## Job Description

<table>
<thead>
<tr>
<th>Job Title</th>
<th>Clinical Specialist Radiographer (General X-ray)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Job Grade</td>
<td>Clinical Specialist Radiographer</td>
</tr>
<tr>
<td>Location of Post</td>
<td>Radiology Department</td>
</tr>
</tbody>
</table>

### Competition Reference

It must be clearly demonstrated on your CV and supporting statement how you meet the required skills, competencies and/or knowledge for the post. Failure to do so may result in you not being shortlisted for interview.

### Essential Qualifications & Skills

Candidates for appointment must:

- Possess Bachelor of Radiography for Diagnostic Radiography or possess the Diploma of the College of Radiographers or equivalent as recognised by the Irish Institute of Radiography
- Be registered on the Radiography Division of the Radiographers Register maintained by the Radiographers Registration Board at CORU.
- On appointment practitioners must maintain live annual registration on the relevant division of the Radiographers Register maintained by the Radiographers Registration Board at CORU once initial registration is secured
- Have not less than 6 years full time post qualification clinical experience

### Desirable Qualifications & Skills

- Recognised Management qualification
- Paediatric Experience

### Reporting Relationship

The Clinical Specialist Radiographer (General) will report to the Radiography Services Manager on a day to day basis with overall responsibility to the Director of Radiology.

### Purpose of the Post

Undertake responsibility on a day-to-day basis for the general area of the Radiology Department. To lead, guide and supervise radiographers and other staff and to successfully manage the general paediatric X-ray
service, with effective utilisation of all resources allocated.

To manage in a rapidly changing environment and be willing to undertake such additional duties within the Radiology Department also, as may be assigned from time to time.

### Specific Duties

**SPECIFIC RESPONSIBILITIES**

The person chosen will:

- Together with the Radiography Services Manager, contribute to the development and implementation of operational policies, protocols and guidelines for work carried out within the general radiology department and Fluoroscopy service
- Be accountable for the quality of the paediatric Radiography service provided including customer service and technical aspects
- Participate in specific RSO duties as assigned by the RSM or RPA
- Promote and maintain a safe environment for staff and patients alike
- Maintain an up to date knowledge of clinical, technical and radiographic developments in relation to Radiography and promote awareness of new developments
- Ensure that best practices are implemented and maintained
- Contribute to the preparation of development plans for the service – monitor and report on their implementation
- Implement and maintain accurate data on RIS/PACS system in accordance with departmental standards
- Implement and maintain a comprehensive quality assurance programme in areas within the general department and fluoroscopy suite
- Implement and maintain accurate records for patient examinations.
- Order and maintain appropriate radiographic stock levels and liaise with supplies/materials department
- Appropriately schedule patient examination lists and liaise with multidisciplinary teams within the hospital and also within other hospitals as required
- Ensure all staff entering or working in the general X-ray and fluoroscopy rooms in the department have been given appropriate support, training and guideline documentation
- Advise on equipment selection, purchase, replacement or upgrading
- Maintain accurate record of equipment service, maintenance, malfunction, downtime and performance as required and co-ordinate preventative maintenance schedules in accordance with clinical demands
- Participate in clinical audits as relevant to the post
- Assist in the development of Risk Management and Health & Safety strategies in association with appropriate personnel.
• Liaise with the Radiography Service Manager (or designate) on the training of staff. Develop and maintain a training and education plan in Radiology procedures as may be required in relation to staff.
• Supervise and assess all training and education as required.
• Liaise with the Radiographic Services Manager on the rotation of staff through the general areas to ensure an adequate number of trained staff is available.
• Liaise with Radiographic Services Manager on human resource issues as appropriate
• Maintain, at all times, an awareness of the importance of patient care and safety in relation to all Radiology activities.
• Assist in leading the professional organisation and management of the service with regard to general Radiology department and have an awareness of the resources available within the department.
• Support the Radiography Service Manager (or designate), in the leadership of a skilled team within the general Radiology Department in order to create and promote a safe and healthy working environment.
• Actively participate in continuing education and research activities consistent with the position.
• Participate as required by the Radiographic Services Manager in other duties within the radiology department.

The above 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 him/her from time to time; and to contribute to the development of the post while in office.

<table>
<thead>
<tr>
<th>Knowledge, skills &amp; Competencies</th>
<th>Candidates must:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>• Demonstrate sufficient knowledge, reasoning skills and evidence based practice to carry out the duties and responsibilities of the role.</td>
</tr>
<tr>
<td></td>
<td>• Demonstrate the ability to plan and deliver care in an effective and resourceful manner and the ability to self-manage in a busy working environment.</td>
</tr>
<tr>
<td></td>
<td>• Demonstrate commitment to the delivery of a high quality, patient and family-centred service.</td>
</tr>
<tr>
<td></td>
<td>• Demonstrate ability to take initiative and to be appropriately self-directed.</td>
</tr>
<tr>
<td></td>
<td>• Demonstrate the ability to evaluate information, solve problems and make decisions in relation to service user care.</td>
</tr>
<tr>
<td></td>
<td>• Demonstrate effective communication and interpersonal skills including the ability to collaborate and work in partnership with colleagues, service users, families etc.</td>
</tr>
</tbody>
</table>
- Demonstrate effective team skills; is capable of working independently and as part of a multi-disciplinary team.
- Demonstrate flexibility and openness to change.
- Demonstrate the ability to follow line management directions appropriately and to utilise supervision effectively.
- Demonstrate commitment to continuing professional development.

**Education/Continuous Professional Development**

Candidates must:

- 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 Service Manager or designated officer.
- Engage in department profession development plan with his / her line manager.

**Research / Information Technology**

Candidates must demonstrate a willingness to develop IT skills relevant to the role.

**Health & Safety**

These duties must be performed in accordance with the hospital health and safety policy. In carrying out these duties the employee must ensure that effective safety procedures are in place to comply with the Health, Safety and Welfare at Work Act. Staff must carry out their duties in a safe and responsible manner in line with the Hospital Policy as set out in the appropriate department’s safety statement, which must be read and understood.

**Quality, Risk & Safety Responsibilities**

It is the responsibility of all staff to:

- Participate and cooperate with legislative and regulatory requirements with regard to Quality, Risk and Safety
- Participate and cooperate with the Children’s University Hospital Quality and Risk and Safety initiatives as required.
- Participate and cooperate with internal and external evaluations of hospital structures, services and processes as required, including but not limited to:
  - National Standards for Safer Better Healthcare
  - National Standards for the Prevention and Control of Healthcare Associated Infections
  - HSE Standards and Recommended Practices for Healthcare Records Management
  - HSE Standards and Recommended practices for Decontamination of Reusable Invasive Medical Devices (RIMD)
Safety audits and other audits specified by the HSE or other regulatory authorities.

- To initiate, support and implement quality improvement initiatives in their area which are in keeping with the hospital’s continuous quality improvement programme.

*It is the responsibility of all managers to ensure compliance with regulatory requirements for Quality, Safety and Risk within their area/department.*

### Specific Responsibility for Best Practice in Hygiene

Hygiene in healthcare is defined as “the practice that serves to keep people and the environment clean and prevent infection. It involves preserving one’s health, preventing the spread of disease and recognizing, evaluating and controlling health hazards.”

- It is the responsibility of all staff to ensure compliance with hospital hygiene standards, guidelines and practices.
- Department heads/ managers have overall responsibility for best practice in hygiene in their area.
- It is mandatory to attend hand hygiene, infection control awareness, and sharps awareness workshops yearly.

**NOTE:**

The extent and speed of change in the delivery of health care is such that adaptability is essential at this level of management. The incumbent will be required to maintain, enhance and develop their professional knowledge, skills and aptitudes necessary to respond to a changing situation. The Job Description must be regarded as an outline of the major areas of accountability at the present time. It will be reviewed and assessed on an on-going basis.

**Informal Enquiries**

Ms. Tracey Mc Crudden  
Acting Radiography Services Manager,  
Tel: 01 878 4569

**Application Details**

Please email your CV to recruitment@cuh.ie

**Closing Date**

Friday 1st December, 2017.
<table>
<thead>
<tr>
<th>Terms and Conditions of Employment</th>
<th>Clinical Specialist Radiographer</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Contract Type</strong></td>
<td>The appointment is whole time &amp; permanent.</td>
</tr>
<tr>
<td><strong>Remuneration</strong></td>
<td>Remuneration is in accordance with the salary scale approved by the Department of Health: Current salary scale with effect from 1st April 2017: Rising from €50,591 by annual increments to €59,758</td>
</tr>
<tr>
<td><strong>Annual Leave</strong></td>
<td>The annual leave associated with the post is to be agreed at job offer stage</td>
</tr>
<tr>
<td><strong>Working Week</strong></td>
<td>The hours allocated to this post are 37 hours per week. The allocation of these hours will be at the discretion of the Department Head and in accordance with the needs of the service. However you will be required to work the agreed roster/on call arrangements advised to you by your line manager. Your contracted hours of work are liable to change between the hours of 8 am to 8 pm over 7 days to meet the requirements for extended day services in accordance with the terms of the Framework Agreement</td>
</tr>
<tr>
<td><strong>Pension</strong></td>
<td>Employees of Temple Street Children’s University Hospital are required to be members of the Hospitals Superannuation Scheme. Deductions at the appropriate rate will be made from your salary payment.</td>
</tr>
<tr>
<td><strong>Probation</strong></td>
<td>All employees will be subject to a probationary period as per the probation policy. This policy applies to all employees irrespective of the type of contract under which they have been employed. A period of 9 month probation will be served:</td>
</tr>
<tr>
<td></td>
<td>- On commencement of employment</td>
</tr>
<tr>
<td></td>
<td>- Fixed term to permanent contract</td>
</tr>
<tr>
<td></td>
<td>- Permanent employees commencing in promotional posts will also undertake a probationary period relating to their new post.</td>
</tr>
<tr>
<td><strong>Place of work/location</strong></td>
<td>Your place of work will be at Temple Street Children’s Hospital, Dublin 1. Due to the plan for one National Children’s Hospital Service and the Satellite Centres, you may be required to transfer with the current hospital/service to a different location in the future. You will be kept informed and advised of the proposed relocation.</td>
</tr>
<tr>
<td><strong>Age</strong></td>
<td>Age restrictions shall only apply to a candidate where he/she is not classified as a new entrant (within the meaning of the Public Service Superannuation Act, 2004). A candidate who is not classified as a new entrant must be under 65 years of age.</td>
</tr>
<tr>
<td><strong>Maternity Leave</strong></td>
<td>Maternity leave is granted in accordance with the terms of the Maternity Protection Acts 1994 and 2001.</td>
</tr>
<tr>
<td>---------------------</td>
<td>--------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td><strong>Payment of sick leave</strong></td>
<td>The hospital operates a Sickness Absence Management policy in line with the new Public Service Sick Leave Scheme as introduced in 31st March 2014. An employee cannot avail of paid sick leave during their first six months of employment with the hospital.</td>
</tr>
<tr>
<td><strong>Pre-Employment Health Assessment</strong></td>
<td>Prior to commencing in this role a person will be required to complete a form declaring their health status which is reviewed by the hospital’s Occupational Health Service and if required undergo a medical assessment with this department. Any person employed by the hospital 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.</td>
</tr>
<tr>
<td><strong>Validation of Qualifications &amp; Experience</strong></td>
<td>Any credit given to a candidate at interview, in respect of claims to qualifications, training and experience is provisional and is subject to verification. The recommendation of the interview board is liable to revision if the claimed qualification, training or experience is not proven.</td>
</tr>
<tr>
<td><strong>References</strong></td>
<td>The hospital may seek up to three written references from current and previous employers, educational institutions or any other organisations with which the candidate has been associated. The hospital also reserves the right to determine the merit, appropriateness and relevance of such references and referees.</td>
</tr>
<tr>
<td><strong>Garda Vetting</strong></td>
<td>The hospital will carry out Garda vetting on all new employees. An employee will not take up employment with the hospital until the Garda Vetting process has been completed and the hospital is satisfied that such an appointment does not pose a risk to clients, service users and employees.</td>
</tr>
</tbody>
</table>