MATER MISERICORDIAE UNIVERSITY HOSPITAL

PRACTICE TUTOR - RADIOGRAPHY
JOB DESCRIPTION

JOB TITLE: Practice Tutor – Radiography
GRADE: Senior Radiographer
DEPARTMENT: Radiology
REPORTING TO: Radiographic Services Manager 2

MAIN PURPOSE OF POST:
Responsibility for the day to day planning and implementation of an effective training programme for radiography students on clinical placement within the Radiology Directorate, Mater Misericordiae University Hospital and associated clinical placement sites.

Develop the capacity and quality of the undergraduate Radiography clinical education programme and support both students and Radiographers.

As this is a new programme, the requirements for clinical placements are expected to develop and evolve further. This job specification is intended as a guide to the general range of duties and is intended to be neither definitive nor restrictive. The range of duties will be subject to periodic review with the post holder. It is planned to undertake a formal review of the post after 2 years and the structure of the post may change as a result. Post holders will be consulted as part of this development. Successful candidates will be accepting the post on the basis of this review and possible restructuring at a future date.
QUALIFICATIONS

Each candidate must:

- Possess a Bachelor of Radiography for Diagnostic Radiography or Diploma of College of Radiographers or equivalent.
- Possess a minimum of at least 3 years post qualification experience
- Be registered with CORU, the state regulator for Health and Social Care Professions and maintain the requirements as set out by CORU
- Have well developed organisational and administrative skills.

PRINCIPLE DUTIES AND RESPONSIBILITIES

1. Work with Undergraduate Clinical Co-ordinator(s) to ensure optimum Radiography Clinical education and learning experience.

2. Organise and co-ordinate placements in the clinical placement site(s).

3. Provide induction to students on Radiography Clinical education, site policies and procedures relevant to their placements.

4. Ensure student learning contracts/placement objectives are agreed at the start of each placement.

5. Co-ordinate, allocate, arrange and manage clinical student education within the clinical placement site(s).

6. Organise relevant tutorial, group and peer learning activities for students while on placement.

7. Participate in the clinical supervision of students in collaboration with Radiographers.

8. Conduct both formative and summative clinical assessments of students throughout their placements according to University standards.

9. Provide support to Radiographers through mentoring and the organisation, design and delivery of CPD workshops and courses related to education and evidence-based practice.

10. Participate in the development and integration of clinical education within the curriculum in alignment with accreditation standards of the University.
11. Prepare student rotas and co-ordinate students assigned to practice education site(s) according to service demands and learning objectives.

12. Contribute to ongoing feedback to students about their performance, in conjunction with the Radiographers.

13. Contribute to and attend clinical education workshops and training days and any relevant committees organised by the University and agreed by the RSM.

14. Facilitate communication and effective working relationships between the Hospital and the University.

15. Promote inter-professional learning across disciplines in the health care setting.

16. Participate in the quality assurance mechanism of the Radiology Department.

17. Contribute to the development and promotion of multi-professional working in the delivery of a patient centred service.

**CLINICAL TEACHING**

18. Facilitate effective learning within the clinical environment for undergraduate Radiography students.

19. Contribute to a professional practice education network. This may include the development and roll out of innovative learning methodologies, common assessment criteria, benchmarking standards for practice education, supervision models, practice teaching skills, and the use of information technology.

20. Evaluate the student learning experience within practice and its contribution to the whole learning experience in conjunction with the Radiographers.

21. Promote and develop communication and links with a range of local services in order to develop Radiography clinical education placement learning experiences.

**SERVICE AND STANDARDS**
22. Maintain a high standard of clinical/non-clinical practice within healthcare and other settings.

23. Keep abreast of research and practice developments in relevant clinical/non-clinical areas by attending seminars, conferences and post graduate courses and maintain clinical/other relevant competency as agreed with RSM.

24. Ensure that privacy and dignity of the patient is respected at all times.

25. Liaise with patients, carers and other health care professional to ensure a holistic approach to patient care.

26. Take part in the provision of clinical service when students are not in the Hospital to maintain clinical competence.

27. In the absence of students other duties may include participating in research activities, audits and quality initiatives, preparing and updating Radiographer(s) for upcoming placements, completing CPD activities.

28. Ensure compliance with all departmental policies such as the imaging protocols, data collection system, current administrative procedures, health and safety guidelines, and infection control etc. Be involved in the development of these in line with best practice.

29. Ensure good radiation protection practices are observed and understood by students.

30. Contribute to forward planning and the development of services with particular emphasis to the needs of undergraduate Radiography students.

31. Participate in a performance review process.

32. Undertake any other responsibilities in relation to clinical education assigned by manager or the university (s) in consultation with each other.

33. Undertake other responsibilities as are agreed from time to time with the Radiography Services Manager.

**SAFETY**

To promote and maintain a safe environment for staff and patients.

To be familiar with, and ensure that Radiation Protection Rules and Regulations are applied at all times.
To ensure all hospital policies on infection control, health and safety etc., are understood and compiled with.

To maintain up to date knowledge of clinical, technical and radiographic developments in relation to Radiation Safety and to promote awareness of new developments.

To promote the ALARA principle.

To investigate and take appropriate action in accordance with hospital policy in relation to complaints, accidents and incidents.

**DOCUMENTATION**

Maintain accurate records of student attendance, reasons for absence, certified sick leave.

Formulate student rotas, in collaboration with the undergraduate Clinical Co-ordinator and with the agreement of the RSM. These rotas should be appropriate to meet the learning needs of the student and the clinical experience schedule.

Maintain appropriate records of all clinical assessments and assist students in completion of their clinical portfolios

Compile a report at the end of each clinical module and forward it to the undergraduate Clinical Co-ordinator

**LEGISLATION**

To maintain up to date knowledge of Regulations/EU Directives/Statutory Instruments regarding medical ionising radiation protection.

To ensure that all hospital policies and relevant legislation on radiation safety is understood by students and complied with.

**SKILLS AND COMPETENCIES**

1. Demonstrate clinical proficiency in Radiographic imaging.

2. Demonstrate professional knowledge current theory, research and best practice in the field of radiography.

3. Demonstrate knowledge, understanding and experience of Radiography service delivery.
4. Demonstrate commitment to own personal and professional development and maintain CPD commitments as per CORU guidelines.

5. Demonstrate knowledge and experience of radiography clinical education and working with radiography students.

6. Demonstrate an understanding of the principles of evaluation in student fieldwork education.

7. Demonstrate an ability to educate and act as a mentor for students, staff and colleagues.

8. Demonstrate an ability to facilitate and manage people through the learning process, including the ability to give constructive feedback to encourage learning.

9. Demonstrate general knowledge of the structure and operation of the Irish Health Service, particularly in the context of radiography and the multidisciplinary team.

10. Demonstrate excellent interpersonal skills, including the ability to present complex information in a clear and concise manner and the ability to share knowledge with co-workers (including experience of giving presentations).

11. Demonstrate diplomacy, discretion and an ability to negotiate.

12. Demonstrate leadership and team management skills including the ability to work in close collaboration with others.

13. Demonstrate flexibility, adaptability and openness to change including the ability to work effectively within a changing environment.

14. Demonstrate an ability to take initiative including ability to implement quality professional standards as agreed with RSM.

15. Demonstrate excellent organisational and administrative skills.

16. Demonstrate problem solving and decision making ability.
17. Demonstrate an ability to take direction and follow through as required.

HEALTH

Each candidate must be free from any defect or disease which would render him/her unsuitable to hold office and be in a state of health such as would indicate a reasonable prospect of ability to render efficient.

HOURS OF DUTY

37 hours per week. Flexibility in rostered working hours between 8am – 8pm will be introduced in line with current national recommendations.

“On-call” and sessional duties performed outside of normal hours should not interfere with the purpose of the role.

CONFIDENTIALITY

1. All information concerning patients and staff must be held in the strictest confidence and may not be divulged to any unauthorised person. A breech of confidentiality will result in disciplinary action.

2. Computer data should only be accessed if this has been authorised and is necessary as part of your work. Unauthorised access or helping others to access such data is prohibited.

QUALITY

1. Patient satisfaction must be your foremost concern. Every patient is to be treated as an individual and provided with high quality service in terms of courtesy, kindness, interest and efficiency.

2. By working together employees are expected to display a positive, helpful and caring attitude in the way they conduct themselves encouraging the confidence of patients, colleagues and others.

NOTE:
These duties and responsibilities are a reflection of the present service requirements and may be subject to review and amendment to meet the changing needs of the hospital.