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**Job Specification & Terms and Conditions**

**Assistant Staff Officer, Grade IV**

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| **Job Title, Grade & Location** | **Assistant Staff Officer, Grade IV** (Grade Code 0558)  Radiology Department, Our Lady’s Hospital, Navan |
| **Campaign Reference** | C201839/OLH |
| **Closing Date** | Friday 14th December 2018 at 4.00 pm |
| **Proposed Interview Date (s)** | January 2019 |
| **Details of Service** | The purpose of this competition is to fill 1 vacancy within the Radiology Department, Our Lady’s Hospital, Navan  Our Lady’s Hospital, Navan currently has a total of 117 beds and provides a general acute hospital service to the catchment area of Meath and a Regional Elective Orthopaedic service. The acute services are as follows: General Medicine including MAU, General Surgery, Elective Orthopaedics, Regional Rheumatology service, ICU/HDU, CCU, Emergency Department, Gynaecology Day surgery and Out-patient, Medical & Surgical Day Services, Out-patient service, Pathology services, Radiology, Occupational Therapy, Pre-op Assessment, Anaesthetic Services. |
| **Reporting Relationship** | The post holder will report to the Healthcare Records & Administration Support Manager or other nominated manager. |
| **Purpose of the Post** | To provide administrative support within a function and to supervise clerical staff under their remit. |
| **Principal Duties and Responsibilities** | The position of Assistant Staff Officer encompasses both managerial and administrative responsibilities which include the following:  **Administration**   * Ensure the efficient day-to-day administration of area of responsibility. * Ensure deadlines are met and that service levels are maintained. * Ensure an even distribution of workload among team, taking into account absence due to annual leave etc. * Support the preparation and issuing of office documentation (correspondence, reports, etc) to the highest possible standard by monitoring and reviewing team work to ensure quality and accuracy. * Use appropriate technology to ensure work is completed to a high standard. * Ensure that archives and records are accurate and readily available. * Maintain confidentiality of documentation, records, etc. * Ensure line management is kept informed of issues. * Ensure that the service is kept informed and that their views are communicated to middle management. * Organise and attend meetings as required. * Support, promote and actively participate in sustainable energy, water and waste initiatives to create a more sustainable, low carbon and efficient health service. * Management of Radiology Appointments and waiting lists, which includes General X-ray, Fluoroscopy, Dexascan, Ultrasound, CT & Cardiology.   **Customer Service**   * Promote and maintain a customer focused environment including monitoring efficiency of service provided by the team and notifying supervisor of any deficiencies. * Ensure that service users are treated with dignity and respect. * Act on feedback from service users/customers and report same to supervisor.   **Manage Radiology Information System**   * Monitor daily the Schedule and unscheduled lists for all modalities. * Co ordinate the appointment schedules with Radiologists, Radiology Services Manager, Senior Radiographers and Radiographers to ensure schedules are achievable and waiting lists are managed as per the National Guidelines for waiting list management. * Update system as required. Amend and add GP and users. * Check cross site ordering of MRI and other Scans to Our Lady of Lourdes Hospital, Drogheda. * Check Reporting Waiting Time each morning for GP reporting. * Check Transcription List from Health link each morning. Amend errors that may occur. * Check Vetted Lists – requests in need of further information as per Radiologists – contact referring Doctor to update order or pull ED notes for same. Order must be updated prior to scans being approved. * Update RIS – RIP List from IPMS and Merge List from Medical Records. * Deal with medico legal and freedom of information requests. * Manage off-site storage requests and deliveries. Upload film images to RIS/PACS when received from off -site storage facility. * Print Signed Reports for Consultants on a Monday. * Deal with IT, NIMIS and general admin issues. * Running Order from RIS check for outstanding orders - update each modality from this list. * Monthly Stats report from PACS office – update orders in each modality from this list. * General office duties   **Human Resources / Supervision of Staff**   * Supervise and ensure the well-being of staff within own remit. * Manage the performance of staff. * Organise weekly clerical staff roster to include Reception Desk, Appointment Desk, Back Office, Ultrasound and Cardiology. * Plan and approve leave for radiology clerical Staff. * Complete employment control returns & leave sheets and submit to HR & Payroll Departments. * Co-operate and work in harmony with other teams and disciplines.   **Service Delivery and Improvement**   * Implement agreed changes to administration of the service. * Encourage and support staff through change processes.   **Standards, Policies, Procedures and Legislation**   * Maintain own knowledge of relevant employer policies, procedures,   guidelines and practices, to perform the role effectively and to ensure current work standards are met by own team.   * Maintain own knowledge of relevant regulations and legislation e.g. Financial Regulations, Health & Safety Legislation, Employment Legislation, FOI Acts etc. * Ensure consistent adherence to procedures within area of responsibility. * Have a working knowledge of the Health Information and Quality Authority (HIQA) Standards and other 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 employer protocols for implementing and maintaining these standards.   The above Job Description 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 him/her from time to time and to contribute to the development of the post while in office. |
| **Eligibility Criteria**  **Qualifications and/ or experience** | Applicants must at the closing date possess:   1. **Professional Qualifications, Experience, etc**    1. Eligible applicants will be those who on the closing date for the competition:   (i) Have satisfactory experience as a Clerical Officer in the HSE, TUSLA, other statutory health agencies, or a body which provides services on behalf of the HSE under Section 38 of the Health Act 2004  Or  (ii) Have obtained a pass (Grade D) in at least five subjects from the approved list of subjects in the Department of Education Leaving Certificate Examination, including Mathematics and English or Irish**1**. Candidates should have obtained at least Grade C on higher level papers in three subjects in that examination.  Or  (iii) Have completed a relevant examination at a comparable standard in any equivalent examination in another jurisdiction  Or  (iv) Hold a comparable and relevant third level qualification of at least level 6 on the National Qualifications Framework maintained by Qualifications and Quality Ireland, (QQI).  *Note****1****:*  *Candidates must achieve a pass in Ordinary or Higher level papers. A pass in a foundation level paper is not acceptable.*  *Candidates must have achieved these grades on the Leaving Certificate Established programme or the Leaving Certificate Vocational programme.*  *The Leaving Certification Applied Programme does not fulfil the eligibility criteria.*  and   * 1. Candidates must possess the requisite knowledge and ability, including a high standard of suitability, for the proper discharge of the office.  1. **Age**   Age restriction shall only apply to a candidate where s/he is not classified as a new entrant (within the meaning of the Public Service Superannuation (Miscellaneous Provisions) Act, 2004). A candidate who is not classified as a new entrant must be under 65 years of age on the first day of the month in which the latest date for receiving completed application forms for the office occurs.   1. **Health**   Candidates 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.   1. **Character**   Candidates for and any person holding the office must be of good character. |
| **Post Specific Requirements** | * Excellent MS Office skills to include Word, Excel. * Knowledge and experience of using an email system effectively e.g. Outlook, Lotus Notes. * Good communication and interpersonal skills including the ability to present information in a clear and concise manner. * Excellent planning and organisational skills including using computer technology effectively. * Commitment to providing a quality service and customer service skills. * Flexibility, problem solving and initiative skills including the ability to adapt to change. * The ability to work both independently and as part of a team. * Leadership potential and strong team skills. |
| **Other requirements specific to the post** | * Knowledge of medical terminology is a requirement |
| **Skills, competencies and/or knowledge** | * **Communication skills** * **Planning and managing resources** * **Evaluating information and judging situations** * **Experience relevant to the role**   The interview board will examine you on the knowledge and skill areas outlined above and will ask questions about your experience using these skills. |
| **Shortlisting** | Applicants may be shortlisted for interview based on information supplied in the application form at the closing date.  Criteria for short listing is based on the requirements of the post as outlined in the eligibility criteria, competition specific requirements, duties, skills, competencies and/or knowledge section of this job description and the information supplied in the competency based application form. |
| **Code of Practice** | Our Lady’s Hospital, Navan will run this competition in compliance with the Code of Practice prepared by the Commissioners for Public Service Appointments (CPSA)  Codes of practice are published by the CPSA and are available on [www.cpsa.ie](http://www.cpsa.ie). |
| Reform programmes outlined for the HSE and/or Tusla and/or other publicly funded health and social care providers may impact on this role and as structures change the job description may be reviewed.  This job description 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. | |

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**Assistant Staff Officer, Grade IV**

**Terms and Conditions of Employment**

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| **Tenure** | The appointment is permanent, whole time and pensionable. 37 hours per week.  Appointment as an employee of the Health Service Executive is governed by the Health Act 2004, appointment as an employee of TUSLA is governed by the Child & Family Agency Act 2013. Appointments to either agency are governed by Public Service Management (Recruitment and Appointment) Act 2004. |
| **Remuneration** | The salary scale for the post (as at 01.10.2018) is:  €27,290 - €29,159 - €30,209 - €32,286 - €34,049 - €35,592 - €37,085 - €39,099 - €40,564 - €42,037 - **€43,403 - €44,773 LSls** |
| **Working Week** | The standard working week applying to the post is 37 hours.  For HSE & Tusla Roles:  HSE Circular 003-2009 “Matching Working Patterns to Service Needs (Extended Working Day / Week Arrangements); Framework for Implementation of Clause 30.4 of Towards 2016” applies. Under the terms of this circular, all new entrants and staff appointed to promotional posts from Dec 16th 2008 will be required to work agreed roster / on call arrangements as advised by their line manager. Contracted hours of work are liable to change between the hours of 8am-8pm over seven days to meet the requirements for extended day services in accordance with the terms of the Framework Agreement (Implementation of Clause 30.4 of Towards 2016). |
| **Annual Leave** | The annual leave associated with the post is: 28 days |
| **Superannuation** | This is a pensionable position with the HSE and/or TUSLA.  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 1st 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. |
| **Probation** | Every appointment of a person who is not already a permanent officer of the Health Service Executive and/or TUSLA 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. |