



## **RADIOLOGY HEALTH CARE ASSISTANT IN REHABILITATION**

### **Particulars of Office**

1. The appointment is 0.6 WTE, Permanent and pensionable.

For some recruitment competitions a panel of successful candidates may be formed as a result of the interviews. Candidates who obtain a place on the panel may, (within the life of the panel), be considered for subsequent approved vacancies. Candidates are placed on a panel in order of merit. A panel is typically live for 12 months.

### **2. Salary**

Remuneration is in accordance with the salary scale approved by the Department of Health Current scale. These particulars are subject to change in line with overall public pay policy. Shift allowance is not applicable for this post. Salary is in accordance with the Department of Finance guidelines.

### **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 Radiology Health Care Assistant in Rehabilitation will perform such duties as are outlined in the attached Job Description.

### **5. Hours of Work**

The normal hours of work associated with the 0.6 WTE post are 24 hours per week usually discharged between the hours of 8.30 am and 5.00 pm Wednesday to Friday.

You will be required to work the agreed roster advised to you by your line manager. Flexibility on hours of attendance in response to service needs will be a requirement. Any work outside the normal hours must be authorised by the Head of Department/ Line Manager or their deputies.

### **6. 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 1<sup>st</sup> 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.

## **7. Annual leave**

Annual leave and public holidays are granted in accordance with the provision of the Organisation 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. Annual leave accrued must be taken within the duration of the contract or calendar year and as agreed between the post holder and the Head of Department.

## **8. Sick Leave**

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

## **9. Termination of office**

The employment may be terminated at any time by four weeks' 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.

## **10. 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-verify employees at any future point, as deemed appropriate by Hospital Management.

## **11. Confidentiality and Data Protection**

In the course of your employment you must meet the requirements of the Data Protection Act and General Data Protection Regulation (GDPR) at all times. You may have access to or hear information concerning the medical or personal affairs of patients and/or staff, organisational or other health services business. Such records and information are strictly confidential and unless acting on the instructions of an authorised 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 unauthorised person can obtain access to them and must be kept in safe custody when no longer required. Breaches of confidentiality can result in disciplinary action, which may involve dismissal.

## **12. Hygiene and Infection Control**

During the course of employment staff are required to ensure that the hospital's hygiene and infection control policies, procedures and guidelines are adhered to at all times. All employees have responsibility to prevent transmission of infection and to support the NRH's commitment to preventing and controlling Healthcare associated infections (HAI) All employees have responsibility to adhere to and implement 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 Health Care associated infection.

### **13. 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. All members of staff have a duty to safeguard and promote the welfare of vulnerable adults, children and young people in all relevant areas of their work. This will include timely attendance at relevant training events and compliance with the National Rehabilitation Hospital Vulnerable Adults and Children Safeguarding Procedures.

Employees are required to abide by the hospital's code of behaviour and the code of practice as defined by their relevant professional body.

### **14. 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.

### **15. Diversity, Equality and Promoting Dignity at Work**

Equality and Diversity are at the heart of the National Rehabilitation Hospital values. As an Equal Employment Opportunity Employer, the NRH is committed to promoting an environment free from discrimination and harassment in accordance with the Employment Equality Acts 1998 and 2004.

### **16. NRH Influenza (flu) Vaccination Programme**

As a health-care provider, we have a professional and ethical obligation to protect our patients. The NRH offers the influenza (flu) vaccinations for all staff, including all contracted, agency and temporary employees, students and volunteers.

### **17. 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.



## RADIOLOGY HEALTH CARE ASSISTANT IN REHABILITATION

### 1. Eligibility Criteria

	<b>Requirements</b>	<b>Advantageous</b>
	The candidate must, on the latest date for receiving application for the position, possess the following Essential Requirements necessary for the safe and effective performance in the role:	The candidate, on the latest date for receiving application, may possess the following Advantageous Criteria, and where available, would contribute to immediate performance in the role:
<b>Education and Qualifications</b>	<ul style="list-style-type: none"> <li>Hold a QQI Level 5 qualification or comparable relevant equivalent qualification of at least level 5 on the National Qualifications Framework maintained by Qualifications and Quality Ireland, (QQI) specifically Health Care Assistant.</li> </ul>	<ul style="list-style-type: none"> <li>Basic skills to be able to use computer technology effectively.</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>Experience working as a Health Care Assistant.</li> <li>Previous administration/clerical experience.</li> <li>Demonstrates evidence of experience of working in a rehabilitation environment in a hospital setting.</li> <li>Demonstrates evidence of experience of working with patients in a Health or Caring Service.</li> </ul>	<ul style="list-style-type: none"> <li>Be currently employed in the public health care system as a health care assistant without a Health Care Support at QQI L5 and will be willing to undertake the Health Care Support QQI L5 to include a Rehabilitation Module.</li> </ul>
<b>Professional Knowledge:</b>	<ul style="list-style-type: none"> <li>Basic Life Support / CPR, as a Health Care provider, required as part of the induction process.</li> <li>Ability to apply theoretical knowledge and understanding of the role to competently carry out each task.</li> </ul>	<ul style="list-style-type: none"> <li>Clear knowledge and understanding of how rehabilitation applies/integrates into role.</li> </ul>

<b>Communication Skills:</b>	<ul style="list-style-type: none"> <li>• Demonstrates basic English competency skills.</li> <li>• Being numerate and literate</li> <li>• Communicates effectively and work collaboratively both orally and in writing</li> <li>• Demonstrates ability to listen effectively</li> </ul>	<ul style="list-style-type: none"> <li>• Having basic information and communication technology skills</li> </ul>
<b>Planning and Organising Skills:</b>	<ul style="list-style-type: none"> <li>• Demonstrates evidence of effective planning, organisation and delivery of tasks, paying particular attention to meeting the needs of patients</li> <li>• Demonstrates flexible approach to work</li> <li>• Demonstrates ability to source and organise information effectively</li> </ul>	
<b>Teamwork:</b>	<ul style="list-style-type: none"> <li>• Demonstrates ability to work within an interdisciplinary team to support patients.</li> <li>• Demonstrates a willingness to embrace change initiatives and promote a positive working environment in a rapidly changing service</li> </ul>	
<b>Patient/ Customer Focus</b>	<ul style="list-style-type: none"> <li>• Demonstrates ability to work in a patient focussed environment</li> <li>• Demonstrates understanding of and use of appropriate health and safety practices</li> </ul>	
<b>Self and Professional Development</b>	<ul style="list-style-type: none"> <li>• Demonstrates ability to take responsibility for one's own learning and progress</li> <li>• Willing to maintain competency in all areas by contributing to and attending training</li> <li>• Demonstrates an ability to reflect on and evaluate the quality of own learning and achievement</li> </ul>	
<b>Initiative</b>	<ul style="list-style-type: none"> <li>• Demonstrate a high level of initiative towards all areas of their work to ensure effective delivery and running of day-day service.</li> </ul>	
<b>Problem Solver</b>	<ul style="list-style-type: none"> <li>• Demonstrates ability to problem solve</li> </ul>	

## **2. Health**

Candidates or any person holding the office must be fully competent and capable, 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. Defects reported as a result of this examination must be remedied 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.



## RADIOLOGY HEALTH CARE ASSISTANT IN REHABILITATION

### JOB DESCRIPTION

Job Title:	Radiology Health Care Assistant in Rehabilitation.
Purpose of the Position:	To work as an active member of the Interdisciplinary Team providing support and assistance to deliver an effective radiology service within the rehabilitation programme following the patients journey in accordance with the mission, values, policies and standards of the National Rehabilitation Hospital.
Reporting Relationship:	When working in Radiology, the post holder will work independently under the direction and regular supervision of the Radiographers and report to the Radiography Services Manager (RSM).
Accountable to:	The post holder will be accountable to; The Radiography Services Manager, the Patient, Public and their employer.
Key Working Relationships/ Liaison/Communication:	Patients, their family and/or carers, working as a member of the Interdisciplinary team including Nursing, Medical and Therapists and all other professionals and teams with the NRH as required, members of the public, Community Staff, external agencies as required.
Location	The post holder may be located/rotated throughout the hospital based on service need. While the role will predominantly involve working in the radiology department within the hospital setting the post holder may be require to travel to or escort patients to other settings.



## **HEALTH CARE ASSISTANT IN REHABILITATION**

### **National Rehabilitation Hospital**

The National Rehabilitation Hospital to provide high quality care and treatment to patients irrespective of background or status, on the basis of need.

Our vision: The hospital, in partnership with the patients and families, endeavours to achieve health and social gain through effective treatment and education of patients who, following illness or injury, require dedicated interdisciplinary rehabilitation services.

Our values: The hospital aims to achieve this in a manner that is equitable and transparent in its service delivery, sensitive and responsive to those availing of its services and supportive of the staff entrusted.

### **Overview of the Role**

The Radiology Health Care Assistant in Rehabilitation will:

- Work as an active member of the Radiology Team, providing nursing support, clinician assistance to assess, plan and deliver Rehabilitation the Radiology service to patients.
- Work under the direction of qualified staff in the performance of a variety of tasks and use own initiative, to support the efficient running of the Hospital, which includes time management.
- Work with patients to maximise comfort and care.
- Ensure required paperwork, stock and equipment are maintained, reviewed and ordered to facilitate service delivery with patients.

### **General Accountability**

1. The post holder must adhere to and demonstrate behaviour consistent with the Mission, Vision and Values and objectives of the NRH.
2. The post holder is accountable for their actions in the delivery of patient care for which they have been trained.
3. Everyone should be treated with dignity and respect and works towards a Positive Working Environment. The post holder must ensure practice is reflective of this.
4. The post holder must be cognisant of and comply with all relevant NRH policies, procedures and guidelines. All staff when working offsite, are bound by NRH policies and procedures.



5. All staff must undertake competency assessment with their manager at least every 12 months. The job description will be reviewed as part of the annual competency process and will be used as the basis of setting objectives. Once performance/training objectives have been set, the staff member's progress will be reviewed on a regular basis so that new objectives can be agreed and set, in order to maintain progress in the service delivery.
6. All staff must attend and participate in all training and development programmes required, achieving and maintaining competency in all areas identified as part of an ongoing personal professional development.
7. In line with the Public Health (Tobacco) (Amendment) Act 2004, smoking within the Hospital buildings and vehicles is not permitted.
8. In line with the Safety, Health and Welfare at Work Act, 2005 all staff must comply with all safety regulations, requirements and audits.
9. The postholder will represent the profession and organisation both at work and outside the hospital, in a positive manner.
10. Postholder will exercise good time management skills, punctuality and consistent reliable attendance, through prioritisation of tasks and reprioritisation of clinical and administrative tasks throughout the day based on urgency of need.
11. Postholder will correctly and accurately complete appropriate written/electronic documentation, records and statistics in a concise, accurate and timely manner in line with NRH policies, procedures and practices.
12. The NRH is making increased use of computer technology. The majority of employees (both clinical and non-clinical) should expect to use automated information systems in their work (including but not limited to email, electronic health records) in order to improve quality and co-ordination of services, and to enable faster and more certain communication within the NRH. Necessary training will be provided.
13. Postholder will maintain NRH Dress Code Policy expectations.

## **Principal Duties and Responsibilities**

The Radiology Health Care Assistant in Rehabilitation will:

### **(1) Maintain provision of quality of care**

- Provide quality care to patients in a sensitive and respectful manner.
- Respond professionally, timely and sensitively to patient needs including concerns, potential or actual injury, and/or distress of all patients, visitors, and staff in a timely manner.
- Work as a member of the Interdisciplinary Team to assist in the rehabilitation of patients, following them on their journey ensuring optimum cognitive, social, emotional, physical and functional recovery, ensuring that rehabilitation goals, strategies, programmes and procedures are implemented and reinforced throughout the 24 hour period.
- Assist in maintaining morale by effectively communicating and talking, engaging and working with patients on a daily basis.
- Provide and receive complex and sensitive information from patients, professionals and other agencies on a daily basis.
- Communicate with colleague to ensure sufficient time through competent planning and organisational skills, being responsible for and managing own workload and focusing on providing quality care to the patient.
- Deliver an appropriate programme of rehabilitation to patients as prescribed by the relevant team member acting upon adjustment or modification specified by the relevant therapist.

### **(2) Ensure Patient Safety**

- Ensure the safety of patients, visitors and staff at all times.
- By understanding and adhering to current standards of practice for Health Care Assistants.
- By reporting to duty on time.
- Assisting mobile, but disorientated, patients to navigate safely around the Hospital.

### **(3) Maintains Effective Working Relationships in the Interdisciplinary Team**

- Works as an effective member of the Interdisciplinary Team.
- Demonstrates knowledge of the organisational structure through compliance with reporting and accountability relationships to communicate issues and concerns regarding patient care.
- Prioritises own workload organising care effectively and efficiently, both independently and by seeking guidance from relevant professionals regarding clinical and other priorities.
- Participates in team problem-solving methods.
- Demonstrates positive conflict resolution skills with all IDT.

- Attends and participates in staff meetings, handover, assigned meetings including IDT conferences, committees and other IDT activities and recommends suggestions for improvement.
- Participates in development, implementation, and evaluation of resident care plans.
- Patients Family and Visitor complaints to be directed to the appropriate senior staff/manager.

#### **(4) Maintains Personal Professional Knowledge, Training, Development and Skills**

- Holds a QQI Level 5 qualification or comparable relevant equivalent qualification of at least level 5 on the National Qualifications Framework maintained by Qualifications and Quality Ireland, (QQI).
- Completes training requirements to maintain competency and capability.
- Understands a range of clinical and non-clinical information relation to patient care and rehabilitation.
- Identifies professional education and learning needs.
- Works as an active member of the Interdisciplinary Team, together with the patient and family, contributing to the rehabilitation programme of patients.
- As a member of the Interdisciplinary Team, incorporate up-to-date techniques and evidence based practice into work.
- Demonstrates knowledge, skill and appropriate usage of equipment according to instructions as requested by team members.
- Shares new knowledge and learned skills with IDT members.
- Attends and participates in staff meetings, Daily Handover, Huddle and assigned meetings as required including IDT conferences, committees and other development activities such as Grand Rounds to improve knowledge, skill, and competency.
- Participates at an appropriate level in committees, projects, audits, data analysis and other performance improvement activities.
- Maintains accurate, comprehensive and up to date documentation, in line with legal and organisational requirements, undertaking clerical duties as required.
- Facilitates knowledge of new staff member staff members and students.

### **Specific Duties and Responsibilities**

#### **General Duties**

- To support the Clinical team in the provision of a continuing supportive service to patients and their families.
- To bring to the attention of the Department Manager or other nominated supervisor any areas of concern or requiring attention within the department.
- To contribute to a welcoming atmosphere and an environment of dignity and respect for all.
- To do light housework and to ensure a high standard of hygiene in the department.
- To provide ongoing daily support to the multidisciplinary team.

- To burn images onto CD'S when appropriate e mail requests received.
- To print and deliver both in and out patient reports.
- To escort patients to the required destination within the hospital.
- To assist in patient throughput and workflow in the Department.
- Undertake COVID screen with patients and attendees by telephone when required.
- To assist in preparing patients and assisting where necessary during examinations.
- To provide administration support within the Department as required by the Department Manager or designate, including entering data in NIMIS and PAS as required, e.g. arriving patients to the department.
- Ordering of consumable and supplies for the Department.
- Ensuring a clean and hygienic working environment and ensuring accurate and accessible records of same are kept and maintained/audited.
- Checking of equipment and recording of faults.
- Maintain and update equipment register including clinical cleaning records i.e. trollies, clinical rooms, x-ray, ultrasound and DXA equipment etc.
- Undertake and report XVEA audits (hygiene/health & safety) in a timely fashion.
- Attend staff meetings and contribute constructively to the smooth running of the unit.
- Contribute to the maintenance of updating of patient/client documentation
- Contribute to patient care by carrying out basic reception/phone cover as and when required.
- To manage deliveries and/orders to the Department, appropriate ordering of stock from stores and Codex. Ensure that stock/supplies are maintained in areas as applicable.
- Collaborating with other healthcare staff.
- Liaise with all members of the multi-disciplinary team creating an efficient, safe and friendly environment for care delivery.
- Communicate effectively with patients taking into account their differing levels of ability to understand their condition.
- Complete records/audits accurately and in a timely fashion.
- Participate in and contribute to the team including handovers and meetings.
- Respect diversity within the team.
- Participate in activities to support the care of patients e.g. stock and supply management.
- Assist with and accompany patients to other departments within the hospital, where appropriated.
- Assist patients with achieving or maximising independence where applicable.
- Ensure patient confidentiality at all times.

#### **Daily Duties:**

- Check the internal post box daily.
- Prepare rooms for x-ray, ultrasound or DXA.
- Ensure portable x-ray machine is fully charged.
- To ensure clients are registered on RIS on arrival.
- To ensure all examination rooms are tidy and clean.
- Ensure safe transfer of patients onto the x-ray table or DXA scanner.

- Weigh patient's wheelchairs on request.
- To ensure adequate supply of stocks on trolleys.
- To deliver all in and out patient reports appropriately.
- To assist during any radiological examination to ensure the care and comfort of all patients.
- Attend staff meetings and contribute constructively to the smooth running of the Department.
- Contribute to the maintenance of updating of patient documentation.
- Contribute to patient care by carrying out basic reception/phone cover as and when required.
- Carry out duties in such a way as to underpin the care provided by the Department.
- Assist patients with dressing and grooming in accordance with individual preference.
- Ensure patient environment is clear and free of clutter.
- Assist patients with mobilization.
- Assist with and accompanies patients to other departments within and outside the hospital, where appropriated.
- Assist patients with achieving or maximising independence where applicable.
- Ensure patient confidentiality at all times.
- Ensure after the last patient each day all tables, mattresses, pillows, probes, roll-on boards, sliding boards and the portable machine are cleaned.
- Detector batteries are to be charged overnight/all equipment is to be shut down and turned off.
- Cross cover in other departments as required

### **Quality & Safety**

- Support the implementation and evaluation of quality standards and improvement initiatives.
- Work within own role, adhering to current legislation, policies, procedures protocols and guidelines.
- Undertake assigned duties under the direction of a registered nurse/allied health professional in such a way as to ensure that care is of a high standard
- Report all complaints in accordance with service policy.
- Ensure all actions support the enhancement of a person-centred service and a person-centred culture within the team.
- Co-operate with quality reviews/service evaluations and assist with the implementation of any necessary corrective action.

### **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.

- Adhere to all patient security policies for the health service.

- Maintain a safe and healthy environment for one's own self and others in accordance with infection control policies and procedures.
- Be familiar with and adhere to all waste management policies and procedures.
- Be familiar with the requirements stated within the Risk Management Strategy and comply with the Hospital Risk Management Incident/Near Miss Reporting Policies and Procedures.
- Comply with hygiene services requirements in area of responsibility. Hygiene Services incorporates environment and facilities, hand hygiene, catering, cleaning, the management of laundry, waste, sharps and equipment.
- Take reasonable care for his or her own action and the effect this may have upon the safety of others.
- Foster and support a quality improvement culture in relation to hygiene services.
- Be responsible for Quality and Risk Management, Hygiene Service and Health and Safety that will be clarified to you in the induction process and by your line manager.
- Co-operate with management, attend Health and Safety related training and not undertake any task for which they have not been authorised and adequately trained.
- Bring to the attention of your Line Manager any perceived shortcoming in the safety arrangements or any defects in work equipment.
- Adhere to hygiene/decontamination standards for patient equipment and maintain a safe environment.
- Comply with hygiene services requirements in area of responsibility. Hygiene Services incorporates environment and facilities, hand hygiene, catering, cleaning, the management of laundry, waste, sharps and equipment.
- Take reasonable care for his or her own action and the effect this may have upon the safety of others.
- Foster and support a quality improvement culture in relation to hygiene services.
- Be responsible for Quality and Risk Management, Hygiene Service and Health and Safety that will be clarified to you in the induction process and by your line manager.
- Co-operate with management, attend Health and Safety related training and not undertake any task for which they have not been authorised and adequately trained.
- Bring to the attention of your Line Manager any perceived shortcoming in the safety arrangements or any defects in work equipment.
- Adhere to hygiene/decontamination standards for patient equipment and maintain a safe environment.

### **Education & Training**

- Attend induction and mandatory in-service education.
- As directed participate in the induction of new staff.
- Maintain continuous personal professional development and participate in team based development, education, training and learning.
- Participate in appraisal and the development of a personal development plan in conjunction with his / her line manager.
- Ensure that knowledge and skills are updated to maintain safe standards of care for patients.

- Participate in performance achievement in the development of a personal development plan in agreement with the Radiography\
- Services Manager or team leader or supervisor or designated officer.
- Seek opportunities to engage in reflection.
- Participate in in-service educational and training programmes and avail of other learning activities, as requested, to maintain/develop competence.
- Is familiar with the relevant Organisational Policies Procedure and Standards and attend training as appropriate in the following areas:
  - Continuous Quality Improvement Initiatives
  - Document Control Information Management Systems
  - Risk Management Strategy and Policies
  - Infection Control, Hygiene Related Policies, Procedures and Standards
  - Decontamination Code of Practice
  - Post Covid Infection control Policies
  - Safety Statement, Health & Safety Policies and Fire Procedure
  - Data Protection and confidentiality Policies
  - Children First guidelines
  - National Standards

**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 Act, 2005 all staff must comply with all safety regulations and audits.
- In line with the Public Health (Tobacco) (Amendment) Act 2004, smoking within the Hospital Building is not permitted.
- Hospital uniform code must be adhered to.
- Present to work wearing the agreed attire and identification, having regard to the highest standard of attire and personal hygiene.
- Provide information that is timely and accurate that needs service need.
- The post holder will be expected to work in all areas within the service and through the 24 hours period.
- To support, promote and actively participate in sustainable energy, water and waste initiatives to create a more sustainable, low carbon and efficient health service.

## **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.*

	<b>Signature</b>	<b>Date</b>
<b>Post Holder</b>		
<b>Radiology Services Manager</b>		