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| **Job Specification; Sample Content**  **Radiographer, Senior (3107)** | |
| **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 Senior Radiographer will deliver a high quality, patient-focused imaging service in a caring and efficient manner, in line with established standards and operating procedures. |
| **Principal Duties and Responsibilities** | ***For Example:***  *The Senior Radiographer will:*  **Clinical / Professional**   * Lead in the provision of a radiography service in a professional manner. * 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>. * Allocate workload to facilitate efficient workflow and maintenance of service user throughput. * Demonstrate flexibility in response to service need and be prepared to facilitate urgent cases when necessary. * Ensure service user comfort while in the Radiology Department, explaining procedures, waiting times etc. * Adhere to departmental imaging protocols; be responsible for the correct identification of patient images. * 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. * Monitor and adhere to relevant legislation, regulations and standards relevant to the use of ionising radiation. * Ensure Radiographers adhere to best practice guidelines. * Be responsible for the safe use of all imaging equipment and adherence to instructions on its use; ensure other staff comply with same. * Maximise the use of new technology including the Radiology Information System and PACS. * Be responsible for the cleaning and care of imaging equipment. Take part in routine inspection of equipment and quality assurance procedures. Be responsible for the logging of and reporting of any equipment faults to relevant person(s). * Be accountable – take responsibility for his / her own actions, seek advice / a second opinion, as required. * Relate to and communicate with others in a courteous and helpful manner at all times. * Work as part of the multi-disciplinary team in the provision of an integrated patient-centred service. * Contribute to the development and implementation of agreed policies, procedures and safe professional practice. * Lead and assist in audit and quality assurance programmes; participate in the implementation of findings. * 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 service activities as per statutory requirements e.g. FOI, GDPR. * Attend at such other health institutions administered by the HSE as may be designated 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, promoting and contributing to research etc. as agreed with Line Manager. * Engage in the HSE performance achievement process in conjunction with your Line Manager and staff as appropriate. Actively participate in induction / teaching / training / supervision of Radiographers and other staff within the department as required. Provide peer support when necessary. * Identify teaching / learning / audit / opportunities within the department for self / others. * Manage, participate and play a role in the practice education of student Radiographers.   **Health & Safety**   * 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. * Adequately identifies, assesses, manages and monitors risk within their area of responsibility. * 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 and their work area 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. * Support, promote and actively participate in sustainable energy, water and waste initiatives to create a more sustainable low carbon and efficient health service.   **Administrative**   * Contribute to the planning and development of the service and participate in service improvements. * 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. * 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.   **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 Senior Radiographer must demonstrate:*  **Professional Knowledge and Experience**  *For example:*   * Demonstrates a high level of clinical and technical knowledge to carry out the duties and responsibilities of the role. * Demonstrates the knowledge, abilities, clinical and technical skills required to provide safe, efficient and effective service in the area of practice. * Formulates, articulates and demonstrates sound clinical and technical reasoning; demonstrates knowledge of practices and procedures that apply in current practice. * Has appropriate 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. * Integrates professional judgement with the clinical / technical application of practice and procedures. * Demonstrates an awareness of legislative requirements that impact on the practice of Radiography and provision of services. * 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:*   * Plans, organises and delivers the service in an effective and resourceful manner, effectively managing self in a busy working environment. * Co-ordinates resources to ensure value for money and maximum benefit for the organisation. * Pre-empts potential problems or competing priorities and takes the appropriate actions. * Effective time management skills including the ability to effectively prioritise tasks and delegate as appropriate.   **Managing and Developing (Self & Others)**  *For example:*   * Works independently and collaboratively as part of a multi-disciplinary team. * Ability to lead and motivate a team of radiographers. Adapts management style to suit the demands of the situation and the people involved. * Manages and develops self and others in a busy working environment. * Reacts constructively to setbacks; gives and receives feedback.   **Commitment to Providing a Quality Service**  *For example:*   * A commitment to the delivery of a high quality, person centred service. * Awareness and appreciation of service users and the ability to empathise with and treat others with dignity and respect. * Provides a flexible service and is open to change; promotes and embraces change and improvements. * Understands the principles of quality assurance and quality improvement and the importance of the role of audit and review in quality management, including the use of appropriate outcome measures.   **Evaluating Information and Judging Situations**  *For example:*   * Evaluates information, solves problems and makes effective decisions in relation to service user care. * Makes decisions in a transparent manner by involving and empowering others where appropriate. * Demonstrates sound clinical / professional decision-making, which can be justified even when made on the basis of limited information. * Demonstrates a logical and systematic approach to problem solving.   **Communication and Interpersonal Skills**  *For example:*   * Maintains a professional relationship in all communications, treating others with dignity and respect. * Works collaboratively with others to understand and establish expectations and desired outcomes. * Tailors the message to match the needs of the audience; fosters open, honest and clear communication. * Demonstrates sensitivity, diplomacy and tact when dealing with others. * Demonstrates strong negotiation skills, remains firm but flexible when putting forward a point of view |