

RADIOGRAPHY SERVICES MANAGER 1

Permanent/Full Time

JOB DESCRIPTION

Particulars of Office (Generic)

1. The appointment is permanent and full time.
2. **Salary**
Remuneration is in accordance with the Radiography Services Manager 1 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 or the Single Public Service Pension Scheme will apply to the position. Superannuation contributions at the appropriate rate will be payable in accordance with the provisions of these schemes.
4. **Duties**
The Radiography Services Manager 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 37 hours per week and which may be discharged between the hours of 8.00am and 8.00pm on a Monday to Saturday basis in line with the extended working day/week arrangements and as appropriate to the particular service. You will be required to participate in the Radiography on call service which will require night and weekend work. The appointee may also be required to attend at such other times as are required for the proper discharge of duties including attendance outside normal working hours.
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 70 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.

16. HR Department Privacy / GDPR Policy

In order to carry out its administrative functions the Human Resource Department in the National Rehabilitation Hospital collects and processes personal data relating to individuals, which includes the job applicants and staff of the Hospital. The Human Resources Department takes the confidentiality of all personal data seriously and consequently takes all necessary steps to comply with data protection legislation including the GDPR. The Human Resource Department collects personal data only in order to meet specific lawful purposes, and will retain that data only for so long as necessary. We also ensure that all reasonable technical and organisational security measures are in place to safeguard personal data.

Ordinarily, the Human Resource Department will not pass personal data to any third party except where required by law, or under statutory obligations, or to fulfil a contract of employment or for other legitimate purposes as balanced against the rights and interests of the Data Subject. If you have any concerns about how your personal data is processed, you may contact our Data Protection Officer (dpo@nrh.ie). Please refer to the National Rehabilitation Hospital Human Resources Privacy Policy Document for more information. The Policy Document is available on request from the Human Resources Department.

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JOB DESCRIPTION

Candidates must have at the latest date of application:

1. Professional Qualifications, Experience

- Be registered in the Radiographers Division of the Radiographers Register by the Radiographers Registration Board at CORU.
- Have a relevant BSc qualification in radiography
- At least 6 years fulltime post qualification clinical experience with a minimum of 3 at a senior level
- Post graduate management or healthcare management qualification
- Proven clinical and professional management ability, leadership/ability to lead a team
- Ability to work on own initiative and as part of the inter-disciplinary team
- Excellent communication skills with ability to engage with a variety of stakeholders
- Excellent organisational and time management skills
- Proven change management skills with experience in strategic planning

Annual Registration

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.

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

1. 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.

2. Character

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

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JOB DESCRIPTION

Title: **Radiography Services Manager**

Purpose of the Position:

In conjunction with the Consultant Radiologist, the post holder will be responsible for workload management and the organisation of the Radiology Department to ensure a quality service and the effective use of resources.

The post holder will be an active member of the multi-disciplinary team and will lead, guide and supervise radiographic and other staff to the successful management of the radiography service and support clinical services in new service developments across the wider hospital

Accountable to: Consultant Radiologist, the CEO and hospital management.

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.

RADIOGRAPHY SERVICES MANAGER 1

Permanent, Full time.

Job Description

Overview of the Role

The Radiography Services Manager at the NRH will be responsible for the strategic management and day-to-day operational management of the radiographic service.

Duties include Managerial Responsibilities:

- Provide strategic and clinical leadership which results in the delivery of an effective, efficient, quality assured and patient-centred radiographic service.
- Engage in leadership of a team of skilled staff, creating and promoting healthy working relationships.
- Represent the interests and roles of radiographers and the Radiology Department at Heads of Department level throughout the hospital by participation in meetings and forums at HOD level.
- Have the ability to manage in a rapidly changing environment and a willingness to undertake such additional duties as may be assigned from time-to-time.
- Ensure the optimum and effective use of Radiographers through efficient rostering, skill/grade mix planning, workload measurement and staff deployment, including cover for emergency service, in order to achieve this.
- Monitor staffing levels (including relevant support staff) to ensure adequate manpower levels for safe service delivery.
- Contribute towards the strategic planning of the unit with regard to work rotas, patient scheduling, allocation of work, assignment of areas of responsibility and redeployment of staff when appropriate.
- Investigate and take appropriate action regarding complaints, accidents and incidents.
- Ensure all Standard Operating Procedures, Health and Safety at Work legislation and Ionising Radiation Regulations are understood and complied with.
- Monitor and record equipment performance to include routine service, maintenance, malfunctions and downtime.
- Maintain appropriate staff records including attendance and absence ensuring that the relevant HR and Financial procedures are adhered to.
- Participate in the recruitment, training and supervision of radiography staff and operate grievance and disciplinary procedures.

- Develop the radiography staff team. Motivate radiographers to ensure a consistently high standard of service and identify training / development needs to ensure standards are maintained.
- Promote a culture that values diversity and respect.

Clinical Responsibilities

The Radiography Services Manager will:

- Promote modern standards of clinical care within the department.
- Maintain own clinical skills and practice to a high standard ensuring.
- Attend multi-disciplinary clinical meetings.
- Provide clinical supervision/tutorship as and when required.
- Commit to Continuous Professional Development for self and all radiography staff including competency assessments.
- Provide support, education and mentoring to staff.
- Promote research activity within the department.
- Liaise and co-operate with other disciplines within the hospital.
- Maintain strict confidentiality at all times.

Quality Assurance, Health & Safety

The Radiography Services Manager will:

- Participate in quality assurance and quality control procedures including performance review and external audit.
- Monitor radiographic quality assurance standards within the unit including radiographic technique, customer service and technical aspects.
- Advise on equipment selection, purchase, replacement and upgrading when required and maintain up-to-date knowledge on new developments.
- Comply with the policies, procedures and safe professional practice of the Irish Healthcare System by adhering to relevant legislation, regulations and standards.
- Work in a safe manner with due care and attention to the safety of self and others.
- Be aware of risk management issues, identify risks and take appropriate action.
- 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, EPA Standards, etc. and comply with associated HSE protocols for implementing and maintaining these standards.
- Have a working knowledge of CARF or other appropriate accreditation standards e.g. JCI accreditation standards.

- Support, promote and actively participate in sustainable energy, water and waste initiatives to create a more sustainable, low carbon and efficient health service.
- Lead on inspections by Regulators and Statutory bodies.

Skills, competencies and/or knowledge

The Radiography Services Manager will:

- Demonstrate a high level of clinical knowledge to carry out the duties and responsibilities of the role, including keeping abreast of developing technologies and their likely impact.
- Maintain clinical skills, partake in the clinical workload when required.
- Demonstrate evidence of project management skills encompassing all streams of work appropriate with key objectives / priorities to achieve national, regional and internal milestones and responsibilities.
- Demonstrate the ability to look ahead and forward plan for service developments. Anticipate trends and identify opportunities. Ensure that the learning from new service models and practices influences service planning.
- Demonstrate the ability to design and implement structured policies and systems for the management of service delivery in consultation with key stakeholders.
- Demonstrate a high capacity of responsibility and individual initiative.
- Demonstrate capacity for management responsibility including decision-making.
- Demonstrate an ability to improve efficiency within the working environment and to evolve and adapt to a changing environment.
- Demonstrate the ability to ensure that critical human and material resources are allocated in an effective way, monitors activity levels and intervenes to align resources and maximise efficiencies.
- Demonstrate the ability to build and maintain relationships with key stakeholders and the multidisciplinary team.
- Demonstrate evidence of experience working with multidisciplinary teams at clinic and administrative level.
- Demonstrate an awareness and appreciation of the service user and a commitment to providing a quality service; evidence of ability to empathise with and treat clients, relatives and colleagues with dignity and respect.
- Demonstrate awareness of Quality Focus initiative in line with the hospital's Continuous Quality Improvement Programme.
- Be aware of and adhere to relevant standards policies and legislation for example Health and Safety, Freedom of Information Act 1997, Childcare Act, HIQA Standards.
- Demonstrate effective judgement, decision-making and problem-solving skills.

- Demonstrate effective communication skills including the ability to get a message across fluently and persuasively in a variety of different media – oral, written and electronic.

Specific Responsibilities:

- Liaise with Medical Physics/ Clinical Engineering Department as appropriate
- Implement recommendations in a timely manner
- Oversee contracts related to Radiography equipment and services.

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: _____