

Medical Scientist, Chief

**Job Specification & Terms and Conditions**

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| **Job Title and Grade** | **Medical Scientist, Chief** (Grade Code: 3876) |
| **Campaign Reference** | **To be completed by Recruiter.** |
| **Closing Date** | **To be completed by Recruiter.** |
| **Proposed**  **Interview Date (s)** | **To be completed by Recruiter.** |
| **Taking**  **up Appointment** | A start date will be indicated at job offer stage. |
| **Location of Post** | **Insert location**  There is currently **xx permanent / specified purpose / part time / whole-time** vacancy available in **xxxxxxxxxx**  A panel may be formed as a result of this campaign for **xxxxxxxxxxx** from which current and future, permanent and specified purpose vacancies of full or part-time duration may be filled. |
| **Informal Enquiries** | **Please provide name & contact details for person who will deal with informal enquiries.** |
| **Details of Service** | * **What service does the unit provide** * **What client group is served by the unit** * **What are the possible future developments for the service?** * **What is the team structure?** * **What area is covered by this service?**   ***There is no limit to the text that can be inserted here. Please use this section to highlight the service and generate interest in the service and job being recruited for*** |
| **Reporting Relationship** | **Please outline reporting relationships associated with the post:**   * **To whom will the job holder report?** |
| **Key Working Relationships** | Provide a brief overview of the types of people that the job holder will typically engage with in the fulfilment of the duties and responsibilities of their role. This overview should provide the applicant with a sense for the key working relationships associated with the role. |
| **Purpose of the Post** | **What is the overall high-level purpose of the job?** Example: Provide strategic, clinical and scientific leadership that results in the delivery of an accredited (where applicable), effective, efficient, quality assured, and patient centred laboratory service. |
| **Principal Duties and Responsibilities** | *The Chief Medical Scientist will:*  **Scientific / Professional**   * Oversee the delivery of a high-quality service to the patient that is adherent to and compliant with all applicable standards and statutes, including ISO15189:2012 * Engage in and support development initiatives and research activities that serve to update and expand technologies, explore new and innovative methodologies, and continually improve and modernise the offering to the patient * Be responsible for the daily operation and performance of the service, ensuring internal and external measures of quality are in place to monitor the success of the offering / through audit * Cooperate with the Laboratory Manager, Consultants, other Department leads, and Service Users within a broader laboratory and hospital environment to ensure the service provided matches user requirements and supports the clinical needs of the patient * Work with clinical, scientific and other colleagues to generate, update and sustain a vision for the service and to formulate strategy   **Staff Management**   * Line Manage scientific staff within the department, with associated documentary and supervisory obligations, and provide for succession planning * Provide supervision and guidance to other grades as required (e.g. clerical, domestic) * Oversee that out-of-hours services are staffed appropriately; participate in the out-of-hours service if required * Participate in the recruitment, selection and promotion of staff * Provide for staff development through; formal staff reviews; ensuring training and competency by facilitating arrangements for training of staff, under-graduates, and post-graduates and actively promoting Continuous Professional Development * Ensure staff who must be registered with CORU are so registered and support activities that enable staff compliance with such registration * Ensure a channel of communication between Senior Management and laboratory staff to promote an open and well-informed workplace  Participate in the formulation of relevant personnel policies and procedures and deal with human resource issues, in association with the Human Resources Department **Risk Management**   * Adequately identify, assess, manage and monitor risks within area of responsibility * Ensure all processes are risk assessed in accordance with the National Health and Safety Function and manage those risks, mitigating where possible or escalating if necessary * Make necessary preparations to foresee service failures and plan contingency measures accordingly (such as those required by surges in service demand, power outages, problems with the computer systems, analyser downtime, implementing the Major Emergency Plan etc.) * Handle feedback relating to the service as required, including responding appropriately to advisory notices from regulatory authorities   **Safety, Health & Welfare at Work**   * Provide a safe working environment that is compliant with relevant Health and Safety   legislation and with the Hospital Safety Statement, where staff are empowered  to deliver the required service to the best of their ability   * Provide a working environment that stimulates and motivates staff and attracts and   retains the best people   * 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 etcand comply with associated HSE protocols for implementing and maintaining these standards as appropriate to the role * Support, promote and actively participate in sustainable energy, water and waste initiatives to create a more sustainable, low carbon and efficient health service   **Education & Training**   * Conduct oneself professionally and within the bounds of professional practice (ref CORU) * Participate in mandatory training programmes and other training as required to keep up to date with developments * Take responsibility for and keep up to date with current practice by participating in continuing professional development * Maintain up-to-date personal training / retraining records in accordance with laboratory policy   **Financial & Administrative**   * Be accountable to the organisation and the public for delivery of a high quality, cost-effective service, working within approved pay and non-pay budgets, identifying and setting in place controls to contain any breaches of those budgets * Identify and communicate resource requirements in the event of altered service demand * Ensure that financial, human and IT resources are deployed appropriately and utilised effectively to support the clinical service to the patients * Adhere to best practice in the management of stock, procurement of equipment, audit and stocktake, and all matters pertaining to the National Financial Regulations * Represent the Department in meetings, reports, scientific papers, presentations, negotiations, etc. as required and provide data in response to requests * Work with clinical colleagues, laboratory management, staff and patient representatives to develop a vision for the service and deliver that vision through strategic planning and project management * Co-operate fully with the implementation of new procedures, technologies and IT systems * To act as spokesperson for the Organisation as required * Demonstrate pro-active commitment to all communications with internal and external stakeholders   **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: -**  ***Please insert Qualifications for the post. These are available on HSE website at -*** [***https://www.hse.ie/eng/staff/jobs/eligibility-criteria/***](https://www.hse.ie/eng/staff/jobs/eligibility-criteria/)  **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.  **Character**  Each candidate for and any person holding the office must be of good character. |
| **Post**  **Specific Requirements** | **This section may be used to specify that candidates must demonstrate particular experience deemed necessary for safe and effective performance in the role e.g.,**   * **depth and breadth of experience in providing a service to marginalised communities** * **depth and breadth of experience of working in a High Dependency Unit in an Acute setting** * **depth and breadth of experience of delivering concurrent, multiple projects.**   **Post Specific Requirements are not additional qualifications. It is not possible to include other qualifications in this section, without engaging in having those qualifications recognised as an essential part of the role. Essential requirements form part of the Eligibility Criteria. Eligibility Criteria must be agreed with National HR and are applied to all roles at this grade, not a job in a particular site or service.**  **For additional information on departmental and/or role specific duties within a Medical Science Lab, please click here:** [**Role Specifics**](#Additional_Info) |
| **Other Requirements Specific to the Post** | **Please outline if there are specific practical requirements that are specific to the post**  **e.g.**   * **have access to appropriate transport to fulfil the requirements of the role** * **participate in an on-call rota** * **a flexible approach to working hours is required to ensure deadlines are met.** |
| **Skills, competencies and/or knowledge** | **Professional Knowledge & Experience**  *For example:*   * Demonstrate sufficient theoretical, practical, and clinical knowledge to carry out the duties and responsibilities of the role and to develop, maintain, monitor and evaluate new and emerging trends. * Demonstrate up-to-date knowledge of best practice in delivering a quality laboratory service in accordance with relevant ISO and Laboratory SOPs and experience in Laboratory Accreditation. * Demonstrate evidence of computer skills and a willingness to develop IT skills relevant to the role. * Demonstrate commitment to continuous professional development.   **Planning and Managing Resources**  *For example:*   * Demonstrates the ability to effectively plan and manage resources to ensure value for money and maximise benefit for the organisation within a model of person-centred care. * Sets realistic time-frames for the completion of tasks and monitors progress to ensure that deadlines are met. * Prioritizes tasks appropriately and delegates to ensure efficiencies. * Works in a structured and planned manner and ensures information is kept up to date.   **Managing and Developing (Self and Others)**  *For example:*   * Manages one’s team in a transparent and equitable manner. * Instils pride and a common sense of purpose in the team. * Provides clear direction on a regular basis and adopts an approachable management style. * Deals with under-performance in a timely manner and ensures improvement where possible. * Promotes and supports a culture of continuous improvement and learning.   **Commitment to providing a Quality Service**  *For example:*   * Demonstrates a commitment to providing a high-quality service and motivates staff towards the provision of a quality service. * Continuously challenges the standards of quality and efficiency in service provision and strives to find ways in which the standard of service can be improved. * Demonstrates self-motivation and an innovative approach to service developments; prioritises the requirements for change and puts forward proposals to tackle those most urgent. * Ensures effective training and support to ensure the successful implementation of new initiatives.   **Evaluating Information and Judging Situations**  *For example:*   * Demonstrates sound clinical and professional judgement consistent with accepted models of Medical Laboratory practice. * Demonstrate the ability to evaluate information, identify and manage risk, solve problems and make effective decisions especially regarding service user care. * Communicates decisions comprehensively and ensures that the relevant people understand how to implement them. * Regularly quantifies and evaluates activities against service plans and takes timely action to address difficulties. * Makes credible evidence-based arguments in support of proposals.   **Communications and Interpersonal Skills**  *For example:*   * Displays effective communication skills including the ability to present information in a clear and concise manner. * Strong interpersonal skills; building and maintaining relationships and understanding and valuing individuals and their respective professional roles. Involves and consults with key stakeholders tactfully. * Demonstrates sensitivity, diplomacy and tact when dealing with others. * Demonstrates strong negotiation skills, remains firm but flexible when putting forward a point of view. * Influences people and events in one’s profession and organisation. Understands the dynamics at play and tailors approach accordingly. |
| **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.  The HSE is an equal opportunities employer. |
| **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 CPSA is responsible for establishing the principles that should be followed when making an appointment. These are set out in the CPSA Code of Practice. The Code outlines the standards that should be adhered to at each stage of the selection process and sets out the review and appeal mechanisms open to candidates should they be unhappy with a selection process.  The CPSA Code of Practice can be accessed via <https://www.cpsa.ie/>. |
| The reform programme outlined for the Health Services may impact on this role and as structures change the job specification may be reviewed.  This job specification 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. | |

**Medical Scientist, Chief (3876)**

**Terms and Conditions of Employment**

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| **Tenure** | The current vacancy available is **permanent/temporary** and **whole time/part-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: **PLEASE INSERT (Pro Rata - part-time)**  **PLEASE INSERT the most recent salary scales for the role and grade code.**  New appointees to any grade start at the minimum point of the scale. Incremental credit will be applied for recognised relevant service in Ireland and abroad (Department of Health Circular 2/2011). Incremental credit is normally granted on appointment, in respect of previous experience in the Civil Service, Local Authorities, Health Service and other Public Service Bodies and Statutory Agencies. |
| **Working Week** | The standard working week applying to the post is to be confirmed at Job Offer stage.  **Please include the following paragraph for posts that traditionally worked 9-5, Monday to Friday. Do not include for nursing and other posts that are required to work shifts over a 7 day week.**  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 will be confirmed at Contracting 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 |
| **Age** | The Public Service Superannuation (Age of Retirement) Act, 2018\* set 70 years as the compulsory retirement age for public servants.  ***\* Public Servants not affected by this legislation:***  Public servants joining the public service, or re-joining the public service with a 26 week break in service, between 1 April 2004 and 31 December 2012 (new entrants) have no compulsory retirement age.  Public servants, joining the public service or re-joining the public service after a 26 week break, after 1 January 2013 are members of the Single Pension Scheme and have a compulsory retirement age of 70. |
| **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. |
| **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. and comply with associated HSE protocols for implementing and maintaining these standards as appropriate to the role. |
| **Health & Safety** | It is the responsibility of line managers to ensure that the management of safety, health and welfare is successfully integrated into all activities undertaken within their area of responsibility, so far as is reasonably practicable. Line managers are named and roles and responsibilities detailed in the relevant Site Specific Safety Statement (SSSS).  Key responsibilities include:   * Developing a SSSS for the department/service[[1]](#footnote-1), as applicable, based on the identification of hazards and the assessment of risks, and reviewing/updating same on a regular basis (at least annually) and in the event of any significant change in the work activity or place of work. * Ensuring that Occupational Safety and Health (OSH) is integrated into day-to-day business, providing Systems Of Work (SOW) that are planned, organised, performed, maintained and revised as appropriate, and ensuring that all safety related records are maintained and available for inspection. * Consulting and communicating with staff and safety representatives on OSH matters. * Ensuring a training needs assessment (TNA) is undertaken for employees, facilitating their attendance at statutory OSH training, and ensuring records are maintained for each employee. * Ensuring that all incidents occurring within the relevant department/service are appropriately managed and investigated in accordance with HSE procedures[[2]](#footnote-2). * Seeking advice from health and safety professionals through the National Health and Safety Function Helpdesk as appropriate. * Reviewing the health and safety performance of the ward/department/service and staff through, respectively, local audit and performance achievement meetings for example.   **Note**: Detailed roles and responsibilities of Line Managers are outlined in local SSSS. |
| **Ethics in Public Office 1995 and 2001** | Positions remunerated at or above the minimum point of the Grade VIII salary scale are designated positions under Section 18 of the Ethics in Public Office Act 1995. Any person appointed to a designated position must comply with the requirements of the Ethics in Public Office Acts 1995 and 2001 as outlined below:  A) In accordance with Section 18 of the Ethics in Public Office Act 1995, a person holding such a post is required to prepare and furnish an annual statement of any interests which could materially influence the performance of the official functions of the post. This annual statement of interest should be submitted to the Chief Executive Officer not later than 31st January in the following year.  B) In addition to the annual statement, a person holding such a post is required, whenever they are performing a function as an employee of the HSE and have actual knowledge, or a connected person, has a material interest in a matter to which the function relates, provide at the time a statement of the facts of that interest. A person holding such a post should provide such statement to the Chief Executive Officer. The function in question cannot be performed unless there are compelling reasons to do so and, if this is the case, those compelling reasons must be stated in writing and must be provided to the Chief Executive Officer.  C) A person holding such a post is required under the Ethics in Public Office Acts 1995 and 2001 to act in accordance with any guidelines or advice published or given by the Standards in Public Office Commission. Guidelines for public servants on compliance with the provisions of the Ethics in Public Office Acts 1995 and 2001 are available on the Standards Commission’s website <https://www.sipo.ie/> |

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| **Medical Scientist (Chief Grade)**  **Departmental and/or role specific information within (some) Medical Science Lab’s:** | | |
| *Here you will find role specific information related to working in different departments within a Med Science Lab.*  *This information has been sourced from previously advertised Job Specifications where additional information was provided to candidates to describe the specifics of a particular role in relation to duties & responsibilities and/or professional knowledge requirements.*  *This information is intended as a guide to possibilities and is not in any way prescriptive / exhaustive. You may wish to consider using the examples below* ***if*** *they are relevant to the role for which you are recruiting.*  *Please be aware of the* ***impact*** *that including additional professional knowledge indicators will have on your candidature – only knowledge that is absolutely necessary for effective performance in a the role should ever be included.*  *Please also remember that the minimum qualifications are already addressed in the Eligibility Criteria and these cannot be amended without consultation with National HR.*  *Also, consider carefully both the level of the role and the likelihood that candidates would have been able to gain that knowledge / experience in their career to date.* | | |
| **Department / Role** | **Additional Duties & Responsibilities** | **Professional Knowledge**  **(Skills, competency, knowledge)** |
| **Blood Transfusion** |  | * Demonstrate excellent understanding of laboratory medicine especially in Blood Transfusion |
| **Clinical Chemistry** |  | * Demonstrate excellent understanding of laboratory medicine especially in Clinical Chemistry including Biochemistry and Immunoassay. |
| **Haematology** |  | * Demonstrate excellent understanding of laboratory medicine especially in Hemovigilance |
| **Histology** |  | * Demonstrate excellent understanding of laboratory medicine especially in Histology. |
| **Histopathology** |  | * Demonstrate excellent understanding and knowledge of Histopathology |
| **Immunology** | * To oversee the delivery of a high-quality Immunology Diagnostic Service. |  |
| **Information Communications Technology** | * Be responsible for the leadership and development, as well as the day-to-day operation of the Laboratory Medicine ICT Department * Responsible for the continuing management of Laboratory Medicine Computer Systems implementation and on-going systems management, to ensure that the system enhances the service provided |  |
| **Laboratory Project Manager** |  | * Knowledge of Lean Six Sigma and / or other improvement methodologies |
| **Microbiology** |  | * Demonstrate excellent understanding of laboratory medicine especially in Microbiology practice and procedures * Demonstrate evidence based clinical knowledge in making decisions regarding the Microbiology service |
| **Department / Role** | **Additional Duties & Responsibilities** | **Professional Knowledge**  **(Skills, competency, knowledge)** |
| **Point of Care Testing (POCT)** | * Operate a POCT service that supports the clinical needs of the patients and is consistent with the mission, vision, values and strategic plan of the Health Service Executive | * Clinical knowledge in making decisions regarding implementing new techniques and equipment into the POCT service |

1. A template SSSS and guidelines are available on the National Health and Safety Function, here: <https://www.hse.ie/eng/staff/safetywellbeing/about%20us/> [↑](#footnote-ref-1)
2. See link on health and safety web-pages to latest Incident Management Policy [↑](#footnote-ref-2)