

**Radiographer (Staff Grade)**

**Job Specification & Terms and Conditions**

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| **Job Title, Grade Code** | **Radiographer (Staff Grade)**  (Grade Code: 3093) |
| **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** | Please outline reporting relationships associated with the post:   * 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. * Who will report to the job holder (if anyone)? |
| **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** | What is the overall high-level purpose of the job? *Example:* To carry out high quality Radiographic duties in line with department protocols. |
| **Principal Duties and Responsibilities** | *The Radiographer (Staff Grade) will:*  **Clinical/Professional**   * Undertake radiography practice in a professional manner upholding the reputation of the department and the hospital. * Recognise the need for effective self-management of workload and resources and be able to practise accordingly. * 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>. * Be able to identify and assess patients. * Conduct appropriate assessment/diagnostic or monitoring procedures, treatment, or other actions safely and skilfully. * Implement agreed policies, procedures and safe professional practice by adhering to relevant legislation, regulations and standards relevant to the use of ionising radiation. * Be responsible for the safe use of all imaging equipment and adhering to instructions on its use. * 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 ALARA principle. * Maximise the use of new technology including the Radiology Information System and PACS. * Be accountable – take responsibility for their actions, seek advice / a second opinion as required. * Work as part of a multi-disciplinary team in the provision of an integrated patient-centred service. * Relate to and communicate with others in a courteous and helpful manner at all times * Assist and take part in audit, quality assurance programmes. * Undertake routine inspection of equipment - be responsible for the logging and reporting of all equipment faults to the Radiography Service Manager or their designate. * Ensure the correct completion of records and reports. Respect and maintain the privacy, dignity and confidentiality of the service user in relation to all hospital activities as per statutory requirements e.g. FOI, GDPR. * Be flexible in response to service needs. * 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 the Radiography Services Manager or designated officer. * Understand the role of reflective practice in relation to personal and professional development. * Engage in performance review with their Line Manager. * Actively participate in induction / teaching / training / supervision of Radiographers and other staff within the department. Participate in the practice education of Radiography students. * Identify teaching / learning / audit / opportunities within the department for themselves and others.   **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. * Be aware of risk management issues, 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 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. * Participate in the establishment and maintenance of standards for quality improvement and adhere 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.** |
| **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:*   * Demonstrates the clinical and technical knowledge to carry out the duties and responsibilities of the role * Formulates, articulates and demonstrates sound clinical and technical reasoning; demonstrates knowledge of practices and procedures that apply in current practice * Integrates professional judgement with the clinical / technical application of practice and procedures * Demonstrates the knowledge, abilities and clinical and technical skills required to provide safe, efficient and effective service in the area of practice * Demonstrates an awareness of legislative requirements that impact on the practice of Radiography and provision of services. * Demonstrates a commitment to continuing professional development. * Maximises the use of ICT; computer skills particularly Microsoft Office, Outlook etc. and willingness to develop IT skills relevant to the role.   **Planning and Organising Skills**  *For example:*   * The ability to plan, organise and deliver care in an effective manner and to manage self in a busy working environment. * Effective time management skills including the ability to effectively prioritise tasks. * The ability to pre-empt potential problems or competing priorities and takes the appropriate actions. * An awareness of the need for value for money and a sense of accountability for budgets.   **Team Player Skills**  *For example:*   * The ability to working independently and collaboratively as part of a multi-disciplinary team. * Demonstrates awareness of the role of other team members and has an ability to actively participate in implementing team interventions and goals. * The ability to build and maintain relationships based on mutual trust and respect. * The ability to react constructively to setbacks and is able to both give and receive 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. * The ability to provide a flexible service, is adaptable and open to change. * Understand 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:*   * The ability to evaluate information, solve problems and make decisions in relation to service user care. * Sound clinical / professional decision-making - gathers information from varied sources to make well-founded decisions. * A logical and systematic approach to problem solving. * The ability to establish integrity by ensuring that the professional, ethical and safety factors are fully considered in decisions.   **Communication and Interpersonal Skills**  *For example:*   * Clearly and concisely communicates the intended message to an audience in a structured, logical sequence. * Tailors the communication method and the message to match the needs of the audience. * Takes action to achieve mutual understanding and agreement concerning services to be provided * Demonstrates good negotiation skills and is assertive as required |
| **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 CPSA is responsible for establishing the principles that should be followed when making an appointment. These are set out in the CPSA Code of Practice. The Code outlines the standards that should be adhered to at each stage of the selection process and sets out the review and appeal mechanisms open to candidates should they be unhappy with a selection process.  The CPSA Code of Practice can be accessed via <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. | |

**Radiographer (Staff Grade)**

**Terms and Conditions of Employment**

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| **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. |
| **Protection for 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. |
| **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)