Role Profile

Role Title: Clinical Specialist Radiographer - Research Magnetic Resonance Imaging

Purpose of the Role: The Clinical Specialist Radiographer is responsible for the day-to-day management of the Research MRI service delivery at the Centre for Advanced Medical Imaging (CAMI), St. James’s Hospital.

Department/Directorate: Centre for Advanced Medical Imaging (CAMI)

Reports to: Radiographic Services Manager

Key Direct Reports: Senior Grade Radiographers and Basic Grade Radiographers

Grade: Clinical Specialist Radiographer

Salary Scale: €49,591 – €58,758

Job Reference Number: 28444/15

Enquiries To: Ms. Suzanne Dennan, Radiographic Services Manager, Ext: 2762, Email: sdennan@stjames.ie

Closing Date: Friday, 10th April, 2015

Key Duties and Responsibilities

General

- Provide management support and leadership in the CAMI Research MRI Department.
- Ensure the delivery of an efficient and caring Research MRI service to patients.
- Ensure the comfort of patients in the Research MRI Department.
- Provide patients with empathy and emotional support.
- Ensure that best practice and quality service principles are adhered to on a daily basis.
- Supervise and organise work as appropriate.
- Supervise and maintain patient and service records.
- Contribute to the development and implementation of operational policies, protocols and guidelines.
- Participate in planning and development of the Research MRI service in conjunction with other staff as appropriate.
- Supervise the appointment system to ensure good workflow practices.
- Ensure that appropriate screening procedures are adhered to.
- Report and investigate the following as appropriate:
  1. Complaints from patients.
  2. Accidents involving staff, patients or members of the general public.
  3. Damage to equipment.
- Promote and maintain a safe environment for patients and staff.
- Liaise on an on-going basis with Radiographic Services Manager to ensure smooth running of the Department.
- Any other duties as assigned by the Radiographic Services Manager.

Professional

- Responsible for the supervision of all specialised work in the Research MRI Department at CAMI.
- Identify training needs of new staff in equipment and procedures specific to MRI.
- Responsible for the training of all Radiographers and other staff as appropriate. Inform the Superintendent Radiographers of the progress of each Radiographer throughout their training.
- Contribute to the development of the Research MRI service at CAMI.
- Participate in and support role extension as appropriate.
- Prepare and review protocols for procedures. Ensure they are available to Radiographers.
- Participate in the production and review of patient information material, e.g., patient information leaflets, patient information on the Hospital internet / intranet etc.
- Ensure appropriate infection control measures are utilised where necessary.
- Be skilled in the performance of intravenous cannulation and the operation of the automatic injector.
- Maintain an up to date knowledge of radiographic, technical, safety and where appropriate clinical developments in MRI and promote awareness of new developments.
- Participate in research projects, clinical audit and service development initiatives.
- Adhere to the Professional Code of Conduct for Radiographers.

**Quality Assurance**
- Assist in the development and maintenance of a Quality Assurance Programme.
- Ensure all equipment is in good working order and cleaned as appropriate.
- Highlight and report equipment faults and problems to appropriate personnel.
- Supervise all ancillary equipment.
- Maintain all protective equipment.
- Ensure that good MR safety practices are observed for staff and patients.

**Communication/Working Relationship**
The post involves a high level of communication with staff inside the Radiology Department and also throughout the Hospital and other Hospitals. The Clinical Specialist Radiographer also has a key role in dealing with patients and patients’ relatives and family to address concerns and solve problems.

**Academic/Professional Qualifications and/or relevant Experience**

**Required:**
(a) Possess a Degree in Radiography or the Diploma of the College of Radiographers*

or

(b) Possess a qualification at least equivalent to (a) above*

and

(c) Possess a recognised postgraduate qualification in MRI and 3 years clinical experience in MRI

or

(d) Have not less than six years clinical experience in MRI

* Applicants are required to register with the Radiographers Registration Board of CORU, the Health and Social Care Professionals Council.

**Desirable:**

Experience in the supervision of staff
### Technical/Clinical Competencies

**Required:**
- Radiographic skills to provide a comprehensive service to patients in MRI
- Working knowledge of MR safety guidelines
- Practical application of best practice guidelines and protocols in MRI
- Teaching skills to provide in-house training to Radiographers in MRI
- IT skills

**Desirable:**
- Basic life support

### SJH Behavioural Competencies (From the Competency Framework, please list the relevant behavioural competency, the level required (level 1, 2 or 3) and the descriptors that are most relevant for the role)

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<tr>
<th>Competency</th>
<th>Level Required</th>
<th>Appropriate Descriptors</th>
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<tbody>
<tr>
<td><strong>Required</strong></td>
<td></td>
<td>The following “Descriptors” are a further clarification of the behaviour required. Candidates will be assessed in detail at the Interview Stage.</td>
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<tr>
<td>Continuous Learning and Development</td>
<td>2</td>
<td>- Demonstrates application of theory to practice; persuades others in this regard&lt;br&gt;- Is self-directed in terms of learning and professional development&lt;br&gt;- Provides constructive feedback to team members&lt;br&gt;- Organises and structures environment to facilitate learning</td>
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<td>Quality Service</td>
<td>2</td>
<td>- Utilises research and evidence based practices when providing services&lt;br&gt;- Shows resourcefulness, flexibility and initiative in difficult situations&lt;br&gt;- Understands and respects the rights of service-users&lt;br&gt;- Demonstrates compassion and consideration for hospital patients at all times</td>
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<td>Communication</td>
<td>Up to 2</td>
<td>- Actively listens, accurately reflecting back what was heard&lt;br&gt;- Keeps key people informed, sharing information in a timely and open manner&lt;br&gt;- Facilitates two-way communication between conflicting parties&lt;br&gt;- Clearly and confidently articulates ideas and opinions and their underlying rationale</td>
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- **Team Player**
  - Up to 2
  - Is open and approachable to discuss issues
  - Utilises team strengths and attributes in achieving goals
  - Encourages input from all team members
  - Helps others; proactively takes on different roles according to the needs of the team

- **Problem Solving and Decision Making**
  - 2
  - Able to act quickly to address urgent matters
  - Demonstrates lateral thinking to generate non-obvious solutions to problems
  - Consults with others to improve decision-making
  - Grasps how all decisions (both big and small) might affect other colleagues/customers, departments or the hospital

- **Leadership Potential**
  - Up to 2
  - Shows strong initiative; can work outside of standard protocol when necessary
  - Leads by example – engenders trust and respect from others
  - Is energetic; has a positive “can-do” attitude
  - Can be directive without being dictatorial, i.e. can delegate effectively

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**Proficiency in the English language**
A level of proficiency in the English language is a requirement of all roles within St. James’s Hospital. Proficiency in spoken English is assessed during the interview process.

**Particulars of Office**
1. The appointment to this post will be wholetime, temporary & pensionable.
2. Annual Leave allowance is 28/30 days. Please note that annual leave allowances may be amended in line with directives from the Department of Public Expenditure and Reform in accordance with the Standardisation of annual leave and related allowances in the public sector.
3. The person appointed must not give less than one month’s notice, in writing, of intention to resign.
4. Normal working hours will be 37 hrs.
5. You will be required to work the agreed roster / on call arrangements advised to you by your line manager. Your contracted hours of work are liable to change between the hours of 8.00am - 8pm over seven days to meet the requirements for extended day services in accordance with the terms of the Framework Agreement.

**General Conditions**
1. The Hospital Board will not be responsible for the loss or theft of personal belongings.
2. Fire orders must be observed and staff must attend fire lectures annually.
3. All accidents within the department must be reported immediately.
4. In accordance with the “Safety, Health and Welfare at Work Act 2005”, all staff must comply with all safety regulations.
5. St James Hospital will be a smoke free Campus. Smoking will not be permitted on Hospital grounds.

**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 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 persons can obtain access to them and must be kept in safe custody when no longer required.

**Health:**

A candidate for and any person holding the office must be fully competent and capable of undertaking the duties attached to the office and be in a state of health such as would indicate a reasonable prospect of ability to render regular and efficient service.

**Infection Control & Hygiene**

It is the responsibility of all staff across the hospital to ensure that infection control and hygiene standards are adhered to and maintained at all times.

**Recruitment Process**

- Approval to Hire (VAF process)
- Hiring Manager – Role Profile
- Advertising
- Application Process (Standard Application Form)
- Shortlisting of Candidates will be based on information provided in Standard Application Form
- Interview Process
- All applicants who move to the 2nd stage of the Selection process (i.e. post interview) will be subject to Reference Checking X 2, Self Declaration, Garda Clearance and Occupational Health Screening (Questionnaire)
- All external successful candidates who take up appointment will be required to attend a 1 week Mandatory Induction Programme.

**For External Applicants:**

The Application Form is available under Allied Health Care Professional Posts section of Careers webpage. Alternatively, please contact the Human Resources Directorate for an application form, Ph: 01 4162559 or Email: humanresources@stjames.ie. Please note closing date **Friday 10th April 2015** no later than 5 p.m. for receipt of completed application forms. C.V.s will not be accepted.

*A panel may be formed from which future vacancies will be filled*

St. James’s Hospital is an Equal Opportunities Employer