

**Medical Scientist, Senior**

**Job Specification & Terms and Conditions**

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| **Job Title and Grade** | **Medical Scientist, Senior** (Grade Code: 3877) |
| **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?** |
| **Purpose of the Post** | **What is the overall high-level purpose of the job?** Example: To participate in the provision of a diagnostic service in the multidisciplinary laboratory and to perform duties in a manner that provides a high quality service to users in accordance with relevant ISO standards. |
| **Principal Duties and Responsibilities** | **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, identify risks and 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 performance review processes 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 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**](#Dept_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, 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. |
| **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 <https://www.hse.ie/eng/staff/jobs> in the document posted with each vacancy entitled “Code of Practice, Information for Candidates” or on <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, Senior (3877)**

**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. |

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| **Medical Scientist (Senior 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)** |
| Biochemistry |  | * Demonstrates an excellent understanding and has good experience of clinical biochemistry including endocrinology, toxicology, immune techniques and molecular testing |
| Blood Bank /  Blood Transfusion | * To perform routine blood transfusion tests * Coordinate the calibration/scheduled maintenance of centrifuges and fridges in the laboratory * Manage a temperature mapping system for the fridges and freezers in the laboratory * To manage the activities of quality assurance specific to the blood transfusion laboratory to ensure compliance with EU directive 2002/98/EC and 2005/62/EC, ISO 15189 (current revision) and AML-BB (current revision) | * Demonstrate evidence of theoretical and practical knowledge of Blood Transfusion |
| Cytopathology |  | * Demonstrate evidence of theoretical and practical knowledge of cytopathology. * Demonstrate knowledge of FNA adequacy and EBUS procedure |
| Haematology | * Be responsible for the development, co-ordination and implementation of quality processes within the Haematology Laboratory and for all documentation required for ISO 15189 Accreditation and compliance with Article 14 (Traceability) and Article 15 (Notification of Serious Adverse Reactions and Events) of EU Directive 2002/98/EC | * Demonstrate evidence of theoretical and practical knowledge of Blood Transfusion |
| Haemovigilance | * Implement guidelines for the usage of blood components developed by the Irish Blood Transfusion Services Board (IBTSB)/leading national and international bodies i.e. BCSH * Liaise with Blood Transfusion Laboratory in investigating all reports of transfusion reactions/incidents and report adverse blood transfusion reactions to the Transfusion Consultant Haematologists and the and the National Haemovigilance Office and audit of same as per the NHO guidelines * Adhere to the responsibilities of directive 2002/98/EC of the European Parliament and of the Council of 27th January 2003 * Carry out post Transfusion look back and product tracing and recalls * Assist in the collection of clinical and laboratory data on transfusions that can be used for formulation and updating of recommended, maximum blood order schedules (MBOS) and crossmatch/transfusion ratios. * Assist the multidisciplinary team in ensuring traceability of all blood & blood products laid down by EU Directives 2002/98/EC and 2004/23/EC | * Demonstrate knowledge and understanding of haemovigilance including applicable legislative standards e.g. ISO15189, EU Blood Directive 2002/98/EC and the AML-BB |
| **Department / Role** | **Additional Duties & Responsibilities** | **Professional Knowledge**  **(Skills, competency, knowledge)** |
| Histopathology | * Participate in the work of all the department sections both routine and specialised Cellular Pathology | * Demonstrate evidence of theoretical and practical knowledge and experience of clinical histopathology. * Demonstrate knowledge of routine and specialised histological technique, verification, validation and performance monitoring |
| Immunology |  | * Demonstrate evidence of theoretical and practical knowledge of Immunology |
| Immunocytochemistry |  | * Demonstrate knowledge of Immunocytochemical techniques and a basic knowledge of molecular pathology. * Demonstrate knowledge of laboratory medicine, verification, validation and performance monitoring |
| Microbiology |  | * Demonstrate in-depth knowledge and understanding of principles and practices related to the routine Microbiology Laboratory. * Demonstrate in depth understanding and knowledge of Microbiology |
| **Department / Role** | **Additional Duties & Responsibilities** | **Professional Knowledge**  **(Skills, competency, knowledge)** |
| Pathology (quality) |  | * Demonstrate evidence of theoretical knowledge and practical skills of Pathology and Quality. |
| Perinatal Pathology | * Gross examination and processing of placentas from complicated pregnancies and pregnancy loss including those specimens linked to perinatal post mortem examinations. These examinations would include documentary photography and special techniques such as multiple gestation placental injection studies * Gross examination and processing of products of conception from first trimester miscarriage including cases of suspected gestational trophoblastic disease * Performing fetal and neonatal post-mortem examinations * Participating in perinatal morbidity and mortality MDMs * Participating in maternal and fetal medicine MDMs * Participating in the activities of the Perinatal Bereavement Committees and hospital pregnancy loss groups | * Demonstrate evidence of theoretical knowledge and practical skills of Histopathology i.e.; knowledge of:   + Histopathological techniques   + Histodissection to include perinatal pathology   + Perinatal post mortem pathology   + Perinatal bereavement care and standards |
| Point of Care Testing (POCT) | * Participate in the implementation of a quality management system for the POCT service in line with ISO 22870: 2006 | * A good theoretical and practical knowledge and experience of Point of Care Testing (POCT) |
| Senior Quality Coordinator |  | * Demonstrate experience in Biochemistry, Haematology, Blood Transfusion and experience in running of all aspects of the Quality Management System to ISO 15189 Standard * Demonstrate depth and breadth of experience in all aspects of the Quality Management System to ISO 15189 Standard as relevant to the role * Demonstrate evidence of theoretical and practical knowledge of Haematology, Biochemistry and Blood Transfusion |
| Surveillance Scientist |  | * Demonstrate evidence of theoretical and practical knowledge working in a research, scientific or health services environment involving infectious diseases, public health or epidemiology * Demonstrate evidence of theoretical and practical knowledge in data analysis and report writing / scientific communications |

**\*\*\*\*\*\*\*Helpful Reminders\*\*\*\*\*\*\***

**1) Please remember to delete the above table once you have finalised the Job Specification.**

**2) Please remember to delete any prompts (in dark blue) in the sections above**

**3) Ensure all fonts are now in black**

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)