

## **Job Description and Person Specification**

**Principal Medical Physicist**

**Permanent Vacancy**

**Reference: HR23E063**

**Closing Date for Applications: Friday, 10<sup>th</sup> March 2023**

**Interview via Skype: Friday, 24<sup>th</sup> March 2023**

HR Business Services,  
St Vincent's University Hospital,  
Elm Park,  
Dublin 4.

Contact: +353 (1) 221 6062 or [recruitment@svuh.ie](mailto:recruitment@svuh.ie)

## **Accountability and Working Relationships**

**Title:** Principal Medical Physicist

**Reports to:** Chief Physicist

**Key Working Relationships:** Physicists, Clinical Engineering Technicians, Medical, Radiographers, Nursing staff.

## **Key Duties and Responsibilities**

### **Purpose of the Post**

The medical physics team currently provides physics and radiation protection support to the radiology service including Nuclear Medicine and PETCT in St Vincent's University Hospital (SVUH) and to radiology services in other hospitals in the region. Scientific support is also provided for non-ionising applications including MRI, ultrasound, phototherapy and lasers. Staff members contribute to teaching programs in local third level institutions. There is an active research program in the department with team members, MSc students and 3 PhD students participating and strong links with University College Dublin. There is also an in house training program in development for early career physicists. The successful applicant for the post will contribute to the provision of medical physics service in the above areas, depending on their experience, skill set and interests.

### **Main Duties**

The Principal Medical Physicist will:

1. Act as Laser Safety Advisor in SVUH and also in external associated hospitals where assigned.
2. Provide scientific support to a number of specialist areas in Diagnostic Radiology, lasers, phototherapy and radiation protection, ensuring that the service functions effectively, in compliance with all relevant regulations, and to the necessary standards set by professional bodies.
3. Assist in the development of Medical Physics and Clinical Engineering (MPCE) services to support the delivery of high quality care in St. Vincent's University Hospital.
4. Assist in the co-ordination of the provision of Medical Physics Expert (MPE) services to St. Vincent's University Hospital and associated hospitals in conformance with the legislation and published guidance.
5. Manage medical physics staff reporting to the principal physicist.
6. Assist in departmental strategic planning.
7. Assist in setting standards in medical physics and identify and implement policies to ensure that hospital complies with relevant legislation and national guidelines.
8. Manage the scientific, technical and quality control services in the areas assigned. The areas assigned can be subject to change in response to changing health care needs and/or the changing needs of the department.
9. Provide on-going support for new protocols/services in the hospital, including
  - a. Developing protocols and procedures for new applications.
  - b. Carrying out appropriate risk assessments;

- c. Assisting in the specification and commissioning of new equipment and software, and upgrades to same;
10. Contribute to audits to inform patient management and clinical care
11. Participate in investigating incidents or accidents involving radiation and advise on appropriate corrective action.
12. Promote the application of physics in the planning and development of new programmes, procedures, installations and facilities.
13. Participate in the selection, purchase, and commissioning of sophisticated diagnostic and therapeutic equipment.
14. Provide an active role in education and training to staff across a spectrum of professional and clinical disciplines.
15. Assist in the collaboration with academic institutions in the provision of education and participation in research.
16. To participate in departmental seminars and scientific meetings to disseminate knowledge acquired through study or research.
17. Acquire and maintain a high level of professional competence in the performance of all tests, investigations and measurements carried out.
18. Interpret and act upon results of tests, investigations and measurements in accordance with departmental policies, procedures and quality systems.
19. Assist in the provision of advice to medical, nursing and other healthcare staff on the optimal and safe use of scientific procedures and highly complex equipment, including assisting in the design of new facilities.
20. Assist in the provision of training to junior members of the team.
21. Supervise research work carried out as required.
22. Lecture other professional groups and students as required.
23. Be responsible for the safe use of complex scientific and medical equipment, including recording all maintenance and calibration procedures performed and any corrective actions undertaken.
24. Use reagents, consumables, hazardous materials and equipment safely and in accordance with Health and Safety policies
25. Comply with the requirements of the Health and Safety at Work Legislation
26. Comply with quality and governance procedures within the department including risk management and risk mitigation
27. Maintain high standards of professional and personal conduct.
28. Participate in a staff review.
29. Comply with National and European Radiation Safety Legislation.
30. Retain sufficient flexibility and adaptability in learning in order to ensure full contribution to improving services in response to changing health care needs.
31. Maintain knowledge of recent scientific developments and undertake supplementary training to develop both knowledge and skills.
32. Attend mandatory training as required.
33. To carry out any other reasonable duties to achieve learning and experience that may be required, which are commensurate with the grade and nature of the post.

**Note:**

The extent and speed of change in the delivery of health care is such that adaptability is essential. The person chosen will be required to maintain, enhance and develop their knowledge, skill and aptitudes necessary to respond to a changing situation. The Job Description therefore must be regarded as an outline of the major areas of accountability at the present time and will be reviewed and assessed on an on-going basis.

**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. This document must be regarded as an outline of the major areas of accountability at the present time, which will be reviewed and assessed on an on-going basis.**

**The Hospital Structure is currently under review and therefore, reporting relationships may change.**

**Informal Enquiries or Role Specific Enquiries:** Dr Julie Lucey (Chief Physicist), Telephone 01 221 6144.  
E-mail: [jlucey@svuh.ie](mailto:jlucey@svuh.ie)

## Person Specification

Factors	Essential	Desirable
<b>Qualifications</b>	<p>Hold a recognised first or second class Hons Degree (level 8) in which Physics was taken as a major subject and honours obtained in that subject <b>or</b> hold recognised qualifications at least equivalent thereto.</p> <p><b>And</b></p> <p>Hold a postgraduate (MSc or PhD) degree in Medical Physics / Clinical Engineering <b>or</b> hold recognised qualifications at least equivalent thereto.</p>	<p>Be a certified LPA (RPA 2000) or equivalent or be in a position to apply for certification within 6 months of commencement of employment.</p> <p>Be a registered MPE (ICPM) in Diagnostic Radiology and Imaging Physics and / or Clinical Diagnostics and Therapeutics or equivalent.</p>
<b>Experience</b>	<p>At least seven years relevant experience (at least three of which were at senior level), in one or more of the following fields: nuclear medicine, radiation protection procedures, clinical engineering, radiological physics, medical imaging, radiotherapy physics.</p> <p>Possess the requisite knowledge (including a high standard of suitability and administrative capacity) for the proper discharge of the duties of the office.</p>	<p>Have a proven track record in research related to Medical Physics.</p> <p>Have experience introducing / developing a new technique / service.</p> <p>Have experience managing personnel.</p> <p>Have comprehensive experience with specialist knowledge in Lasers and Phototherapy services.</p> <p>Have extensive experience and specialist knowledge in Diagnostic Radiology modalities; ionising / non-ionising imaging.</p>
<b>Core Competencies</b>	<p>Excellent scientific skills, in particular a scientific approach to problem solving.</p> <p>Being the communication channel</p> <p>Decision Making &amp; Judging Situations</p> <p>Creating Team Spirit</p> <p>Managing Individual Performance</p> <p>Embracing the Change &amp; Service Development</p> <p>Being a Leader &amp; Role Model</p>	

	<p>Setting Standards &amp; Ensuring Quality</p> <p>Planning &amp; Managing Resources</p> <p>Clinical Knowledge</p> <p>Influencing People and Events</p>	
<b>Health</b>	<p>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.</p>	
<b>Character</b>	<p>Candidates for and any person holding the office must be of good character.</p>	

## Particulars of Office:

**The appointment is:** Whole-time, Permanent and Pensionable

A panel may be formed to fill future permanent and temporary vacancies.

**Annual Salary:** Principal Physicist (01/10/2022)

€86,131 - €92,308 - €98,596 - €104,941 - €110,815 - **€114,363 - €117,907 LSIs**

These particulars are subject to change in line with overall public pay policy.

**Candidates should expect to be appointed on the minimum of the salary range and in accordance with the Department of Finance guidelines.**

**Probationary Period:** The appointee shall hold office for a probationary period of six months – The Hospitals Probation and Induction policy will apply.

**Pension Scheme:** The appointee will be entered into one of the Hospitals Superannuation Schemes.

**Working Hours:** The person appointed will work a basic 35 hour week. 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 8am – 8pm over seven days to meet the requirements for the extended day services in accordance with the terms of the Framework Agreement. (Reference HSE HR Circular 003/2009). Flexibility on hours of attendance in response to service needs will be a requirement.

**Annual leave entitlement:** 30 working days per annum pro rata. Annual leave accrued must be taken within the duration of the contract or calendar year and as agreed between the candidate and the Head of Department.

## Additional Information

### Confidentiality:

During the course of employment staff may have access to, or hear information concerning the medical or personal affairs of patients, students, staff and / or other health service business. Such records and information are strictly confidential and unless acting on the instruction of an authorised officer, such information must not 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.

### Hygiene:

During the course of employment staff are required to ensure that the hospital's hygiene and infection control policies are adhered to at all times. All employees have responsibility to prevent transmission of infection by adhering to and implementing optimal hand hygiene and adhering to the Hospital's Hygiene processes. Hygiene is a fundamental component of St Vincent's University Hospital's quality system to ensure the safety and well-being of its patients and staff and plays a role in the prevention and control of healthcare associated infection.

## **Policies / Legislation:**

All Hospital policies and procedures form an integral part an employment contract and may be subject to update and revision, from time to time, in consultation with union representatives as appropriate. Employees are required to comply with all hospital policies, procedures (e.g. Dignity at Work, Trust in Care, Computer Usage Policy) and the Hospital's ethical codes of practice.

Employees are required to abide by the hospital's code of behaviour and the code of practice as defined by their relevant professional body.

## **Please note the following:**

- The Hospital Board is not responsible for loss or theft of personal belongings
- Fire orders must be observed and staff must attend the fire lectures periodically
- All accidents within the department must be reported immediately.
- In line with the Safety, Health and Welfare at Work Act (2005), smoking within the Hospital Building is not permitted.
- All staff are advised to avail of Hepatitis B Vaccination with Occupational health
- The use of personal mobile phones is prohibited.
- St. Vincent's University Hospital buildings and grounds are **smoke-free**.

**Application Process:** St. Vincent's University Hospital is an equal opportunities employer and is committed to promoting an environment free from discrimination in accordance with the Employment Equality Acts 1998 and 2004. The Hospital values diversity and recognises the benefits of having a workforce that reflects the community we serve. We are committed to equality of access to positions within the Hospital. All recruitment activity and documentation will encourage applications from all potential candidates without discrimination.

Interested candidates should apply for vacancies of interest by visiting the Hospital Careers pages: <http://www.stvincents.ie/Home/Careers.html>

- Note the closing date(s) for the submission of on-line applications are specified on the list of vacancies. St. Vincent's University Hospital are not able to accept late applications.
- It is the applicant's responsibility to ensure that they apply well in advance of the closing date.
- Any applications which are still in progress but have not been submitted after the closing date will not be registered by our Web Recruitment System.
- Applications for St. Vincent's University Hospital job vacancies will only be accepted through our Web Recruitment System.
- St. Vincent's University Hospital may only take into account technical issues raised by an applicant if advised to our Human Resources Department prior to the advertised closing date.

**Non-European Economic Area Applicants:** While St. Vincent's University Hospital is an equal opportunities employer, in line with current Department of Jobs, Enterprise and Innovation Employment Permit requirements, applications from non-European Economic Area (EEA) will only be considered in the event that an EEA citizen cannot be found to fill the vacancy. Please note that if you are a NON-EEA applicant and are unable to supply documents (listed on [www.djei.ie](http://www.djei.ie)), you are not entitled to participate in this recruitment competition. This is in accordance with the EU Community Preference Rule. Further information is available at [www.djei.ie](http://www.djei.ie)

**Former Public Service employees:** Eligibility to compete may be affected where applicants were formerly employed by the Irish Public Service and previously availed of an Irish Public Service Scheme including:

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- Incentivised Scheme for Early Retirement (ISER)
- Department of Health and Children Circular (7/2010)
- Collective Agreement: Redundancy Payments to Public Servants

Applicants should ensure that they are not precluded from re-engagement in the Irish Public Service under the terms of such Schemes. This is a non-exhaustive list and any queries should be directed to an applicant's former Irish Public Service Employer in the first instance.

**Shortlisting:** Shortlisting will be carried out on the basis of information supplied on your curriculum vitae. The criteria for shortlisting are based on the requirements of the post as outlined in the Person Specification. Failure to include information regarding these requirements on your CV may result in you not being called forward to the next state of the recruitment process.

All overseas qualifications must be validated. No candidate can work in the Hospital without validated qualifications. If professional registration is also a requirement, candidates must provide documentation of same.

Canvassing will automatically disqualify.

Please note that you will be contacted mainly by mobile phone and email. It is important that your mobile phone number, postal address and email address are correct. It is your responsibility to ensure that you have access to your mobile voice mails and emails. We recommend that you use an email address that you have regular access to.

Competency based interviews follow the shortlisting stage of the recruitment process. Credit is awarded by the interview panel to candidates who demonstrate at interview that they possess the experience, competencies and skills listed in the person specification. Candidates will normally be given at least one week's notice of interview. Interviews are held in person only, no subsequent or alternative dates to dates given will be offered to candidates. All interviews are held in the HR Department of St. Vincent's University Hospital, Elm Park, Dublin 4 unless it is specifically noted otherwise in the Job Description. All posts are located in St. Vincent's University Hospital, Elm Park, Dublin 4 unless it is specifically noted otherwise in the Job Description.

**Disability:** Please let us know if you need any special assistance at interview, e.g. if you have difficulty in moving up or down stairs or have hearing or speech difficulties.

Candidates are notified of the result of their interview at the earliest possible date after the interview. The recommendation of the interview panel does not constitute a job offer. The process continues after the interview and includes clearance checks such as references, Garda clearance, occupational health clearance, validation of qualifications and experience. A job offer is made pending satisfactory clearances. SVUH reserves the right to remove candidates from specific recruitment panels and retract job offers if satisfactory clearances cannot be obtained or are deemed unsatisfactory.

For some recruitment competitions a panel of successful candidates may be formed as a result of the interviews. Candidates who obtain a place on the panel may, (within the life of the panel), be considered for subsequent approved vacancies. Candidates are placed on a panel in order of merit. A panel is typically live for 6 months.

It is normal procedure that candidates be placed on the first point of the relevant salary scale in accordance with the Department of Finance guidelines.

**Declaration:** Please read your application carefully and check for any errors or omissions. False declaration or omission in support of your application will disqualify you from appointment.

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January 2023