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| **Job Specification; Sample Content****Radiographer, Clinical Specialist (Insert Specialism) (3131)** |
| **The following template provides sample content for the above role.** **Please refer to the latest National Job Specification Template on the HSE Job Specification Repository to create your full and final version.** |
| **Purpose of the Post**  | ***For Example:*** The Clinical Specialist will deliver a quality, patient focused imaging service providing general radiography in line with standards and protocols, to a high technical quality, in a caring and efficient manner and in line with established guidelines and operating procedures.  |
| **Principal Duties and Responsibilities** | ***For Example:*** *The Radiographer Clinical Specialist will:***Professional / Clinical*** Provide strategic and clinical leadership which results in the delivery of an effective, efficient quality assured and patient centred Radiology 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>.
* Act as an advanced clinical advisor to colleagues and others.
* Maintain up to date knowledge of radiographic, clinical, technical, professional developments and promote awareness of new developments, leading the implementation of change to reflect latest thinking and best practice.
* Ensure that policies and legislation on radiation safety is understood by staff and complied with.
* Be accountable for the quality of the service provided, including customer service and technical aspects - liaise on an on-going basis with the Radiography Service Manager to ensure the smooth running of the service.
* Advise on patient schedule and waiting lists to ensure optimum usage of facilities. Review waiting lists regularly.
* Demonstrate flexibility and be prepared to facilitate urgent cases when necessary.
* Contribute and participate in quality initiatives, initiate and participate in clinical audit.
* Contribute to the development and implementation of operational policies, protocols and guidelines to international best practice and standards.
* Ensure that Radiographers adhere to best practice guidelines.
* Serve on and provide specialist advice to committees / working groups that may be set up relevant to the area of clinical speciality.
* Represent the department / team at meetings as appropriate.
* Rotation to other general / specialised areas may be required from time to time.

**Education &Training*** Participate in mandatory training programmes.
* Participate in continuing professional development including in-service training, attending and presenting at conferences / courses relevant to practice.
* Contribute to the induction of new members of staff, identify training needs of staff and provide peer support as required.
* Engage in the HSE performance achievement process in conjunction with your Line Manager and staff as appropriate. 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. Ensure training is available to support new service developments.
* 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.

**Risk Management, Health & Safety*** Promote and maintain a safe environment for staff and patients. Assist in the development and implementation of Risk Management and Health & Safety strategies in association with appropriate personnel.
* Report, investigate and take appropriate action in accordance with hospital policy in relation to complaints, accidents and risk management.
* Adequately identifies, assesses, manages and monitors risk within their area of responsibility.
* Ensure all policies and operational policies are understood by staff. Ensure compliance with standards. Monitor compliance with the standards.
* Implement and maintain a quality assurance programme for all equipment. Ensure all equipment is in good working order and cleaned as appropriate. Supervise use of ancillary equipment.
* 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*** Contribute to the development of service plans, monitoring and reporting on their implementation and addressing issues arising as appropriate.
* Support the Radiography Service Manager in the implementation of initiatives aimed at on-going service development and improvement.
* Contribute to financial planning 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.
* Participate in human resource planning and recruitment and selection of staff as required.
* Liaise with the Radiography Service Manager on human resource issues, as appropriate, e.g. on the rotation of staff through the department to ensure an adequate number of trained staff are available.
* Promote good team working, and a culture that values diversity.
* Advise on equipment selection, purchase, replacement or upgrading and be aware of the HSE Procurement Policy.
* Maintain accurate records of equipment service, maintenance, malfunction, downtime and performance, as required, and co-ordinate preventative maintenance schedules in accordance with clinical demand.
* Oversee the upkeep of accurate records in line with best clinical governance, organisational requirements and the Freedom of Information Act, GDPR and render reports and other information / statistics as required.

**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.**  |
| **Skills, competencies and/or knowledge** | ***For Example:****The Radiographer, Clinical Specialist must demonstrate:***Professional Knowledge and Experience***For example:** An advanced level of clinical expertise, knowledge and evidence based practice to carry out the duties and responsibilities of the role in the area of specialism in line with relevant legislation and standards.
* An advanced understanding of radiation physics, radiation biology, diagnostic and radiotherapy equipment as appropriate.
* An ability to apply specialist knowledge to best practice.
* Knowledge of the signs and symptoms of a broad range of pathologies and trauma which are used as clinical indications for referral for imaging procedures.
* Demonstrate a high level of technical knowledge of Radiological Equipment such as Radiology Information System (RIS) and Picture Archive Communication System (PACS) and an ability to trouble shoot equipment issues to ensure optimum image quality at all times.
* Maximises the use of ICT; computer skills particularly Microsoft Office, Outlook etc. and willingness to develop IT skills relevant to the role.

**Planning and Managing Resources**  *For example:** Balances clinical work with other research and educational responsibilities.
* Provides flexible interventions to meet the varied needs of individual service users.
* Demonstrates the ability to plan and manage the delivery of an optimum service in an effective and resourceful manner, within a model of person-centred care.
* Demonstrates a high level of initiative, flexibility and adaptability in response to workforce demands.
* Promotes the delivery of a holistic, user-focused approach, which encompasses a multi-professional and inter-professional perspective.

**Managing and Developing (Self and Others)***For example:** Demonstrates advanced leadership and team skills including the ability to lead by example.
* Demonstrates a commitment to managing and developing self and others in a busy working environment.
* Deals positively and constructively with obstacles and conflict within teams.
* Demonstrates commitment to continuing professional development (CPD) and facilitates staff development by providing support such as; supervising, mentoring, coaching and formal development planning. Develops and/or implements systems to support a CPD culture within the service.

**Commitment to providing a Quality Service***For example:** Leads on the design, delivery and implementation of a high quality, person centred service.
* Designs and develops new, innovative and non-traditional service delivery models which aim to promote a comprehensive and integrated quality service within evolving healthcare structures, overcoming any resource limitations.
* Demonstrates and promotes collaborate working relationships as well as having the ability to work independently and exercise a high degree of professional autonomy.
* Displays awareness and appreciation of service users and the ability to empathise with and treat others with dignity and respect.

**Evaluating Information and Judging Situations** *For example:** Exercises a high degree of professional autonomy in the analysis of highly complex facts or situations that contribute to the implementation of a treatment or management strategy for the service user.
* Demonstrates the ability to effectively analyse and critically evaluate complex information and make appropriate decisions.
* 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.

**Communications and Interpersonal Skills***For example:** Displays effective communication skills (written & verbal) e.g. presents written information in a clear, concise and well-structured manner / communicates complex information by tailoring the communication method and the message to match the needs of the audience.
* Demonstrates sound interpersonal skills including the ability to collaborate effectively with a wide range of people, colleagues, families, carers etc.
* Demonstrates sensitivity, diplomacy and tact when dealing with others and is patient and tolerant when dealing with conflict or negative attitudes from others.
* Demonstrates strong negotiation skills, remains firm but flexible when putting forward a point of view.
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