiotherapy quality management system. * Regularly measure and review practice and clinical standards of care. Identify areas for quality improvement and work with multi-disciplinary team in achieving a quality improvement. * Demonstrate an understanding of quality processes designed to improve the care of patients and service users and promote a culture of continuous service improvement among staff. Encourage staff participation and that of service users in reviewing and modernising services and service development.   **Education & Training**   * Participate in mandatory training. * Be responsible for maintaining and developing specialist skills and knowledge in all aspects of radiotherapy, keeping own continuous professional development up-to date. * Undertake appropriate training to maintain high levels of managerial skills, evidence based clinical skills and overall competence to practice. * Develop and maintain a training function as may be required in relation to qualified staff and/or trainees and students. Supervise and assess the impact of training. * Provide leadership and specialist clinical training and supervision for less experienced Radiation Therapists. Motivate staff to ensure a consistently high standard of service and identify training / development needs to ensure standards are maintained. Provide coaching and mentoring as required. * Be responsible, in partnership with wider network management, for the education of student therapist through provision of placements and through support for Therapists who are practice educators within their department.   **Risk Management, Health & Safety**   * Work in a safe manner with due care and attention to the safety of self and others. * Ensure that all accidents, incidents, near misses and complaints within the department are reported, recorded and investigated in line with policy. Ensure that corrective steps and preventative measures are implemented. * Ensure that radiotherapy equipment is safe and accurate to operate, immediately report any faults. * Maintain accurate records of equipment service, maintenance, malfunction, downtime and performance as required and co-ordinate preventative maintenance schedules in accordance with clinical demand. * Comply with HSE Health Care Records Management / Integrated Discharge Planning (HCRM / IDP) Code of Practice. * Ensure compliance with Freedom of Information and GDPR legislation. * 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. * Support, promote and actively participate in sustainable energy, water and waste initiatives to create a more sustainable, low carbon and efficient health service.   **Management**   * Be innovative in service management, leading on the implementation of initiatives aimed at on-going service development and improvement. Lead and enthuse the team through the implementation of change. * Give feedback through the reporting structure providing regular updates on the day to day running of the department. * Be cognisant of financial implications associated with service delivery in the department and contribute to financial planning to ensure that appropriate budgetary control procedures are implemented. Manage use of consumables efficiently. * Contribute to the development and implementation of operational policies, protocols and guidelines to ensure optimum utilisation of resources and systematic audit of such usage. * Comply with departmental policies, procedures and protocols and oversee that staff and students within the department are compliant. * Allocate responsibilities to appropriate staff. Ensure the optimum and effective use of staff through efficient scheduling, skills / grade mix planning, workload measurement and staff deployment in cooperation with relevant others. Monitor workload pressures on staff and intervene as appropriate. * Develop staff to their full potential by devolving authority and responsibility within professional limits. Define team goals and keep the team focused. * Take responsibility for managing and improving attendance of staff within the department in accordance with the HSE Managing Attendance Policy. * Hold regular team briefings and encourage a contribution from all staff. * Advise on equipment selection, purchase, replacement or upgrading and plan for changing circumstances.   **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 them from time to time and to contribute to the development of the post while in office.** |
| **Eligibility Criteria**  **Qualifications and/ or experience** | ***Please insert Qualifications for the post. These are available on HSE website at -*** [***http://hse.ie/eng/staff/Jobs/Eligibility\_Criteria/***](about:blank)  **Health**  A candidate 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**  Each candidate for and any person holding the office must be of good character. |
| **Post Specific Requirements** | **This section may be used to specify that candidates must demonstrate particular experience deemed necessary for safe and effective performance in the role**  **e.g.**   * **depth and breadth of experience in providing a service to marginalised communities** * **depth and breadth of experience of working in a High Dependency Unit in an Acute setting** * **depth and breadth of experience of delivering concurrent, multiple projects.**   **Post specific requirements mostly relate to a specific role and might include education / experience required for a specific post in a specific location / may include specialisms e.g. ICU course or experience. We don’t include ‘Nice to have’ / ‘Desirable’ criteria – either a criterion is essential to the role or it isn't. Avoid including ‘numerical data’ here e.g. must have x no. of months / years’ experience in XXX. Instead it is more helpful to detail what it is you want the applicants to know / be able to do.** |
| **Other requirements specific to the post** | **Please outline if there are specific practical requirements that are specific to the post**  **e.g.**   * **have access to appropriate transport to fulfil the requirements of the role.** * **participate in an on-call rota.** |
| **Skills, competencies and/or knowledge** | **Professional Knowledge and Experience**  *For example:*   * Demonstrate a high level of clinical expertise, knowledge and evidence based practice to carry out the duties and responsibilities of the role in line with relevant policies, legislation and standards. * Demonstrates the knowledge, abilities and technical skills required to provide safe, efficient and effective service in the area of responsibility. Has a sound knowledge of clinical risk management. * Evidence of the ability to lead on clinical practice and service quality. * An understanding of the role of reflective practice in relation to personal and professional development and displays a commitment to continuing professional development and lifelong learning. * Maximises the use of ICT and keeps abreast of technologies as relevant to the role. Computer skills particularly Microsoft Office, Outlook etc. and willingness to develop IT skills relevant to the role.   **Planning and Managing Resources**  *For example:*   * Leads on planning, organising and delivering services in an efficient, effective and resourceful manner, within a model of patient centred care and with a focus on value for money. * Recognises the need for effective self-management of workload and resources and is able to practise accordingly. * A high level of initiative and adaptability in response to workforce demands. * Looks ahead and forward plans for service developments. Anticipate trends and identifies opportunities. Ensures that the learning from new service models and practices influences future service planning.   **Managing and Developing (Self & Others)**  *For example:*   * Effective team management skills including the ability to lead by example and motivate staff. * Provides clear strategic direction, adopting an approachable management style and promoting collaborate working relationships. * Deals positively and constructively with obstacles and conflict within teams. * Demonstrates a commitment to the development of self and others in a busy working environment.   **Commitment to Providing a Quality Service**  *For example:*   * Demonstrates a commitment to providing a quality service. * Embraces and promotes change - plans strategically to drive change, is innovative. * Continuously challenges the standards of quality and efficiency and strives to find ways to improve standards of care. * Demonstrates a strong awareness and appreciation of the service user; empathises with and treat clients, relatives and colleagues with dignity and respect.   **Evaluating Information and Judging Situations**  *For example:*   * Demonstrate the ability to effectively analyse and critically evaluate complex information and make appropriate decisions. * Demonstrate effective problem-solving strategies. Relies on professional expertise and management experience to understand and evaluate problems. * Explains the rationale behind decisions confidently when faced with opposing or competing demands. Is objective but also aware of sensitivities in their approach. * Regularly quantifies and evaluates activities against service plans and takes timely action to correct potential difficulties and/or to respond to changing needs. Recognises how service constraints impact on service delivery.   **Communication and Interpersonal Skills**  *For example:*   * Effective communication skills (verbal & written) including the ability to get a message across fluently and persuasively in a variety of different media. * Tailors the communication method and the message to match the needs of the audience; demonstrates active listening skills. * Effective interpersonal skills including the ability to network effectively, collaborating and fostering positive working relationships to ensure person-centred service delivery. * Sensitivity, diplomacy and tact when dealing with others; is patient and tolerant when dealing with conflict situations. * Strong influencing and negotiation skills; remains firm but flexible when putting forward a point of view. |
| **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.  The HSE is an equal opportunities employer. |
| **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 <https://www.hse.ie/eng/staff/jobs> in the document posted with each vacancy entitled “Code of Practice, Information for Candidates” or on <https://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. | |



**Radiation Therapy Service Manager I**

**Terms and Conditions of Employment**

|  |  |
| --- | --- |
| **Tenure** | The current vacancy available is **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 is: **PLEASE INSERT (Pro Rata - part-time)**  **PLEASE INSERT the most recent salary scales for the role and grade code.**  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.  **Please include the following paragraph for posts that traditionally worked 9-5, Monday to Friday. Do not include for nursing and other posts that are required to work shifts over a 7-day 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 Contracting 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 joining the public service or re-joining the public service with a 26 week break in service, between 1 April 2004 and 31 December 2012 (new entrants) have no compulsory retirement age.  Public servants, joining the public service or re-joining the public service after a 26 week break, after 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. |
| **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. |

**\*\*\*\*\*\*\*Helpful Reminders\*\*\*\*\*\*\***

**1) Please remember to delete any prompts and / or tables (in dark blue) in the sections above**

**2) Ensure all fonts are now in black**

1. A template SSSS and guidelines are available on the National Health and Safety Function, here: <https://www.hse.ie/eng/staff/safetywellbeing/about%20us/>

   2 See link on health and safety web-pages to latest Incident Management Policy [↑](#footnote-ref-1)
2. [↑](#footnote-ref-2)