



CLINICAL SPECIALIST RADIOGRAPHER

(Ultrasound)

JOB DESCRIPTION

Permanent, Full Time

Particulars of Office

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 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 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 – (for permanent status only)**
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.



CLINICAL SPECIALIST RADIOGRAPHER (Ultrasound)

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JOB DESCRIPTION

1. Qualifications

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

Essential

- Possess an Honours Degree in Radiography or the Diploma of the College of Radiographers.
- Must be registered in the Radiographer's Division by the Radiographers Registration Board maintained at CORU.
- Must have not less than 6 years fulltime post qualification clinical experience
- Possess a recognised postgraduate course in Ultrasound, as recognised by the IIRRT.
- Have no less than 4 years practical clinical experience working in the specialty.
- Experience in all aspects of General Radiography.
- Excellent planning and organisational skills.
- PACS/RIS experience

Desirable

- Qualification in DXA Scanning.
- Experience in the supervision of staff/students.

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.



CLINICAL SPECIALIST RADIOGRAPHER (Ultrasound)

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Job Description

- Title:** Clinical Specialist Radiographer (with responsibility for Ultrasound)
- Purpose of the Position:** To deliver a quality, patient-focused radiographic service and be responsible for the day-to-day Ultrasound service.
- Accountable to:** Consultant Radiologist and Radiography Services manager.
- 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
Radiography Services Manager.
Radiography Staff Members
Members of other departments of the hospital as required.



CLINICAL SPECIALIST RADIOGRAPHER (Ultrasound)

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Job Description

Overview of the Role

The Radiology Department provides a service to both Inpatients and Outpatients. In addition to ultrasound, it includes General Radiography and DXA. The holder of this post will work as a member of the Radiology Department and multi-disciplinary teams, providing a high-quality Ultrasound service to patients in accordance with professional standards of practice. The post holder must be able to manage in a changing environment and be willing to undertake such additional duties within the NRH, as may be assigned from time to time.

Duties include:

- Utilising specialist knowledge of General Abdominal, Pelvic and small parts ultrasound in addition to sonovenography in provision of the ultrasound service.
- Demonstrate a high level of clinical expertise, knowledge and evidence-based practice in ultrasound during delivery of the ultrasound service.
- Engage in leadership when required to do so, creating and promoting healthy working relationships. Provide strategic and clinical leadership which results in the delivery of an effective, efficient, quality assured and patient centred Ultrasound service.
- Be accountable for the quality of the service provided.
- Manage patient care to ensure the highest professional standards using an evidence based, care planning approach.
- Contribute to the development and implementation of operational policies, protocols and guidelines to ensure optimum utilisation of resources and systematic audits of such usage.
- Liaise closely with the Radiography Services Manager, Consultant Radiologists and other staff members as appropriate to ensure the smooth running of the service.
- Report all operational issues to Radiography Services Manager.
- Contribute to the preparation of plans for the service and monitor and report on their implementation. Implement and maintain accurate information systems for clinical data in accordance with hospital standards.
- Provide practical instruction for students and other health care professionals.

- Responsible for documentation and investigation of any complaint.
- Document appropriately and report any near misses, hazards and accidents and bring them to the attention of the relevant person.
- Advise on equipment selection, purchase, replacement and upgrading when required and maintain up-to-date knowledge on new developments.
- Demonstrate evidence of effective planning and organising skills including awareness of resource management and importance of cooperation with other Departments.
- Ensure a good working knowledge of the PACS/RIS system to ensure an effective workflow.

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 RSM/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.
- Contribute to the development and implementation of operational policies, protocols and guidelines to international best practice and standards.
- 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 ultrasound 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 the required training sessions in a timely fashion.
- 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
- Take part in on-call services as required.
- Participate in all aspects of work carried out in the Department with specific responsibility for Ultrasound.
- Assisting the radiologist and other radiography staff when required.
- To always follow departmental protocols and procedures.
- 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.
- 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:

Ultrasound:

- Take primary responsibility on a day-to-day basis for the Ultrasound service and the effective utilisation of allocated resources,
- Be accountable for the quality of the service provided.
- Advise on Patient scheduling and referral lists to ensure optimum usage of ultrasound facilities.
- Maintain up to date knowledge of clinical, technical and radiographic knowledge, professional developments and promote awareness of new developments in ultrasound.
- Ensure radiographers in ultrasound adhere to best practice guidelines.
- Initiate and take part in clinical audit.
- Liaise with the RSM regularly to ensure the effective operations of the ultrasound service.
- Advise on equipment selection purchase, replacement or upgrading and be aware of the Health Service Executive (HSE) Procurement policy
- 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).
- Promote and maintain a safe environment for staff and patients.

- Support the Consultant Radiologist, RSM and other radiography staff 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 RSM.

Health & Safety:

- 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 and ultrasound safety is understood by staff and complied with.
- Implement and maintain a quality assurance programme for the Department.
- Have a working knowledge of HIQA Standards as they apply to the role.
- Contribute to risk assessment and identify any risks and take appropriate action

Training/Education:

- Maintain, enhance, and develop knowledge, skill and aptitudes necessary to respond to changing clinical profile of patients, hospital/service developments and legal requirements such as registration.
- Be willing to learn. Actively participate in professional development through self-learning, formal courses, formal and/or informal on the job training.
- Provide peer support when necessary. Participate in mandatory training programmes
- Engage in performance review with his/her manager
- Identify teaching/learning/audit/opportunities within the department for themselves/others

Quality Control:

- Participate in providing department audits and statistics.
- Cooperate with Risk Management Programmes, Safer Better Healthcare Standards Implementation Process, the implementation of other HIQA guidelines and recommendations, and with Health & Safety Programmes and other programmes & processes as deemed relevant.
- To attend staff meetings and to collaborate with radiography staff for new and ongoing department initiatives.
- Maintain accurate records of equipment service, maintenance, malfunction, downtime and performance as required and co-ordinate preventative maintenance schedules in accordance with demands.

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 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

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: _____