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| **Job Specification; Sample Content****Radiography Tutor (3123)** |
| **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.** |
| **Key Working Relationships** | ***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.
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| **Purpose of the Post**  | ***For Example:*** The Radiography Tutor will assist with the delivery of a high quality, patient focused radiographic service in a caring manner. They will lead in the planning, coordination and implementation of undergraduate radiography clinical education in the Radiology Department. |
| **Principal Duties and Responsibilities** | ***For Example:*** *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 programme.
* 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 their 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 Hse performance achievement process in conjunction with your Line Manager and staff as appropriate.

**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.
* 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.
* 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.**  |
| **Sample****Eligibility Criteria****Qualifications and/or experience** | **If the Eligibility Criteria are not listed on the HSE website then Eligibility Criteria will need to be developed, proposed to and approved by National HR.****Please refer to Section 6: National Eligibility Criteria of the Recruitment and Selection** **Toolkit for further guidance and advice. [Go to HSeLanD > Hubs > Discovery****Zone > Human Resources > HSE Recruitment & Selection Toolkit].****The following Eligibility Criteria is a sample of what has been advertised** **previously and may might help you to gain the necessary approvals for your own recruitment:*****Previously advertised Radiography Tutor posts were aligned with the grade, pay scale and Eligibility Criteria of a Senior Radiographer.***  |
| **Skills, competencies and/or knowledge** | ***For Example:*** *The Radiographer Tutor must demonstrate:***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.
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