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| **Job Specification; Sample Content****Medical Scientist, Senior (3877)** |
| **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 Senior Medical Scientist will:***Scientific / Professional** * Maintain awareness of the primacy of the patient in relation to all hospital activities.
* Perform assigned work to the highest professional standard in accordance with ISO 15189 and laboratory SOPs.
* Demonstrate behaviour consistent with the values of the profession of Medical Scientist, Senior.
* Participate in implementing a service that supports the clinical needs of patients and is consistent with the mission, vision, values, and strategic plan of the HSE.
* Participate in the implementation of operational processes to standards of best practice to optimise use of resources.
* Design and implement structured policies and systems for the management of service delivery in consultation with key stakeholders to ensure clear role accountability for service levels, quality and decision making.
* Participate in the work of the department taking day to day responsibility for planning, prioritising and supervising the work of a section or subsection of the Department in accordance with departmental policy.
* Be responsible for performance, maintenance, condition, quality control and record keeping of all instruments within assigned areas of the laboratory. Ensure all equipment malfunctions are investigated, reported and repaired accordingly.
* Perform analytical testing appropriate to a multi-disciplinary laboratory.
* Perform all activities related to the receipt, analysis and reporting of laboratory specimens.
* Be responsible for managing consumables and reagent stocks supplies associated with assigned areas of the laboratory.
* Ensure that procedures are carried out in compliance with national and international guidelines and actively participate in internal and external quality control and quality assurance.
* Actively participate in Quality Management programs which are patient centred and which measure audit performance and client satisfaction.
* Co-operate with other laboratory departments to ensure a holistic laboratory service is provided for all patients.
* Be able to work to tight deadlines and re-prioritise work proactively as required.
* Report all anomalies, near misses, non-conformances, incorrect results immediately to appropriate senior staff.
* Identify and resolve system failures and anomalies.
* Observe strict confidentiality when dealing with all aspects of patient or hospital information.
* Be familiar with and implement the Major Emergency Plan.
* In co-operation with the Consultant Heads of Department, Laboratory Manager, Chief Medical Scientist, and other designated senior staff, participate in the introduction of new ideas and methods according to HSE policy.

**Staff Management*** Train, manage, supervise and encourage development of staff grade, support staff and trainees within the department, in line with the goals of management and overall laboratory management.
* Participate in laboratory meetings particularly in relation to assessment of performance, development of the service and organisational changes. Contribute to effective communication within the department.
* Promote a culture that values diversity and respect in the workplace, create and promote positive working relationships.
* Promote healthy working relationships and a professional, punctual and dedicated team.
* Facilitate open communication within the laboratory and to other hospital and user sectors.
* Maintain attendance / absence records and duty rosters as required.
* Ensure that the laboratory standard operating procedures and health and safety policies are understood and carried out by all staff.
* Participate fully as a team member, sharing knowledge and information and supporting colleagues to promote a cohesive laboratory team and the achievement of team objectives.
* Participate with the Chief Medical Scientist in the annual staff review process.

**Health & Safety*** Implement agreed policies, procedures and safe professional practice and adhere to relevant legislation, regulations and standards.
* Work in a safe manner with due care and attention to the safety of self, patient and others.
* Be aware of risk management issues, adequately identifies, assesses, manages and monitors risk within their area of responsibility, take appropriate action; report any adverse incidents or near misses.
* Assist and cooperate with senior staff in procedures aimed at accident prevention in the laboratory.
* Adhere to department policies in relation to the care and safety of any equipment supplied for the fulfilment of duty.
* Investigate accidents, incidents and near misses, and take the necessary corrective action.
* 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*** Promote a culture of learning (for self and others); participate in mandatory training programmes and other training as required to keep up to date with current practice and continuing professional development.
* Design and deliver training to staff within the laboratory to support the training of new and existing Medical Scientists, student Medical Scientists and Laboratory Aides working in their section.
* Facilitate arrangements in the laboratory area for educating and training scientific, medical personnel and others as appropriate.
* Maintain an up-to-date personal training / retraining record in accordance with laboratory policy.
* Engage in the HSE performance achievement process in conjunction with your Line Manager and staff as appropriate, including personal development planning as per laboratory policy.

**Administrative*** Assist in costing activities within the laboratory.
* Participate in the provision of appropriate statistical and management information.
* Make the most effective use of information technology for both patient care and administrative support.
* Represent the department at meetings and conferences as designated.
* Co-operate fully with the implementation of new procedures, technologies and IT systems.
* Keep up to date with organisational developments within the Irish Health Service.

**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 candidate 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, ensuring value for money and maximum benefit for the organisation within a model of person-centred care.
* Demonstrates the ability to effectively manage large workloads, monitoring progress to ensure deadlines are met and reprioritising as required.
* Provides a flexible service, is adaptable & works well under pressure.

**Managing and Developing (Self and Others)***For example:** Demonstrate ability to work independently as well as part of a team.
* Demonstrate leadership and management ability including the ability to manage a team and facilitate staff development by providing support such as supervising, mentoring, coaching and formal development planning.
* Adapts management style to suit the demands of the situation and the people involved.

**Commitment to providing a Quality Service***For example:** Demonstrate a commitment to provide a high-quality service.
* Display awareness and appreciation of the service user and the ability to empathise with and treat others with dignity and respect.
* Demonstrate motivation, initiative and an innovative approach to job and service developments, is flexible and open to change.

**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, 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.
* Demonstrate ability to maintain self-control in difficult and challenging situations.

**Communications and Interpersonal Skills***For example:** Display 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.
* Demonstrates sensitivity, diplomacy and tact when dealing with others
* Demonstrates strong negotiation skills, remains firm but flexible when putting forward a point of view.
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