

**Radiography Tutor**

**Job Specification & Terms and Conditions**

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| **Job Title, Grade Code** | **Radiography Tutor**  (Grade Code: 3123) |
| **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.  For Example:   * UCD Undergraduate Clinical Co-ordinator and Head of Teaching, & Learning (Radiography) and Head of Subject (Radiography) and Head of Section for Radiography and Diagnostic Imaging. * The Radiography Service Manager (RSM). * Radiographers. |
| **Purpose of the Post** | The Radiography Tutor will assist with the delivery of a high quality, patient focused radiographic service in a caring manner. S/he will lead in the planning, coordination and implementation of undergraduate radiography clinical education in the Radiology Department. |
| **Principal Duties and Responsibilities** | *The Radiography Tutor will:*  **Clinical / Professional**   * Lead in the provision of radiography services in a professional manner, upholding the reputation of the department, hospital and UCD radiography training program. * 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>. * Work as part of a multi-disciplinary team in the provision of an integrated patient-centred service. * Promote inter-professional learning across disciplines in the health care setting. * Demonstrate flexibility in response to service needs. * 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. * Monitor and adhere to relevant legislation, regulations and standards relevant to the use of ionising radiation. * Maximise the use of new technology including the Radiology Information System and PACS. * Be responsible for the safe use of all imaging equipment and adhering to instructions on its use. Ensure staff / students comply with same. * Lead and assist in audit and quality assurance programmes; participate in the implementation of findings. * Contribute to the development and implementation of agreed policies, procedures and safe professional practice. * Represent the department at meetings and conferences as required. * Is accountable – takes responsibility for his / her actions, seeks advise / a second opinion as required. * Attend at such other health institutions administered by the HSE as may be designated from time to time.   **Education & Training**   * Manage, participate and play a key role in the practice education of student Radiographers. * Work with UCD Undergraduate Clinical Co-ordinator(s) to ensure optimum Radiography Clinical education and learning experience. * Facilitate communication and effective working relationships between the Hospital and UCD. * Promote and develop communication and links with a range of local services in order to develop Radiography clinical education placement learning experiences. * Contribute to a professional practice education network. This may include the development and roll out of innovative learning methodologies, common assessment criteria, benchmarking standards for practice education, supervision models, practice teaching skills, and the use of information technology. * Upon direction from UCD co-ordinate, allocate, arrange and manage clinical student education within the clinical placement site(s). * Participate in the development and integration of clinical education within the curriculum in alignment with accreditation standards of the UCD. * Participate in training as required by UCD to facilitate the undertaking of practice tutor duties. Attend Student Information sessions (approximately 3 days per year) at UCD prior to the commencement of the clinical modules in each academic session as required. * Be responsible for the day to day planning and implementation of an effective training programme for the undergraduates on clinical placement. * Develop the capacity and quality of the UCD undergraduate radiography clinical education programme and support both students and Radiographers in delivering this. * Provide induction to students, including site policies and procedures relevant to their placements. * Ensure student learning contracts / placement objectives are agreed at the start of each placement. * Formulate student rotas, in collaboration with the undergraduate Clinical Co-ordinator and with the agreement of the RSM. These rotas should be appropriate to meet the learning needs of the student and the clinical experience schedule. * Organise relevant tutorial, group and peer learning activities for students while on placement. * Contribute to ongoing feedback to students about their performance, in conjunction with the Radiographers. Provide advice, support and assistance to the Radiographers in the assessment of student performance and conduct assessment as required. * Evaluate the student learning experience within practice and its contribution to the whole learning experience in conjunction with the Radiographers. * Ensure the correct completion of records and reports as required by the hospital and UCD. * Compile a report at the end of each clinical module and forward it to the undergraduate Clinical Co-ordinator. * Provide any other feedback in relation to student progress to UCD as required. * Ensure leave is taken in line with requirements of the student placement calendar. * In the absence of students other duties may include participating in research activities, audits and quality initiatives, preparing and updating Radiographer(s) for upcoming placements, completing CPD activities. * 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. * Actively participate in induction / teaching / training / audit / supervision of Radiographers and other staff within the department. Provide peer support as necessary. * Provide support to Radiography staff through mentoring and the organisation, design and delivery of e.g. CPD workshops, journal club, short talks, case study presentations. * Engage in the performance management process.   **Health & Safety**   * Work in a safe manner with due care and attention to the safety of self and others. * Ensure good radiation protection practices are observed and understood by students. * 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; 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. * 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. * Be responsible for the cleaning and care of imaging equipment including all mobile machines. * Take part in routine inspection of equipment and Quality Assurance (QA) mechanisms and procedures. Maintain QA and Quality Control (QC) records as required. * Be responsible for the logging of and reporting of all equipment faults to Radiography Service Manager II or their designate. * Maintain accurate records of student attendance, reasons for absence, certified sick leave etc. * Respect and maintain the privacy, dignity and confidentiality of the service user and in relation to all hospital activities as per statutory requirements, including FOI and GDPR. * 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** | ***Previously advertised Radiography Tutor posts were aligned with the grade, pay scale and Eligibility Criteria of a Senior Radiographer.***  ***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:*   * Sufficient clinical knowledge, reasoning skills and evidence based practice to carry out the duties and responsibilities of the role. * An understanding of the principles of professional regulation and the provisions of the Radiographers Registration Board Code of Professional Conduct and Ethics. * Have 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. * An understanding of the theory, concepts and methods pertaining to practice within their profession. * Understanding of the theoretical basis of and the variety of approaches to assessment, diagnosis, intervention and treatment. * An ability to apply knowledge to best practice. * Clinical proficiency in Radiographic imaging. * Demonstrate knowledge and experience of radiography clinical education and working with radiography students. * 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; 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 service in an effective and resourceful manner including the ability to manage self in a busy working environment. * Co-ordinates resources to ensure value for money and maximum benefit for the organisation. Has strong administration skills. * Effective time management skills including the ability to effectively prioritise tasks. * Pre-empts potential problems or competing priorities and takes the appropriate action. * Delegates tasks appropriately.   **Managing and Developing (Self & Others)**  *For example:*   * Is pro-active and self-directed with an innovative approach. * Demonstrate leadership and team management skills including the ability to work in close collaboration with others. * Manages and develops self and others in a busy working environment. * Facilitates and manages people through the learning process, gives constructive feedback to encourage learning. * Builds and maintains relationships based on mutual trust and respect and understands and values individuals and their respective professional roles.   **Commitment to Providing a Quality Service**  *For example:*   * Committed 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 an openness to change; promotes and embraces change and improvements. * Demonstrates an understanding of 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. * Sound clinical / professional decision-making, which can be justified even when made on the basis of limited information. * Makes decisions in a transparent manner, involving and empowering others where appropriate. * Monitors and reviews the on-going effectiveness of planned activity and modifies it accordingly.   **Communication and Interpersonal Skills**  *For example:*   * Effective communication skills (written and verbal). Tailors the communication method and the message to match the needs of the audience. * Actively communicates and consults with team members / relevant others as required. * Effective interpersonal skills, including the ability to present complex information in a clear and concise manner and the ability to share knowledge with relevant colleagues * Diplomacy, discretion, an ability to negotiate and be assertive as required. * Patient and tolerant and has an ability to manage conflict and resistance. |
| **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. | |

**Radiography Tutor**

**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)