

Circular 98/99

3 September 1999

Chief Executive Officer
Each Health Board

Secretary/Manager
Each Public Voluntary
& Joint Board Hospital

Chief Executive/Administrator
Each Mental Handicap Agency



DEPARTMENT
OF HEALTH AND
CHILDREN
AN ROINN
SLÁINTE AGUS LEANA

Shaping a
Healthier Future

I refer to the agreement reached between the Health Service Employers Agency and SIPTU regarding the implementation of certain elements of the Report of the Working Group on Radiographers.

The sanction of the Minister for Health and Children can be assumed for the implementation of the arrangements set out in the attached circular.

Any queries regarding the implementation of same can be addressed to Martin McDonald, Health Service Employers Agency.

Please complete the form at Appendix 1 and 2 in respect of the funding of these new arrangements and return to the undersigned as soon as possible in order that your allocation can be adjusted.

Yours sincerely

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RADIOGRAPHERS WORKING PARTY REPORT

Regradings in Specialised Areas of Diagnostic Imaging

Agreement on introduction of Clinical Specialist Radiographer grade

An element of the Report of the Working Group on Radiographers, published by the Department of Health & Children in 1994, relates to the introduction of a new grade of Radiographer in charge of specialised areas. The following arrangements have been agreed between management and SIPTU, representing Radiographers, on implementation of the recommendation that positions of Radiographer in charge of specialised areas be created. These are not additional posts.

1. Specialised Areas

1.1 Areas identified as specialised areas are:

Computerised Tomography (C.T. Scanning)
Magnetic Resonance Imaging (M.R.I.)
Ultrasound (General, Vascular, Obs./Gynae)
Radio Nuclide Imaging
Angiography (Cardiac, Neuro and Vascular)
Mammography.

1.2 Posts of Clinical Specialist Radiographer in charge of specialised areas do not arise where a full-time service is not provided (by Radiographers) in the specialised areas listed above or where procedures are carried out exclusively by medical or surgical staff.

2. Grade of Clinical Specialist Radiographer

A new grade entitled 'Clinical Specialist Radiographer' is being introduced. It requires the ability to lead, guide and supervise Radiographic staff and to successfully manage service delivery in the relevant specialised area on a day to day basis.

3. Job Description

The job description for the position of Clinical Specialist Radiographer is attached. It has been developed to reflect the mix of clinical expertise and managerial attributes required in these posts. It should be amended at hospital level to indicate the Specialised Area to which the Clinical Specialist

Radiographer is being appointed and to encompass any particular local circumstances.

4. Selection

4.1 It has been agreed that for the first filling of these positions, the following criteria relating to eligibility will apply:

(a) candidates must possess a recognised post basic qualification in the specialised area involved and three years experience in that area

or

(b) not less than 6 years experience in the specialised area

and

(c) be a permanent employee appointed not later than 1 July 1997 with a minimum of one years continuous service in the hospital involved at 1 July 1998.

4.2 Where a Senior Radiographer has already been assigned to a specialised area following a competitive process then, the postholder should be appointed to the position of Clinical Specialist Radiographer unless objective criteria exist for not doing so.

4.3 In the future, the qualifications specified at 4.1 (a) and (b) above will apply to such posts.

4.4 As these positions are being filled on a permanent basis employers should arrange that appropriate procedures are utilised in the selection process.

5. Salary

5.1 The salary scale applicable to the grade Clinical Specialist Radiographer is that currently applied in the case of Superintendent Radiographer 1.

5.2 The effective date for implementation of the new grading is 1 July 1998. For purposes of assimilation the normal provisions relating to starting pay on promotion should be applied. An element of retrospective pay will apply in respect of the period from 1 July 1998.

5.3 Salary scales for the position of Clinical Specialist Radiographer are as follows:

1 July 1998	1 July 1999
£22,001	£22,331
£23,196	£23,544
£24,195	£24,558
£25,211	£25,589
£26,241	£26,635

A further adjustment will be due under the provisions of the Partnership 2000 agreement.

6. Radiographers Grading System

- 6.1 The introduction of the position Clinical Specialist Radiographer will have an impact on the grading structure applicable in Radiography under which posts at Senior Radiographer level and above have been based on the criteria of numbers employed. Where a post of Clinical Specialist Radiographer is created in a specialised area, it is not additional to a Senior Radiographer post in the specialised area.
- 6.2 Senior Radiographer level posts will continue based on the existing criteria subject to the proviso that posts at Clinical Specialist Radiographer level will not be included in calculation of the overall numbers for the purposes of determining the number of positions at Senior Radiographer grade

7. Implementation Review

- 7.1 Further discussions are ongoing regarding the implementation of the other provisions of the Working Party Report.
- 7.2 General agreement exists between the management team and SIPTU regarding the incidence and location of specialist areas in diagnostic imaging nationally following a survey of hospitals conducted some time ago. In the region of 85 posts have been identified nationally. Should a dispute arise regarding whether a post of Clinical Specialist Radiographer exists in a particular hospital or in relation to the arrangements for filling such posts, it should be referred to the HSEA. Arrangements have been made to provide a joint review mechanism to resolve any disputes which may arise.

Qualifications for appointment as Clinical Specialist Radiographer

1. Possess the qualifications required for appointment as a Radiographer ,
and
2. Possess a recognised post-basic qualification in the specialised area involved and
3 years experience in that area

or

Not less than six years experience in the specialised area involved

Job Description

Clinical Specialist Radiographer (Medical Ultrasound)

Reporting to the Radiographic Services Manager or other designated supervisor the position of Clinical Specialist Radiographer (Medical Ultrasound) requires an ability to lead, guide and supervise Radiographic staff and to successfully manage (Medical Ultrasound) service delivery on a day to day basis. Ability to manage in a rapidly changing environment and willingness to undertake such additional duties as may be assigned from time to time are essential.

While carrying out the duties appropriate to a Radiographer in relation to Medical Ultrasound and other areas within the Diagnostic Imaging Department, including the provision of an on-call service as required, to provide leadership in the delivery of specialised services as follows:

Clinical operations

- Undertake, as team leader, primary responsibility on a day to day basis for the Medical Ultrasound service and the effective utilisation of all resources allocated.
- Be accountable for the quality of the service provided, including customer service and technical aspects.
- Contribute to the development and implementation of operational policies, protocols and guidelines to ensure optimum utilisation of resources and systematic audit of such usage.
- Advise on equipment selection, purchase, replacement or upgrading.
- Contribute to the preparation of plans for the service – monitor and report on their implementation. Implement and maintain accurate information systems for clinical data in accordance with hospital standards.
- Maintain accurate records of equipment service, maintenance, malfunction, downtime and performance as required and co-ordinate preventative maintenance schedules in accordance with clinical demand.
- Maintain up to date knowledge of clinical, technical and radiographic developments in relation to Medical Ultrasound and promote awareness of new developments. Ensure that best practices are implemented and maintained.

Finance

- 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.

Personnel

- Participate as required in human resource planning, recruitment and selection of staff.
- Support the Radiographic Service Manager in the implementation of initiatives aimed at on-going service development and improvement.
- Promote and maintain a safe environment for staff and patients. Assist in the development and implementation of risk management and health and safety strategies in association with appropriate personnel.
- 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.
- Liaise with the Radiographic Service Manager and other senior staff on the rotation of staff through the Department to ensure an adequate number of trained staff are available.
- Liaise with the Radiographic Service Manager on human resource issues as appropriate.

Quality Assurance

- Investigate and take appropriate action in accordance with hospital policy in relation to complaints, accidents and incidents.
- Ensure that all hospital policies and relevant legislation on radiation safety is understood by staff and complied with.
- Ensure all hospital policies on infection control, health and safety etc., are understood by staff and complied with.
- Implement and maintain a quality assurance programme for the Department.

Appendix 1 to Circular 98/99

INCREASED COSTS ARISING FROM THE INTRODUCTION OF CLINICAL SPECIALIST RADIOGRAPHER GRADE

Schedule for Funding Adjustments - 1998 (cost in respect of 1998 increase). Please complete the following. Numbers will be expected to correspond to relevant Personnel Census figures and figures supplied to HSEA).

<i>Name of Hospital</i>	<i>Area of Specialisation</i>	<i>No.s Employed (W.T.E.) per Area</i>	<i>Basic Pay Costs £</i>	<i>Employers P.R.S.I. £</i>	<i>1998 Cost £</i>
TOTAL					

I confirm that the requested funding adjustment set out reflects the cost involved in the implementation of the revised salary scales for the above listed paramedic grade.

Signed _____

Agency _____

(Please write clearly)

Appendix 2 to Circular 98/99

INCREASED COSTS ARISING FROM THE INTRODUCTION OF CLINICAL SPECIALIST RADIOGRAPHER GRADE

Schedule for Funding Adjustments - 1999 (cost in respect of 1999 increase). Please complete the following. Numbers will be expected to correspond to relevant Personnel Census figures and figures supplied to HSEA).

<i>Name of Hospital</i>	<i>Area of Specialisation</i>	<i>No.s Employed (W.T.E.) per Area</i>	<i>Basic Pay Costs £</i>	<i>Employers P.R.S.I. £</i>	<i>1999 Cost £</i>
TOTAL					

I confirm that the requested funding adjustment set out reflects the cost involved in the implementation of the revised salary scales for the above listed paramedic grade.

Signed _____

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(Please write clearly)