

RADIOGRAPHER- STAFF GRADE

PARTICULARS OF OFFICE

1. The appointment is whole-time, permanent and pensionable. A panel will be formed from which all future permanent posts in this grade will be drawn during the life of the panel.

Age restrictions shall only apply to a candidate where he/she is not classified as a new entrant (within the meaning of the Public Service Superannuation 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.

2. **Salary**

The salary scale for this post as per Department of Health & Children Salary Scales as at 1st October 2018 is as follows:

€34,242, - 36,228, - 37,933, - 39,025, - 40,135, - 41,259, - 42,352, -
43,442, - 44,573 – 45,678, - 46,746, - 47,843, - 48,976, - **LSI 50,040**

The above salary scale is in respect of a full time post and will be calculated on a pro rata basis if applicable to Part-time posts.

Incremental credit may be granted in respect of previous service in a similar grade in the Civil Service, Local Authority Service, Health Service and other public service bodies or agencies, in Ireland or abroad.

3. **Superannuation Contributions**

New entrants appointed will be required to participate in the Single Public Service Pension Scheme and pay Superannuation contributions at the appropriate rates in accordance with the provisions of the Public Service Pensions (Single Scheme and Other Provisions) Act, 2012.

All other appointees will be required to register with the Voluntary Hospitals Superannuation Scheme and will pay superannuation contributions as follows:

- (a) Persons who become pensionable officers of the Hospital, who are liable to pay the Class A rate of PRSI contribution will be required in respect of their superannuation to contribute to the Hospital at the rate of 1.5% of their pensionable remuneration plus 3.5% of net pensionable remuneration (i.e. pensionable remuneration less twice the annual rate of social insurance old age contributory pension payable at the maximum rate to a person with no adult dependent or qualified children)
 - (b) persons who become pensionable officers of the Hospital who are liable to pay the Class D rate of PRSI contribution will be required in respect of their Superannuation, to contribute to the Hospital at the rate of 5% of their pensionable remuneration in accordance with the terms of the Scheme.
 - (c) All persons who become pensionable officers of the Hospital are required, in respect of the Local Government (Spouses and Children's Contributory Pension) Scheme, 1986, to contribute to the Hospital at the rate of 1.5% of their pensionable remuneration in accordance with the terms of the Scheme.
4. **P.R.S.I.**

An officer's date of appointment will be the determining factor in deciding which PRSI

Class is applicable:-

- (a) Officers appointed on or after 6th April, 1995 from competitions advertised and run before that date will be covered by Class A insurance.
- (b) Officers appointed before 6th April, 1995 who resign from the health service prior to or after that date and who are subsequently re-appointed or re-admitted to pensionable posts on or after 6th April, 1995 will be covered by Class A insurance.
- (c) The Class A rate of PRSI contribution will apply to persons appointed to pensionable health service officer posts on or after 6th April, 1995 unless:
 - (i) any person who is, immediately prior to appointment, serving elsewhere in the public sector and paying the Class B, C or D rate of PRSI contribution
 - or
 - (ii) any person who is serving with an agency to which the Local Government Superannuation Code or the Voluntary Hospitals Superannuation Scheme or, in the case of Medical Officer posts, the Nominated Health Agencies Superannuation Scheme applies on 5th April 1995 and is paying full PRSI (Class A) on that date and, without a break in employment, is subsequently appointed to a pensionable health service officer post will pay Class D PRSI.

5. Terms of Employment

All persons employed will sign an appropriate contract, which will contain terms and conditions of the employment.

6. Job Description

A job description is given to all applicants for employment and this will form part of the contract documentation.

7. Hours of Duty

Wholtime hours are 37 hours per week between the hours of 8.00 am to 8.00 pm on a Monday to Friday basis. The nature of the appointment may involve/require attendance at the hospital outside of scheduled hours.

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 8 am-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)

Flexibility in consideration of service needs is required.

8. Annual Leave

To be confirmed at job offer stage.

Pro-rata annual leave entitlement applies to part-time and temporary posts.

9. Sick Leave

There is a discretionary sick pay scheme, details of which are available from the Human Resources Department. Sick pay is contingent on full cooperation and compliance with the Hospitals absence management procedures.

10. Uniform

The appointee will be required to wear a staff uniform and I.D. badge in line with existing conditions.

11. Probation

Permanent employment will be probationary for the first six months, during which time the Department Head will carry out periodic probation assessment reviews. The appointee will cease to hold office at the end of or during the probationary period unless during such period the Hospital has certified that their service is satisfactory.

12. Confidentiality

In the course of employment, the person appointed may have access to, or hear information concerning the medical or personal affairs of patients and/or staff, or other health service 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 ever be left in a manner that unauthorised persons can obtain access to them and must be kept in safe custody when no longer required. You will be required to comply with the legislation in respect of the General Data Protection Regulation (GDPR).

13. Termination of employment

Employment may be terminated with one calendar month's notice in writing, on either side, except in circumstances where the Hospital authority is of the opinion that the holder of the office has failed to perform satisfactorily the duties of his/her office or has misconducted himself/herself in relation to such office or is otherwise unfit to hold office.

The person appointed will be required to reside within a reasonable distance of the Hospital.

14. Retirement

In accordance with the provisions of the Public Service Superannuation (Miscellaneous Provisions) Act, 2004 compulsory retirement ages will not be applicable to persons entering public service after 1st April 2004. All other appointees prior to 01/04/2004 will cease to hold office on reaching the age of 65 years. The mandatory retirement age for staff entering employment in the public service after 1st January 2013 is 70 years.

Currently non new entrants (persons in public service prior to 1st April 2004 without a break in service) will cease to hold office on reaching the age of 65 years. However this may be changed in line with the provisions of HR Circular 006/2018 re a temporary Circular to allow certain public servants in the health sector to be retained beyond their compulsory retirement age of 65 years until they reach the age of eligibility for the Contributory State Pension (CSP). This refers to Department of Health Circular 15/2017 in relation to the recent Government decision to increase the compulsory retirement age for public service employees to age 70 and to the drafting of legislation to give effect to that decision.

15. Hospital Policies and Procedures

The post holder is obliged to adhere to Hospital policies and procedures at all times. Details of the Hospital's policies and procedures, including the Grievance and Disciplinary Procedure and Sick Leave Policy, are available in each department and on the Hospitals intranet.