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| **Job Specification; Sample Content****Medical Scientist, Chief (3876)** |
| **The following template provides sample content for the above role.** **Please refer to the latest National Job Specification Template on the HSE Job Specification Repository to create your full and final version.** |
| **Principal Duties and Responsibilities** | ***For Example:*** *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.* Engage in the HSE performance achievement process in conjunction with your Line Manager and staff as appropriate.

**Risk Management*** Adequately identify, assess, manage and monitor risks with in 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 etc.and 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 them from time to time, and to contribute to the development of the post while in office.**  |
| **Skills, competencies and/or knowledge** | ***For Example:*** *The Chief Medical Scientist must demonstrate:***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.
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