

Job Title and Grade	<p>Radiographer, Staff Garde</p> <p>(Grade Code: 3093)</p> <p>Candidates that are graduating in 2024 are eligible to apply for this campaign.</p>
Campaign Reference	ULHG0106-24
Closing date	Friday 26th July 2024@12noon
Proposed Interview Date (s)	To be confirmed at a later date. Please note you may be called forward to interview at short notice.
Taking up Appointment	A start date will be indicated at job offer stage.
Location of Post	<p>UL Hospitals Group</p> <p>There are currently a number of permanent – whole time vacancies available in the following sites: University Hospital Limerick, Nenagh Hospital and Ennis Hospital. A panel may be formed as a result of this campaign from which current and future, permanent and specified purpose vacancies of full or part-time duration may be filled for all sites within UL Hospitals Group.</p>
Informal Enquiries	<p>University Hospital Limerick: Ms Annette Fitzgerald, Radiographer Services Manager 1, University Hospital Limerick annettem.fitzgerald@hse.ie Tel: 061 588398</p> <p>Nenagh Hospital: Ms Jacqueline Noonan, Radiographer Services Manager 1, Nenagh Hospital jacqueline.noonan@hse.ie Tel: 067 42351</p> <p>Ennis Hospital: Ms Helen Finucane, Radiographer Services Manager 1, Ennis Hospital helen.finucane@hse.ie Tel: 00353 65 6863111</p>
Relocation Package	<p>ULHG offers an International Recruitment Relocation Package to relevant applicants. Please refer to HR Circular 023/2022 at the following link: https://www.hse.ie/eng/staff/resources/hr-circulars/hr-circular-023-2022-international-recruitment-relocation-package.pdf</p>
Details of Service	<p>University of Limerick Hospital Group (ULHG) UL Hospital group is comprised of six clinical sites functioning collectively as a single hospital system in the Mid-West providing a range of acute services and care to a population of approximately 473,000 people (Clare, North Tipperary, and Limerick) with 750 acute hospital beds delivering comprehensive range of acute in-patient and ambulatory services. The six sites include:</p> <ul style="list-style-type: none"> • University Hospital Limerick

	<ul style="list-style-type: none"> • University Maternity Hospital Limerick • Ennis Hospital • Nenagh Hospital • Croom Orthopaedic Hospital • St. John's Hospital <p>The ULHG governance structure includes an administrative board of non-executive directors, a single executive management team and five Clinical Directorates – Diagnostics, Medicine, Peri-Operative, Maternal & Child Care and operational Services.</p> <p>These Directorates are responsible for the management of service across the six sites.</p> <p>Our Academic Partner is the University of Limerick (UL). Our relationship with UL is important in improving standards of care, fostering education, clinical research and innovation.</p> <p>Every day, UL Hospitals Group strives to be valued, trusted and leading provider of excellence in healthcare. Our vision is to continue building upon this so that we are patient centred, clinically integrated, team based and research driven. Our priority is to provide our services safely and with compassion.</p> <p>Staff are our most important asset. We value and support all our staff in a complex learning environment. Developing our staff to meet the changing nature of healthcare is a key priority for UL Hospitals group. We do this through in-house, external or academic programmes. We are supported in our staff development through our close links with our key academic partner, the university of Limerick.</p>
Reporting Relationship	The post holder will report to the Radiography Service Manager or Deputy.
Purpose of the Post	To be part of a team providing quality care in performance of diagnostics procedures
Principal Duties and Responsibilities	<ul style="list-style-type: none"> • The post holder will support the principle that care of the patient comes first at all times and will approach their work with the flexibility and enthusiasm necessary to make this principle a reality for every patient to the greatest possible degree • Maintain throughout the Group's awareness of the primacy of the patient in relation to all hospital activities. • Performance management systems are part of the role and you will be required to participate in the Group's performance management programme <p>Clinical/Professional <i>The Radiographer (Staff Grade) will:</i></p> <ul style="list-style-type: none"> • Carry out his/her duties under the day to day supervision of the Radiography Services Managers or his/her designate from time to time. • To part take on an 8am-8 pm daily rostering system as required including an on call service, pending on the Hospitals' requirements. • Undertake all general radiography in a professional manner thereby upholding the reputation of the department and the hospital • Adhere to professional guidelines as determined by the Irish Institute of Radiographers and Radiation Therapists. • Work as part of a multi-disciplinary team in the provision of an integrated patient-centred service • Adhere to all departmental imaging protocols: be responsible for the correct identification of patient images. • Implement agreed policies, procedures and safe professional practice by adhering to relevant legislation, regulations and standards relevant to the use of ionising radiation

- Ensure that appropriate radiation protection is used and that the radiation dose is kept to a minimum consistent with the ALARA principle
- Take part in routine inspection of equipment and quality assurance procedures
- Be responsible for the safe use of all imaging equipment and adhering to instructions on its use
- Be responsible for the logging of and reporting of all equipment faults to Radiography Service Manager or his/her designate
- Attend at such other health institutions administered by the HSE as may be designated from time to time
- Be flexible in response to service needs
- Assist and take part in audit and quality assurance programmes
- Maximise the use of new technology including NIMIS (Radiology Information System and PACS)
- Ensure the correct completion of records and reports
- Respect and maintain the privacy, dignity and confidentiality of the service user and in relation to all hospital activities as per statutory requirements
- Relate to and communicate with all other staff in a courteous and helpful manner at all times
- Be accountable – take responsibility for his/her actions, seek advice/a second opinion as required.

Education & Training

The Radiographer (Staff Grade) will:

- 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 2 or designated officer
- Engage in performance review with his/her line manager
- Actively participate in induction/teaching/training/supervision of radiographers and other staff within the department
- Identify teaching/learning/audit/opportunities within the department for themselves/others.

Health & Safety

The Radiographer (Staff Grade) will:

- 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 in general and their work area specifically clean, tidy and safe
- Have a working knowledge of HIQA Standards as they apply to the role for example, Standards for Healthcare and National Standards for the Prevention and Control of Healthcare Associated Infections, Hygiene Standards, etc.

Administrative

The Radiographer (Staff Grade) will:

- 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
- Contribute to the planning and development of the service and participate in service improvements
- 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
- Receive visiting professionals and visitors to the department.

KPI's

- The identification and development of Key Performance Indicators (KPIs) which are congruent with the Hospital's service plan targets.
- The development of Action Plans to address KPI targets.
- Driving and promoting a Performance Management culture.
- In conjunction with line manager assist in the development of a Performance Management system for your profession.
- The management and delivery of KPIs as a routine and core business objective.

PLEASE NOTE THE FOLLOWING GENERAL CONDITIONS:

- Employees must attend fire lectures periodically and must observe fire orders.
- All accidents within the Department must be reported immediately.
- Infection Control Policies must be adhered to.
- In line with the Safety, Health and Welfare at Work Acts 2005 and 2010 all staff must comply with all safety regulations and audits.
- In line with the Public Health (Tobacco) (Amendment) Act 2004, smoking within the Hospital Buildings is not permitted.
- Hospital uniform code must be adhered to.
- Provide information that meets the need of Senior Management.
- To support, promote and actively participate in sustainable energy, water and waste initiatives to create a more sustainable, low carbon and efficient health service.

Risk Management, Infection Control, Hygiene Services and Health & Safety

- The management of Risk, Infection Control, Hygiene Services and Health & Safety is the responsibility of everyone and will be achieved within a progressive, honest and open environment.
- The post holder must be familiar with the necessary education, training and support to enable them to meet this responsibility.
- The post holder has a duty to familiarise themselves with the relevant Organisational Policies, Procedures & Standards and attend training as appropriate in the following areas:
 - Continuous Quality Improvement Initiatives
 - Document Control Information Management Systems
 - Risk Management Strategy and Policies
 - Hygiene Related Policies, Procedures and Standards
 - Decontamination Code of Practice
 - Infection Control Policies
 - Safety Statement, Health & Safety Policies and Fire Procedure
 - Data Protection and confidentiality Policies

	<ul style="list-style-type: none"> • The post holder is responsible for ensuring that they become familiar with the requirements stated within the Risk Management Strategy and that they comply with the Group's Risk Management Incident/Near miss reporting Policies and Procedures. • The post holder is responsible for ensuring that they comply with hygiene services requirements in your area of responsibility. Hygiene Services incorporates environment and facilities, hand hygiene, catering, cleaning, the management of laundry, waste, sharps and equipment. • The post holder must foster and support a quality improvement culture through-out your area of responsibility in relation to hygiene services. • The post holders' responsibility for Quality & Risk Management, Hygiene Services and Health & Safety will be clarified to you in the induction process and by your line manager. • The post holder must take reasonable care for his or her own actions and the effect that these may have upon the safety of others. • The post holder must cooperate with management, attend Health & Safety related training and not undertake any task for which they have not been authorised and adequately trained. • The post holder is required to bring to the attention of a responsible person any perceived shortcoming in our safety arrangements or any defects in work equipment. • It is the post holder's responsibility to be aware of and comply with the HSE Health Care Records Management/Integrated Discharge Planning (HCRM / IDP) Code of Practice. <p>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 him/her from time to time and to contribute to the development of the post while in office.</p>
Eligibility Criteria Qualifications and/ or Experience	<p>Each candidate must, at the latest date for receipt of completed applications for the post, possess the following:</p> <p><u>1. Statutory Registration, Professional Qualifications, Experience, etc.</u></p> <p>(a) Candidates for appointment must:</p> <p>Candidates that are graduating in 2024 are eligible to apply for this campaign.</p> <p>(i) Be registered, or be eligible for registration, on the Radiography Division of the Radiographers Register maintained by the Radiographers Registration Board at CORU.</p> <p style="text-align: center;">And</p> <p>(ii) Have the requisite knowledge and ability (including a high standard of suitability and professional ability) for the proper discharge of the duties of the office.</p> <p style="text-align: center;">And</p> <p>(iii) Provide proof of Statutory Registration on the Radiography Division of the Radiographers Register maintained by the Radiographers Registration Board at CORU <u>before a contract of employment can be issued.</u></p> <p><u>2. Annual registration</u></p> <p>(i) On appointment practitioners must maintain annual registration on the relevant division of the Radiographers Register maintained by the Radiographers Registration Board at CORU.</p> <p style="text-align: center;">And</p> <p>(ii) Practitioners must confirm annual registration with CORU to the HSE by way of the annual Patient Safety Assurance Certificate (PSAC).</p>

	<p>3. Health Candidates 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 real prospect of ability to render regular and efficient service.</p> <p>4. Character Candidates for and any person holding the office must be of good character.</p>
Skills, Competencies and/or knowledge	<ul style="list-style-type: none"> • Demonstrate sufficient knowledge, reasoning skills and evidence based practice to carry out the duties and responsibilities of the role • Demonstrate the ability to plan and deliver care in an effective and resourceful manner and the ability to manage self in a busy working environment • Demonstrate commitment to the delivery of a high quality, person centred service • Demonstrate ability to take initiative and to be appropriately self-directed • Demonstrate the ability to evaluate information, solve problems and make decisions in relation to service user care • Demonstrate effective communication and interpersonal skills including the ability to collaborate and work in partnership with colleagues, service users, families etc • 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 • Demonstrate a willingness to develop IT skills relevant to the role.
<p>Campaign Specific Selection Process</p> <p>Ranking/Shortlisting/Interview</p>	<p>A ranking and or short-listing exercise may be carried out on the basis of information supplied in your CV. The criteria for ranking and or short-listing 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.</p> <p><u>Failure to include information regarding these requirements may result in you not being called forward to the next stage of the selection process.</u></p> <p>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.</p>
Code of Practice	<p>The Health Service Executive / Public Appointments Service will run this campaign in compliance with the Code of Practice prepared by the Commission for Public Service Appointments (CPSA). The Code of Practice sets out how the core principles of probity, merit, equity and fairness might be applied on a principle basis. The Code also specifies the responsibilities placed on candidates, facilities for feedback to applicants on matters relating to their application when requested, and outlines procedures in relation to requests for a review of the recruitment and selection process and review in relation to allegations of a breach of the Code of Practice. Additional information on the HSE's review process is available in the document posted with each vacancy entitled "Code of Practice, information for candidates".</p> <p>Codes of practice are published by the CPSA and are available on www.hse.ie/eng/staff/jobs in the document posted with each vacancy entitled "Code of Practice, information for candidates" or on www.cpsa.ie.</p>
<p>The reform programme outlined for the Health Services may impact on this role and as structures change the job description may be reviewed.</p> <p>This job description 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.</p>	

Terms and Conditions of Employment

Tenure	<p>The current vacancies available are permanent – whole time.</p> <p>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.</p> <p>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.</p>
Remuneration	<p>The Salary scale for the post is (01/06/2024):</p> <p>€42,075, €44,344, €46,292, €47,540, €48,807, € 50,091, € 51,339, € 52,609, €53,950, €55,272, €56,552, €57,866, € €59,232, €60,519 LSI</p> <p>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.</p>
Working Week	<p>The standard working week applying to the post is to be confirmed at job offer stage.</p> <p>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).</p>
Annual Leave	<p>The annual leave associated with the post will be confirmed at job offer stage.</p>
Superannuation	<p>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</p>
Age	<p>Age restriction shall only apply to a candidate where s/he is not classified as a new entrant within the meaning of the Public Service Superannuation (Miscellaneous Provisions) Act, 2004 and therefore would be subject to the mandatory retirement age of 70 years. A candidate who is not classified as a new entrant must be under 70 years of age on the first day of the month in which the latest date for receiving completed application forms for the post occurs.</p>

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.
Mandated Person Children First Act 2015	<p>As a mandated person under the Children First Act 2015 you will have a legal obligation</p> <ul style="list-style-type: none"> • To report child protection concerns at or above a defined threshold to TUSLA. • To assist Tusla, if requested, in assessing a concern which has been the subject of a mandated report <p>You will remain a mandated person 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.</p>
Protection of Persons Reporting Child Abuse Act 1998	As this post is one of those designated under the Protection of 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	<p>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).</p> <p>Key responsibilities include:</p> <ul style="list-style-type: none"> • Developing a SSSS for the department/service¹, 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 procedures². • 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. <p>Note: Detailed roles and responsibilities of Line Managers are outlined in local SSSS.</p>

¹ A template SSSS and guidelines are available on the National Health and Safety Function/H&S web-pages

² See link on health and safety web-pages to latest Incident Management Policy

