



CLINICAL SPECIALIST RADIOGRAPHER (DXA scanning, PACS/RIS support and Radiation Safety Officer)

JOB DESCRIPTION

Permanent, Full Time

Particulars of Office (Generic)

1. The appointment is permanent, whole time and pensionable.
2. **Salary**
Remuneration is in accordance with the salary scale approved by the Department of Health current scale.
3. **Superannuation**
The terms of the Voluntary Hospitals Superannuation Scheme and the Voluntary Hospitals Spouses and Children's Scheme will apply to the position and superannuation contributions at the appropriate rate will be payable in accordance with the provisions of the scheme.
4. **Duties**
The Clinical Specialist Radiographer will perform such duties as are outlined in the attached Job Description.
5. **Hours of Work**
The normal hours of work associated with the post are hours per week, usually discharged between the hours of 0900 and 1700 on a Monday to Friday basis. The appointee may be required to attend at such other times as are required for the proper discharge of duties including attendance outside normal working hours and participation in the Radiology on call service.
6. **Probation**
The successful candidate will be appointed initially for a probationary period of 6 months. During the probationary period, progress or otherwise will be monitored and at the end of the period, the service will be;
 - a) Certified as satisfactory and confirmed in writing;

- b) In certain circumstances this period may be extended and in such case you will be advised in writing of this and the duration of the extension.

7. Retirement

No age restrictions shall apply to a candidate except where he/she is not classified as a new entrant (within the meaning of the Public Service Superannuation (Miscellaneous Provisions) Act, 2004). In this case the candidate must be under 65 years of age on the 1st day of the month in which the latest date for receiving completed application forms for the office occur. Continued employment is conditional upon capacity and conduct of the employee.

8. Annual leave

Annual leave and public holidays are granted in accordance with the provision of the Organization of Working Time Act, 1997. Your annual leave entitlement will be advised to you by the Human Resources Department in your contract of employment. Annual Leave may be based on a number of factors such as grade, years of service and whole time equivalency.

9. Sick Leave

Payment of salary during illness will be in accordance with arrangements as approved from time to time by the Department of Health.

10. Termination of office

The employment may be terminated at any time by 2 months' notice on either side except where circumstances are dictated by the Minimum Notice and Terms of Employment Act 1973/77. The Management's right under this paragraph shall not be exercised save in circumstances where the Management is of the opinion that the holder of the office has failed to perform satisfactorily the duties of the post or has misconducted himself/herself in relation to the post or is otherwise unfit to hold the appointment.

11. Garda Vetting Checks

Arrangements have been introduced, on a national level, for the provision of Garda Vetting Checks in respect of candidates for employment in areas of the Health Service, where it is envisaged that potential employees would have substantial access to children or vulnerable adults in the course of their duties. Garda vetting is done for the protection of these groups and the National Rehabilitation Hospital reserves the right to re- vet employees at any future point, as deemed appropriate by Hospital Management.

12. Confidentiality

In the course of your employment you may have access to or hear information concerning the medical or personal affairs of patients and/or staff, or other health services business. Such records and information are strictly confidential and unless acting on the instructions of an authorized officer, on no account must information concerning staff, patients or other health service business be divulged or discussed except in the performance of normal duty. In addition records must never be left in such a manner that unauthorized person can obtain access to them and must be kept in safe custody when no longer required.

13. Hygiene

During the course of employment staff are required to ensure that the hospital's hygiene and infection control policies are adhered to at all times. All employees have responsibility to prevent transmission of infection by adhering to and implementing optimal hand hygiene and adhering to the Hospital's Hygiene processes. Hygiene is a fundamental component of the National Rehabilitation Hospital's quality system to ensure the safety and wellbeing of its patients and staff and plays a role in the prevention and control of healthcare associated infection.

14. Policies / Legislation

All Hospital policies and procedures form an integral part an employment contract and may be subject to update and revision, from time to time, in consultation with union representatives as appropriate. Employees are required to comply with all hospital policies, procedures (e.g. Dignity at Work, Trust in Care, Computer Usage Policy) and the Hospital's ethical codes of practice. Employees are required to abide by the hospital's code of behaviour and the code of practice as defined by their relevant professional body.

15. Disability Census

As part of the NRH's commitment to supporting the employment of people with disabilities and to comply with the requirements of the Disability Act 2005, all staff are required to inform the Director of Human Resources Ms. Olive Keenan, of any personal disabilities. This information is only requested in the event that appropriate arrangements must be put in place during the course of one's employment and will be stored in compliance with Data Protection Legislation.



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1. Qualifications

The candidate must, on the latest date for receiving completed application forms for the office, possess:

Essential

- An honours degree or diploma in Radiography or equivalent.
(If this qualification was gained outside the Republic of Ireland it must be validated by CORU)
- Must be a member of CORU.
- A minimum of 6 years relevant post qualification experience including:
 - General Radiography
 - DXA scanning
 - PACS/RIS administration
- Experience in all aspects of General Radiography.
- Experience or qualification in Radiation Safety.
- Excellent planning and organisational skills.

Desirable

- Qualification in DXA Scanning.
- PACS/RIS experience.
- Experience in the supervision or managing of staff.

CORU is the organisation responsible for regulating health and social care professionals. It includes the Health and Social Care Professionals Council and the Registration Boards established under the Health and Social Care Professionals Act

2. Health

Candidates or any person holding the office must be free from any medical condition which would render them unsuitable to hold the office and be in a state of health such as would indicate a reasonable prospect of ability to render regular and efficient service.

For the purposes of satisfying the requirements as to health, it will be necessary for each successful candidate before he/she is appointed to undergo a medical examination by a qualified medical practitioner to be nominated by the Chief Executive or designated officer. Any irregularities reported as a result of this examination which render the incumbent unsuitable for the post must be remedied / addressed before appointment.

Health Promotion – The Hospital is committed to promoting healthy lifestyles for both patients and staff. Staff are expected to participate in initiatives to support better health and well- being in line with the Hospital objectives.

3. Character

Candidates for and any person holding the office must be of good character.



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Job Description

- Title:** Clinical Specialist Radiographer (with responsibility for DXA scanning, PACS/RIS support and Radiation Safety)
- Purpose of the Position:** To deliver a quality, patient-focused radiographic service and be responsible for the day to day DXA radiography service, PACS/RIS support and radiation safety in the NRH as outlined below.
- Accountable to:** Consultant Radiologist and Radiography Lead.
- Liaison/Communication:** All members of the Radiography Department / Patients, Their families and carers.
Outside agencies to whom patients are being referred or from whom referrals have been received
Consultant Radiologist
Clinical Specialists
Members of other departments of the hospital as required.



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Job Description

Overview of the Role

The position of Clinical Specialist Radiographer is responsible for producing high quality images to assist in the diagnosis of disease and injury. The post holder will be required to deliver a quality, patient focused radiographic service and be responsible for the day-to-day service in general x-ray rooms.

Duties include:

- Undertake Radiographic and imaging examinations as required according to professional training, acting at all times within the radiographers' code of professional conduct.
- Take part in out of hours emergency services as required
- Ensure that the Radiation Safety Procedures are applied at all times and to be familiar with and work strictly to Radiation Protection guidelines.
- 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.
- Participate in training to improve Radiographic and clinical knowledge
- Participate in quality control programs as required, including accountability for the quality of the service provided with regard to customer service and technical aspects
- Investigate and take appropriate action in accordance with Hospital Policy in relation to complaints, accidents and incidents
- Manage use of consumables efficiently
- Liaise with the Radiologist and other Radiography staff on human resource issues as appropriate
- Be familiar with and abide by the patient's charter and dignity at work policy. To treat every patient as an individual in terms of courtesy, kindness, efficiency and confidentiality

ACCOUNTABILITY, DUTIES AND RESPONSIBILITIES

General Accountability

- Be familiar with, and to observe, all National Rehabilitation Hospital Policies which apply to your work.
- Be familiar with, and to observe, the “Radiology Dept. Guidelines” which forms the basis of treatment and procedures of the department.
- Submit any necessary reports to the Consultant Radiologist as the case may be.
- Supervise the preparation and keeping of all necessary records and to furnish such reports as may be required.
- Perform radiography duties appropriate to the office as may be assigned from time to time.
- Organise the X-ray service in the area to which you are assigned.
- Contribute to the development and implementation of operational policies, protocols and guidelines to international best practice and standards.
- Assist and take part in a continuing reject analysis and quality assurance program.
- Create a safe environment for patients, staff and visitors by ensuring that Health and Safety Regulations, Radiation Protection, Infection Control, and Hygiene policies are known and strictly adhered to.
- Be responsible for the cleaning and care of X-ray equipment and reporting of all faults. Ensuring the department in general and your work area specifically is clean, tidy and welcoming to patients, colleagues and visitors, in collaboration with staff.
- Responsibility for careful use of equipment and ensuring that the equipment is maintained to maximum efficiency and safety.
- Identifying and reporting actual and potential hazards to the appropriate authority.
- Ensuring that patient confidentiality is maintained at all times.
- Keeping up to date with all mandatory training by attending all training sessions.
- Being responsible for the day to day security of the work area to which assigned, with particular awareness of fire regulations and security arrangements.

Outline of General Duties and Responsibilities

- Be part of a multidisciplinary team in Radiology
- Undertake Radiographic and Imaging Examinations as required.
- Maintain a high standard of Radiography.
- Take part in on-call services as required.
- Participate in all aspects of work carried out in the Department with specific responsibility for DXA Scanning, PACS/RIS support and Radiation Safety.
- Liaising with the healthcare assistant in the Radiology Department in facilitating the patient journey through the Radiology Department.
- Assisting the radiologist and other radiography staff when required.
- Take part in routine daily inspection of equipment and quality assurance procedures. To report any defects or problems to the Consultant Radiologist.

- Follow directions of Consultant Radiologist where applicable. To follow departmental protocols and procedures at all times.
- Keep up to date with current techniques and developments in Radiographic and Imaging procedures and to take part in in-service training as required. To actively participate in Continuing Professional Development.
- Take responsibility for the general cleanliness, tidiness and safety of the Department, with specific responsibility for their own work area. To familiarise themselves with current infection control procedures.
- Be familiar with, and abide by, all Health and Safety Rules and recommendations.
- Report all defects and occurrences which might affect safety to the appropriate senior member of staff.
- Provide a quality service for patients by ensuring that every patient is treated as an individual in terms of courtesy, kindness, efficiency and confidentiality.
- Ensure best practices are implemented and maintained.
- Maintain good working relationships with colleagues and with non-radiographic staff, both in the Department of Radiology and throughout the Hospital.

Specific Responsibilities:

DXA:

- Manage and maintain the DXA Scanning Service.
- Contribute to the development and implementation of operational policies, protocols and guidelines to ensure optimum utilisation of resources and systematic audit of such usage in DXA Scanning.
- Be involved in the initial diagnosis, interpretation of results and follow-up scanning.
- 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 up to date knowledge of clinical, technical and radiographic knowledge in relation to DXA.
- Liaise with other staff on human resource issues as appropriate.
- Take part in routine daily inspection of equipment and Quality Assurance procedures (also applies to general radiography department).
- Report all defects or occurrences which may affect safety (also applies to general radiography department).
- Maintain accurate records of equipment service, maintenance, malfunction, downtime and performance as required and co-ordinate preventive maintenance schedules in accordance with clinical demand.
- Be familiar with and abide by, all Health and Safety Rules and recommendations. Ensure all Hospital policies on infection control, health and safety etc., are complied with and understood by staff.
- Ensure that all Hospital policies and relevant legislation on radiation safety is complied with and understood by staff.
- Promote and maintain a safe environment for staff and patients.

- Support the Consultant Radiologist and Clinical Specialist in the implementation of initiatives aimed at on-going service development and improvement.
- Be professional, co-operative and flexible in line with the needs of the post.
- Carry out any other duties as directed by the Consultant Radiologist.

Radiation Safety Officer:

- Ensure best practice in relation to the Radiation Safety Procedures is undertaken in the hospital.
- Be familiar with and ensure compliance with current radiation safety legislation and other appropriate legislation.
- Ensure adherence to justification procedures.
- Advise on dose optimisation.
- Record and maintain records of regular Quality Control tests.
- Record and audit patient dose information for compliance with DRLs.
- Participate in Clinical Audit, and ensure agreed standards and protocols are in place and adhered to.
- Take responsibility for reporting and managing adverse Incidents relating to medical ionising radiation.
- Attend twice yearly Radiation Safety Committee meetings whose function is to advise the CEO on radiation safety matters.
- Review and update radiation safety procedures as required.

PACS/RIS Support:

Clinical operations:

- Take responsibility for the day-to-day operation of all PACS/RIS issues, including aspects of network operation and system management, back-ups, image optimisation and data management.
- Take responsibility for management of the upload of external images from CD/DVD into PACS and for printing film/creating CDs on request.
- Liaise on an ongoing basis with vendors and their support staff with respect to PACS/RIS and to oversee all vendor activities in conjunction with the appropriate bodies e.g. Purchasing/IT/etc.
- Liaise with all Radiography staff, Consultant Radiologist and Healthcare Assistant staff in all operational matters.

Training/Education:

- Liaise with the Consultant Radiologist (or designate) on the training of staff; ensuring all staff working with the PACS system have relevant ongoing training, including maintenance of accounts and passwords.
- Manage clinical radiology multi-disciplinary meeting requests including upload of imaging studies from external sources to PACS in advance of meetings.

Quality Control:

- In conjunction with Radiology management, develop and implement operating standards, Quality Improvement (QI) policies and procedures relating to PACS/RIS, including daily maintenance/clean-up of RIS and PACS.
- Take on the role of Technical QI Lead in relation to the implementation of the National Radiology QI Guidelines at the NRH.
- Ensure timely reporting to all appropriate departmental, hospital and regional health management groups, including NIMIS user group on all issues relating to PACS/RIS.
- Complete recommended PACS/RIS training course and attend continuing education programs to ensure the level of professional competence is maintained in relation to PACS/RIS.
- Ensure all departmental and hospital protocols are met for operational use of PACS.
- Be accountable for the quality of the service provided including customer service and technical aspects.
- Ensure that best practices are implemented and maintained in the operation of PACS/RIS throughout the hospital.
- Maintain accurate records of equipment service, maintenance, malfunction, downtime and performance as required and co-ordinate preventative maintenance schedules in accordance with demands.

The above list is not inclusive or exhaustive and the post holder would be required to undertake such duties as may be reasonably expected within the scope and grading of the post.

Patient Safety & Quality

The NRH prioritises the delivery of quality and safe patient care under HIQA and other quality standards. It is the responsibility of all staff at all levels to ensure that the highest level of quality services required for each patient is maintained. If you have a concern regarding any issue of patient safety and well-being please bring this to the immediate attention of your manager.

Quality and Patient Safety supports the Health Service to deliver high quality and safe services to patients and service users. The post-holder is responsible and accountable to deliver a quality service that ensures patient safety. The post holder will work within a risk management framework that complies with the Health Information and Quality Authority (HIQA) National Standards and other quality standards as appropriate.

The extent of speed and change in the delivery of health care is such that adaptability is essential for all staff. The post-holder will be required to maintain, develop and enhance the necessary professional knowledge, skills and aptitudes required to respond to a changing situation.

This job description does not contain an exhaustive list of duties, and the post holder may be required to undertake additional responsibilities. It will be reviewed from time to time in order to adapt and develop the role, according to service needs and Hospital policies.

I agree that this position description clearly outlines the specific responsibilities and duties that are to be carried out as part of this role. I also understand that these represent the minimum requirements to perform the duties at the current level.

To be signed by the post holder.

Employee Name: _____

Line Manager Name: _____

Employee Signature: _____

Manager's Signature: _____

Date: _____

Date: _____