**Radiographer, Senior (Sonographer)**

**Job Specification & Terms and Conditions**

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| **Job Title, Grade Code** | Radiographer, Senior (Sonographer) (Grade Code: 3107) |
| **Remuneration** | The salary scale for the post as of **01/03/2025** is: 57,309 59,463 61,727 64,032 66,363New appointees to any grade start at the minimum point of the scale. Incremental credit will be applied for recognised relevant service in Ireland and abroad (Department of Health Circular 2/2011). Incremental credit is normally granted on appointment, in respect of previous experience in the Civil Service, Local Authorities, Health Service and other Public Service Bodies and Statutory Agencies. |
| **Campaign Reference** | G9855 |
| **Closing Date** | Friday 6th June 2025 at 10am via Rezoomo only. |
| **Proposed Interview Date (s)** | Interviews will be held as soon as possible after the closing date. Candidates will normally be given at least one week’s notice of interview. The timescale may be reduced in exceptional circumstances. |
| **Taking up Appointment** | A start date will be indicated at job offer stage. |
| **Location of Post** | Radiology Department, Galway University Hospitals, HSE West & North West.There is currently one permanent whole-time vacancy available in Galway University Hospitals.A panel may be formed as a result of this campaign for Galway University Hospitals from which current and future, permanent and specified purpose vacancies of full or part-time duration may be filled.  |
| **Informal Enquiries**  | We welcome enquiries about the role. Contact Ms. Susan Coyle, Radiography Services Manager 3**Email:** susan.coyle1@hse.ie**Tel:** (091) 542630 for further information about the role. |
| **Details of Service** | The West and North West region provides acute and specialist hospital and community services to the West and North West of Ireland – counties Galway, Mayo, Roscommon, Sligo, Leitrim, Donegal and adjoining counties.The region comprises of 7 hospitals across 8 sites:* Letterkenny University Hospital (LUH)
* Mayo University Hospital (MUH)
* Portiuncula University Hospital (PUH)
* Roscommon University Hospital (RUH)
* Sligo University Hospital (SUH) incorporating Our Lady’s Hospital Manorhamilton (OLHM)
* Galway University Hospitals (GUH) incorporating University Hospital Galway (UHG) and Merlin Park University Hospital

The region’s Academic Partner is University of Galway.The region covers one third of the land mass of Ireland, it provides health care to a population of 830,000, employs over 20,000 staff **Vision**Our vision is to be a leading academic Hospital providing excellent integrated patient-centred care delivered by skilled caring staff.**Guiding Principles**Care – Compassion – Trust – LearningOur guiding principles are to work in partnership with patients and other healthcare providers across the continuum of care to:* Deliver high quality, safe, timely and equitable patient care by developing and ensuring sustainable clinical services to meet the needs of our population.
* Deliver integrated services across the Hospitals and communities, with clear lines of responsibility, accountability and authority, whilst maintaining individual hospital site integrity.
* Continue to develop and improve our clinical services supported by education, research and innovation, in partnership with NUI Galway and other academic partners.

Recruit, retain and develop highly-skilled multidisciplinary teams through support, engagement and empowerment. |
| **Mission Statement** | Patients are at the heart of everything we do. Our Mission is to provide high quality and equitable services for all by delivering care based on excellence in clinical practice, teaching, and research, grounded in kindness, compassion and respect, whilst developing our staff and becoming a model employer.**OUR GUIDING VALUES** **Respect** - We are an organisation where privacy, dignity, and individual needs are respected, where staff are valued, supported and involved in decision-making, and where diversity is celebrated, recognising that working in a respectful environment will enable us to achieve more. **Compassion** - we treat patients and family members with dignity, sensitivity and empathy.**Kindness** - whilst we develop our organisation as a business, we will remember it is a service, and treat our patients and each other with kindness and humanity. **Quality** – we seek continuous quality improvement in all we do, through creativity, innovation, education and research. **Learning** - we nurture and encourage lifelong learning and continuous improvement, attracting, developing and retaining high quality staff, enabling them to fulfil their potential. **Integrity** - through our governance arrangements and our value system, we will ensure all of our services are transparent, trustworthy and reliable and delivered to the highest ethical standards, taking responsibility and accountability for our actions. **Team working** – we engage and empower our staff, sharing best practice and strengthening relationships with our partners and patients to achieve our Mission. **Communication** - we communicate with patients, the public, our staff and stakeholders, empowering them to actively participate in all aspects of the service, encouraging inclusiveness, openness, and accountability.*These Values shape our strategy to create an organisational culture and ethos to deliver high quality and safe services for all we serve and that staff are rightly proud of.* |
| **Reporting Relationship** | * The post holder will report to the Radiography Services Manager 3 or Deputy in her absence.
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| **Purpose of the Post**  | * To support the Radiography Services Manager 3 to deliver a high quality Radiography and ultrasound service.
* Provide imaging for the DDH screening programme.
* To deal with the many operational challenges that may arise on a daily basis.
* To deputise for the Clinical Specialist Radiographer (Ultrasound) as required.
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| **Principal Duties and Responsibilities** | * The post holder will support the principle that care of the patient comes first at all times and will approach their work with the flexibility and enthusiasm necessary to make this principle a reality for every patient to the greatest possible degree
* Maintain awareness of the primacy of the patient in relation to all hospital activities.
* Performance management systems are part of the role and you will be required to participate in the hospital performance management programme

**Clinical / Professional***The Senior Radiographer (Sonographer) will:** Provide imaging for the DDH screening programme
* Carry out his / her duties under the supervision of the Radiography Service Manager 3 or his / her designate from time to time.
* Lead in the provision of radiography and ultrasound services in a professional manner thereby upholding the reputation of the department and the hospital.
* Work as part of a multi-disciplinary team in the provision of an integrated patient-centred service.
* Adhere to professional guidelines as determined by the Irish Institute of Radiographers and Radiation Therapists.
* Adhere to all departmental imaging protocols; be responsible for the correct identification of patient images.
* Contribute to the development and implementation of agreed policies, procedures and safe professional practice.
* Monitor and adhere to relevant legislation, regulations and standards relevant to the use of ionising radiation.
* Ensure that appropriate radiation protection is used and that the radiation dose is kept to a minimum consistent with the as low as reasonably achievable (ALARA) principle.
* Take part in routine inspection of equipment and quality assurance procedures.
* Be responsible for the cleaning and care of imaging equipment including all mobile machines.
* Be responsible for the safe use of all imaging equipment and adherence to instructions on its use. Also ensure other staff comply with same.
* Be responsible for the logging of and reporting of all equipment faults to Radiography Service Manager 3 or his / her designate.
* Attend at such other health institutions administered by the Health Service Executive (HSE) as may be designated from time-to-time.
* Demonstrate flexibility in response to service needs.
* Lead and assist in audit and quality assurance programmes; participate in the implementation of findings.
* Be accountable – take responsibility for his / her own actions, seek advice / a second opinion, as required.
* Maximise the use of new technology including the Radiology Information System and PACS
* Ensure the correct completion of records and reports.
* Respect and maintain the privacy, dignity and confidentiality of the service user and in relation to all hospital activities as per statutory requirements.
* Relate to and communicate with all other staff in a courteous and helpful manner at all times.
* Deputise for the Clinical Specialist Radiographer in a designated area / area of expertise as required.
* Assist with writing/updating and implementing departmental policies and protocols.
* Complete regular audits and benchmark against appropriate evidence based standards.

**Health & Safety***The Senior Radiographer (Sonographer) will:** Ensure staff and visitors observe good imaging practices while maintaining safety standards in the area.
* Work in a safe manner with due care and attention to the safety of self and others.
* Implement agreed policies, procedures and safe professional practice by adhering to relevant legislation, regulations and standards.
* Contribute to risk assessment and oversee the implementation of the department’s safety statement; identify risks and take appropriate action.
* Document appropriately and report any near misses, hazards and accidents and bring them to the attention of the relevant person(s).
* Be responsible for the cleaning and proper care and storage of all safety equipment including personal protective equipment (e.g. lead aprons, thyroid shields).
* Be responsible for keeping their work area and the department in general, clean, tidy and safe.
* 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 etc.and comply with associated HSE protocols for implementing and maintaining these standards as appropriate to the role.
* Support, promote and actively participate in sustainable energy, water and waste initiatives to create a more sustainable, low carbon and efficient health service.
* It is the responsibility of line managers to ensure that the management of safety, health and welfare is successfully integrated into all activities undertaken within their area of responsibility, so far as is reasonably practicable. Line managers are named and roles and responsibilities detailed in the relevant Site Specific Safety Statement (SSSS).

Key responsibilities include:* Developing a SSSS for the ward/department/service A template SSSS and guidelines are available on the National Health and Safety Function/H&S web-pages, as applicable, based on the identification of hazards and the assessment of risks, and reviewing/updating same on a regular basis (at least annually) and in the event of any significant change in the work activity or place of work.
* Ensuring that Occupational Safety and Health (OSH) is integrated into day-to-day business, providing Systems Of Work (SOW) that are planned, organised, performed, maintained and revised as appropriate, and ensuring that all safety related records are maintained and available for inspection.
* Consulting and communicating with staff and safety representatives on OSH matters.
* Ensuring a training needs assessment (TNA) is undertaken for employees, facilitating their attendance at statutory OSH training, and ensuring records are maintained for each employee.
* Ensuring that all incidents occurring within the relevant ward/department/service are appropriately managed and investigated in accordance with HSE procedures See link on health and safety web-pages to latest Incident Management Policy.
* Seeking advice from health and safety professionals through the National Health and Safety Function Helpdesk as appropriate.
* Reviewing the health and safety performance of the ward/department/service and staff through, respectively, local audit and performance achievement meetings for example.
* **Note**: Detailed roles and responsibilities of Line Managers are outlined in local **SSSS**

**Education & Training***The Senior Radiographer (Sonographer) will:** Participate in mandatory training programmes.
* Participate in continuing professional development including in-service training, attending and presenting at conferences / courses relevant to practice, promoting and contributing to research etc. as agreed with the Radiography Service Manager or designated officer.
* Engage in performance review with his / her line manager.
* Provide peer support when necessary.
* Contribute to and promote the involvement of self and others in HR development programmes as agreed with the Radiography Service Manager 3
* Actively participate in induction / teaching / training / supervision of radiographers and other staff within the department.
* Identify teaching / learning / audit / opportunities within the department for themselves / others.
* Liaise with the Hospital Librarian to maximise use of in-house services.
* Maintain comprehensive records and documentation of all CPD events and induction programmes for audit purposes.
* Participate in designing a Radiographer focused programme, presentation skills will be a requirement.

**Administrative***The Senior Radiographer (Sonographer) will:** Lead in the establishment and maintenance of standards for quality improvement and ensure adherence to existing standards and policies.
* Assist in the organisation, maintenance and / or ordering of equipment and materials as required.
* Contribute to the planning and development of the service and participate in service improvements.
* Represent the department at meetings and conferences as required.
* Engage in IT developments as they apply to service user and service administration.
* Keep up to date with developments within the organisation and the Irish Health Service.
* Receive visiting professionals and visitors to the department

**KPI’s*** The identification and development of Key Performance Indicators (KPIs) which are congruent with the Hospital’s service plan targets.
* The development of Action Plans to address KPI targets.
* Driving and promoting a Performance Management culture.
* In conjunction with line manager assist in the development of a Performance Management system for your profession.
* The management and delivery of KPIs as a routine and core business objective.

**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 Acts 2005 and 2010 all staff must comply with all safety regulations and audits.
* In line with the Public Health (Tobacco) (Amendment) Act 2004, smoking within the Hospital Buildings is not permitted.
* Hospital uniform code must be adhered to.
* Provide information that meets the need of Senior Management.
* To support, promote and actively participate in sustainable energy, water and waste initiatives to create a more sustainable, low carbon and efficient health service.

**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.
* The post holder must be familiar with the necessary education, training and support to enable them to meet this responsibility.
* The post holder has a duty to familiarise themselves with the relevant Organisational Policies, Procedures & Standards and attend training as appropriate in the following areas:
	+ Continuous Quality Improvement Initiatives
	+ Document Control Information Management Systems
	+ Risk Management Strategy and Policies
	+ Hygiene Related Policies, Procedures and Standards
	+ Decontamination Code of Practice
	+ Infection Control Policies
	+ Safety Statement, Health & Safety Policies and Fire Procedure
	+ Data Protection and confidentiality Policies
* The post holder is responsible for ensuring that they become familiar with the requirements stated within the Risk Management Strategy and that they comply with the Region’s Risk Management Incident/Near miss reporting Policies and Procedures.
* The post holder is responsible for ensuring that they comply with hygiene services requirements in your area of responsibility. Hygiene Services incorporates environment and facilities, hand hygiene, catering, cleaning, the management of laundry, waste, sharps and equipment.
* The post holder must foster and support a quality improvement culture through-out your area of responsibility in relation to hygiene services.
* The post holders’ responsibility for Quality & Risk Management, Hygiene Services and Health & Safety will be clarified to you in the induction process and by your line manager.
* The post holder must take reasonable care for his or her own actions and the effect that these may have upon the safety of others.
* The post holder must cooperate with management, attend Health & Safety related training and not undertake any task for which they have not been authorised and adequately trained.
* The post holder is required to bring to the attention of a responsible person any perceived shortcoming in our safety arrangements or any defects in work equipment.
* It is the post holder’s responsibility to be aware of and comply with the HSE Health Care Records Management/Integrated Discharge Planning (HCRM / IDP) Code of Practice.

**The above Job Specification is not intended to be a comprehensive list of all duties involved and consequently, the post holder may be required to perform other duties as appropriate to the post which may be assigned to them from time to time and to contribute to the development of the post while in office.** |
| **Eligibility Criteria****Qualifications and/ or experience** | Candidates must on the closing date:**Statutory Registration, Professional Qualifications, Experience, etc.** (a) Candidates for appointment must: (i) Be registered, or be eligible for registration, on the Radiography Division of the Radiographers Register maintained by the Radiographers Registration Board at CORU. **AND**(ii) Have 3 years fulltime (or an aggregate of 3 years) post qualification clinical experience. **AND**(iii) Have the requisite knowledge and ability (including a high standard of suitability and professional ability) for the proper discharge of the duties of the office. **AND**(iv) Provide proof of Statutory Registration on the Radiography Division of the Radiographers Register maintained by the Radiographers Registration Board at CORU before a contract of employment can be issued. **Annual registration** (i) On appointment practitioners must maintain annual registration on the Radiographers division of the Radiographers Register maintained by the Radiographers Registration Board at CORU. **AND**(ii) Practitioners must confirm annual registration with CORU to the HSE by way of the annual Patient Safety Assurance Certificate (PSAC).**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. **Character**Each candidate for and any person holding the office must be of good character. |
| **Post Specific Requirements** | * Demonstrate depth and breadth of experience in the area of Sonography as relevant to the role.
* Possess a recognised post graduate qualification to a minimum standard of QQI Level 9 or equivalent in Ultrasound Imaging.
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| **Other requirements specific to the post** | * Access to transport is required as this post involves an on-call commitment and possible travel to other sites.
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| **Skills, competencies and/or knowledge** | ***Candidates must demonstrate***:* Sufficient clinical knowledge and evidence based practice to carry the out duties and responsibilities of the role.
* An ability to apply knowledge to best practice.
* The ability to effectively evaluate information and make appropriate decisions.
* A commitment to assuring high standards and strive for a user centred service.
* The ability to take initiative and to be appropriately self-directed.
* The ability to plan and deliver service in an effective and resourceful manner.
* An ability to manage and develop self and others in a working environment.
* The ability to work independently as well as part of a team.
* Effective communication and interpersonal skills including the ability to collaborate with colleagues, families, carers etc.
* Awareness and appreciation of service users and the ability to empathise with and treat others with dignity and respect.
* Flexibility and openness to change.
* A commitment to continuing professional development.
* A willingness to develop IT skills relevant to the role.
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| **Campaign Specific Selection Process****Ranking/Shortlisting / Interview** | A ranking and or shortlisting exercise may be carried out on the basis of information supplied in your application form. The criteria for ranking and or shortlisting are based on the requirements of the post as outlined in the eligibility criteria and skills, competencies and/or knowledge section of this job specification. Therefore it is very important that you think about your experience in light of those requirements. Failure to include information regarding these requirements may result in you not progressing to the next stage of the selection process. Those successful at the ranking stage of this process, where applied, will be placed on an order of merit and will be called to interview in ‘bands’ depending on the service needs of the organisation. |
| **Diversity, Equality and Inclusion**  | The HSE is an equal opportunities employer.Employees of the HSE bring a range of skills, talents, diverse thinking and experience to the organisation. The HSE believes passionately that employing a diverse workforce is central to its success – we aim to develop the workforce of the HSE so that it reflects the diversity of HSE service users and to strengthen it through accommodating and valuing different perspectives. Ultimately this will result in improved service user and employee experience. The HSE is committed to creating a positive working environment whereby all employees inclusive of age, civil status, disability, ethnicity and race, family status, gender, membership of the Traveller community, religion and sexual orientation are respected, valued and can reach their full potential. The HSE aims to achieve this through development of an organisational culture where injustice, bias and discrimination are not tolerated. The HSE welcomes people with diverse backgrounds and offers a range of supports and resources to staff, such as those who require a reasonable accommodation at work because of a disability or long-term health condition. Read more about the HSE’s commitment to [Diversity, Equality and Inclusion](https://www.hse.ie/eng/staff/resources/diversity/diversity.html)  |
| **Code of Practice** | The Health Service Executive will run this campaign in compliance with the Code of Practice prepared by the Commission for Public Service Appointments (CPSA).The CPSA is responsible for establishing the principles to be followed when making an appointment. These are set out in the CPSA Code of Practice. The Code outlines the standards to be adhered to at each stage of the selection process and sets out the review and appeal mechanisms open to candidates should they be unhappy with a selection process.Read the [CPSA Code of Practice](https://www.cpsa.ie/pdf/?file=https://assets.cpsa.ie/media/275828/b88e3648-c663-4293-9471-d2d75bd1d685.pdf).  |
| The reform programme outlined for the health services may impact on this role, and as structures change the Job Specification may be reviewed.This Job Specification is a guide to the general range of duties assigned to the post holder. It is intended to be neither definitive nor restrictive and is subject to periodic review with the employee concerned. |

**G9855 Radiographer, Senior (Sonographer)**

**Terms and Conditions of Employment**

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| **Tenure**  | The current vacancy available is permanent and whole time. The post is pensionable. A panel may be created from which permanent and specified purpose vacancies of full or part time duration may be filled. The tenure of these posts will be indicated at “expression of interest” stage. Appointment as an employee of the Health Service Executive is governed by the Health Act 2004 and the Public Service Management (Recruitment and Appointments) Act 2004 and Public Service Management (Recruitment and Appointments) Amendment Act 2013. |
| **Working Week** | The standard weekly working hours of attendance for your grade are 35 hours per week. Your normal weekly working hours are 35 hours. Contracted hours that are less than the standard weekly working hours for your grade will be paid pro rata to the full time equivalent.You are required to work agreed roster/on-call arrangements advised by your Reporting Manager. Your contracted hours are liable to change between the hours of 8.00am and 8.00pm over seven days to meet the requirements for extended day services in accordance with the terms of collective agreements and HSE Circulars. |
| **Annual Leave** | The annual leave associated with the post will be confirmed at Contracting stage. |
| **Superannuation** | This is a pensionable position with the HSE. The successful candidate will upon appointment become a member of the appropriate pension scheme. Pension scheme membership will be notified within the contract of employment. Members of pre-existing pension schemes who transferred to the HSE on the 01st January 2005 pursuant to Section 60 of the Health Act 2004 are entitled to superannuation benefit terms under the HSE Scheme which are no less favourable to those which they were entitled to at 31st December 2004 |
| **Age** | The Public Service Superannuation (Age of Retirement) Act, 2018\* set 70 years as the compulsory retirement age for public servants.***\* Public Servants not affected by this legislation:***Public servants joining the public service or re-joining the public service with a 26 week break in service, between 1 April 2004 and 31 December 2012 (new entrants) have no compulsory retirement age.Public servants, joining the public service or re-joining the public service after a 26 week break, after 1 January 2013 are members of the Single Pension Scheme and have a compulsory retirement age of 70. |
| **Probation** | Every appointment of a person who is not already a permanent officer of the Health Service Executive or of a Local Authority shall be subject to a probationary period of 12 months as stipulated in the Department of Health Circular No.10/71. |
| **Protection of Children Guidance and Legislation** | The welfare and protection of children is the responsibility of all HSE staff. You must be aware of and understand your specific responsibilities under the Children First Act 2015, the Protections for Persons Reporting Child Abuse Act 1998 in accordance with Section 2, Children First National Guidance and other relevant child safeguarding legislation and policies. Some staff have additional responsibilities such as Line Managers, Designated Officers and Mandated Persons. You should check if you are a Designated Officer and / or a Mandated Person and be familiar with the related roles and legal responsibilities.Visit [HSE Children First](https://www.hse.ie/eng/services/list/2/primarycare/childrenfirst/resources/) for further information, guidance and resources. |
| **Infection Control** | Have a working knowledge of 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 etc. and comply with associated HSE protocols for implementing and maintaining these standards as appropriate to the role. |
| **Health & Safety** | It is the responsibility of line managers to ensure that the management of safety, health and welfare is successfully integrated into all activities undertaken within their area of responsibility, so far as is reasonably practicable. Line managers are named and roles and responsibilities detailed in the relevant Site Specific Safety Statement (SSSS). Key responsibilities include:* Developing a SSSS for the department/service[[1]](#footnote-2), as applicable, based on the identification of hazards and the assessment of risks, and reviewing/updating same on a regular basis (at least annually) and in the event of any significant change in the work activity or place of work.
* Ensuring that Occupational Safety and Health (OSH) is integrated into day-to-day business, providing Systems Of Work (SOW) that are planned, organised, performed, maintained, and revised as appropriate, and ensuring that all safety related records are maintained and available for inspection.
* Consulting and communicating with staff and safety representatives on OSH matters.
* Ensuring a training needs assessment (TNA) is undertaken for employees, facilitating their attendance at statutory OSH training, and ensuring records are maintained for each employee.
* Ensuring that all incidents occurring within the relevant department/service are appropriately managed and investigated in accordance with HSE procedures[[2]](#footnote-3).
* Seeking advice from health and safety professionals through the National Health and Safety Function Helpdesk as appropriate.
* Reviewing the health and safety performance of the ward/department/service and staff through, respectively, local audit and performance achievement meetings for example.

**Note**: Detailed roles and responsibilities of Line Managers are outlined in local SSSS.  |

1. A template SSSS and guidelines are available on [writing your site or service safety statement](https://healthservice.hse.ie/staff/health-and-safety/safety-statement/).

2 Structures and processes for effective [incident management](https://www2.healthservice.hse.ie/organisation/qps-incident-management/incident-management/) and review of incidents. [↑](#footnote-ref-2)
2. [↑](#footnote-ref-3)