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**Medical Laboratory Aide**

**Job Specification, Terms and Conditions**

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| **Job Title and Grade** | **Medical Laboratory Aide**  *(Grade Code: 4077)* |
| **Campaign Reference** | NRS04922 |
| **Closing Date** | **Monday 6th November 2017 at 12 noon.** |
| **Proposed Interview Date (s)** | **Week commencing 11th December 2017.** |
| **Taking up Appointment** | A start date will be indicated at job offer stage. |
| **Location of Post** | **Cork University Hospital,**  **South / South West Hospital Group**  There is currently one permanent whole time post available in Cork University Hospital. Initial assignment will be to the Biochemistry/Blood Sciences Laboratory.  A panel may be created for Cork University Hospital from which current and future permanent and specified purpose vacancies of full or part time duration may be filled. |
| **Informal Enquiries** | Mark Butler,Acting Chief Medical Scientist  **Email:** mark.butler@hse.ie  **Phone:** 021 4922809 |
| **Details of Service** | Laboratory Medicine at Cork University Hospital includes the following Departments: Biochemistry, Haematology, Microbiology, Blood Transfusion and Histology.  The Biochemistry Department provides a Clinical Biochemistry Service to the Hospitals and General Practitioners in the HSE South region.  The service is Consultant led and offers a diagnostic, analytical and interpretative service for a large range of biochemical tests used for the diagnosis, prognosis, screening and management of disease.  Services include General Chemistry, Endocrinology, Immunology, Point of Care Testing, Molecular Genetics, Therapeutic Drug Monitoring and Specialised Testing.  The Department is currently in transition whereby General Chemistry and Immunoassay testing will be incorporated into a Blood Sciences Laboratory that will be delivered over the coming years. |
| **Reporting Relationship** | Reports to the Chief Medical Scientist or other designated person. |
| **Purpose of Post** | To work under supervision in the Biochemistry Department to help with the preparation of specimens for analysis. To perform appropriate assigned tasks under supervision using established procedures for which training will be provided. |
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| **Principal Duties and Responsibilities** | All duties will be performed according to written laboratory procedures and after appropriate training by a designated supervisor.  **Administrative**  *The Medical Laboratory Aide will:*   * Participate in mandatory training programmes. * Monitor and maintain up-to-date personal training / retraining records in accordance with Laboratory policy. * Participate in annual joint review to consider: stated objectives and plans of the laboratory; roles and responsibilities of the staff member; personal objectives of the staff member; training and development needs of the staff member.   **Technical**  *The Medical Laboratory Aide will:*   * Sort, identify and separate specimens received. * Verify that samples adhere to the minimum acceptance criteria. * Register patient details and tests required on the Laboratory Computer System (LIS). * Prepare samples for analysis where appropriate. * Perform preparatory work on specimens that are due for processing, e.g. numbering and centrifugation. * Safely process and dispose of waste material from the laboratory. * Use and operate equipment such as centrifuges and computer terminals and other similar appropriate instrumentation as instructed from time to time. * Maintain Laboratory equipment; keep work areas tidy and clean shelves, bench tops and sinks. * Undertake any other task responsibly, which may reasonably be allocated by a designated supervisor.   **Accreditation / Standards / Regulatory**  *The Medical Laboratory Aide will:*   * Demonstrate behaviour consistent with the values of the hospital. * Be responsible for the quality of work undertaken and carry out duties in accordance with Hospital Policy. * Lead by example by setting high standards of working and commitment.   **Confidentiality / impartiality**  *The Medical Laboratory Aide will:*   * Respect information obtained in the course of duties performed and refrain from disclosing such information without the consent of the employee/patient, or person entitled to act on their behalf, except where disclosure is required by law or by order of the court, or is necessary in the public interest. * As a member of the laboratory staff, will operate impartially and not engage in activities which might conflict with its independence of judgement and integrity in relation to the laboratories testing activities.   **Health and Safety, Risk Management and Infection Control**  *The Medical Laboratory Aide will:*   * Work in a safe manner with due care and attention to the safety of self, patient and others. * At all times comply with the requirements of the Laboratory Safety Statement. * Participate in risk assessments, identify risks, propose and implement appropriate remedial measures. * Report incidents and near misses as appropriate. * 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. * Cooperate with staff attendance at fire training lectures and observation of fire orders. * Support, promote and actively participate in sustainable energy, water and waste initiatives to create a more sustainable, low carbon and efficient health service. * Dispose of contaminated materials including sharps in a safe manner as per health and safety protocols.   **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 him/her from time to time and to contribute to the development of the post while in office.** |
| **Eligibility Criteria**  **Qualifications and/ or Experience** | **Candidates must have at the latest date of application:**  **1. Professional Qualifications, Experience etc.**     1. Have previous experience of work in a hospital laboratory or science laboratory.   **OR**   1. Hold a qualification to minimum standard of Quality & Qualifications Ireland Level 5 (or higher) in laboratory skills   **2. Age**  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  **3. 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.  **4. Character**  Each candidate for and any person holding the office must be of good character. |
| **Post Specific Requirements** | Demonstrate depth and breadth of experience as relevant to the role in a Laboratory environment including experience in sample receipt and sample preparation. |
| **Other Requirements** | Flexibility with regard to service provision. |
| **Skills, Competencies and/or Knowledge** | ***Candidates must demonstrate:***   * A good theoretical knowledge of Laboratory Services. * An organised, methodical and structured approach to work including the ability to meet deadlines and work within guidelines and procedures. * A commitment to providing a quality service. * The ability to work as a member of team and make positive contributions to that team. * Initiative, flexibility and problem solving skills especially with regard to working in the changing environment of the Laboratory and Health Services. * Effective communication skills including the ability to present information in a clear and concise manner. * Effective communication and interpersonal skills including telephone skills. |
| **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 being called forward 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. |
| **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 Code of Practice sets out how the core principles of probity, merit, equity and fairness might be applied on a principle basis. The Code also specifies the responsibilities placed on candidates, facilities for feedback to applicants on matters relating to their application when requested, and outlines procedures in relation to requests for a review of the recruitment and selection process and review in relation to allegations of a breach of the Code of Practice. Additional information on the HSE’s review process is available in the document posted with each vacancy entitled “Code of Practice, Information for Candidates”.  Codes of practice are published by the CPSA and are available on [www.hse.ie/eng/staff/jobs](http://www.hse.ie/eng/staff/jobs) in the document posted with each vacancy entitled “Code of Practice, Information for Candidates” or on [www.cpsa.ie](http://www.cpsa.ie). |
| The reform programme outlined for the Health Services 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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**Medical Laboratory Aide**

**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. |
| **Remuneration** | The salary scale for the post is (as at 01/04/2017):  €27,044 - €28,308 - €29,937 - €30,295 - €31,330 - €32,092 - €33,192 - €34,333 - €35,514 |
| **Working Week** | The standard working week applying to the post is be confirmed at Job Offer stage.  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 to be confirmed at Job Offer 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. |
| **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 Persons Reporting Child Abuse Act 1998** | As this post is one of those designated under the Protection of Persons Reporting Child Abuse Act 1998, appointment to this post appoints one as a designated officer in accordance with Section 2 of the Act.  You will remain a designated officer for the duration of your appointment to your current post or for the duration of your appointment to such other post as is included in the categories specified in the Ministerial Direction. You will receive full information on your responsibilities under the Act on appointment. |
| **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. |