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| **Job Specification; Sample Content**  **Medical Scientist, Specialist (3878)** | |
| **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 Medical Scientist, Specialist will:*  **Scientific / Professional**   * Maintain awareness of the primacy of the patient in the relation to all hospital activities. * Perform to the highest professional standards and 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. * Demonstrate behaviour consistent with the values of the profession of Medical Scientist, Specialist. * Perform assigned work to the highest professional standard in accordance with ISO 15189 and laboratory SOPs. * Participate in the implementation of operational processes to standards of best practice to optimise the 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. * Actively participate in the improvement and development of services in liaison with the Laboratory Directorate and Hospital Management Team. * 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. * 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. * Contribute to the evaluation, procurement, validation and implementation of new analytical equipment, methods and software. * Ensure that procedures are carried out in compliance with international and national 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. * Facilitate open communication within the laboratory and with other hospital and user sectors. * Be able to work to tight deadlines and re-prioritise work proactively as required. * Participate in the reporting of non-conformances, complaints, incidents and near misses and perform corrective actions as required. * Identifies and resolves 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.   **Staff Management**   * 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. * Maintain attendance / absence records and duty rosters as required. * Contribute to effective communication within the department. * Foster healthy working relationships, promoting a professional, punctual and dedicated team. * 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.   **Quality and Risk, Health and Safety Management**   * Implement agreed policies, procedures and safe professional practice and adhere to relevant legislation, regulations and standards. * Ensure that the laboratory standard operating procedures and health and safety policies are understood and carried out by all staff. * Work in a safe manner with due care and attention to the safety of self, patient and others. * Adequately identify, assess, manage and monitor risks within area of responsibility 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 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 deficient 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 department / laboratory policy and CORU requirements. * Engage in the HSE performance achievement process in conjunction with your Line Manager and staff as appropriate.   **Administrative**   * Assist in costing activities within the laboratory. * Participate in the provision of appropriate statistical and management information. * Participate in laboratory meetings particularly in relation to assessment of performance, development of the service and organisational changes. * Make the most effective use of information technology for both patient care and administrative support. * Represent the department at meetings and conferences as designated. * Promote a culture that values diversity and respect in the workplace, create and promote positive working relationships. * To act as spokesperson for the Organisation as required. * Demonstrate pro-active commitment to all communications with internal and external stakeholders. * 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. |
| **Skills, competencies and/or knowledge** | ***For Example:***  *The candidate must demonstrate:*  **Professional Knowledge & Experience**  *For example:*   * Demonstrates 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. * Demonstrates 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. * Demonstrates evidence of computer skills and a willingness to develop IT skills relevant to the role. * Demonstrates 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. * Demonstrates ability to managing large workloads and multi task effectively, including the ability to work under pressure. * Demonstrates good time management skills including the ability to prioritise effectively and monitors progress to ensure that deadlines are met. * Demonstrates effective project management ability.   **Managing and Developing (Self and Others)**  *For example:*   * Provides leadership – providing supports to others such as supervising, mentoring, coaching and promoting formal development planning. * Demonstrates ability to work on own initiative / independently and the ability to effectively manage a team. * Demonstrates ability to maintain self-control in difficult and challenging situations, including the ability to manage conflict and crisis situations.   **Commitment to providing a Quality Service**  *For example:*   * Demonstrates a commitment to provide a high-quality service. * Displays an awareness and appreciation of the service user and the ability to empathise with and treat others with dignity and respect. * Demonstrates self-motivation and an innovative approach to service developments, is flexible and open to change and supports others in striving to ensure high standards in service delivery.   **Evaluating Information and Judging Situations**  *For example:*   * Demonstrates sound clinical and professional judgement consistent with accepted models of Medical Laboratory practice. * Demonstrates the ability to evaluate information, identify and manage risk, solve problems and make effective decisions especially regarding service user care. * Displays the ability to explain the rationale behind decisions confidently when faced with opposing or competing demands. * Communicates decisions comprehensively and ensures that the relevant people understand how to implement them.   **Communications and Interpersonal Skills**  *For example:*   * Displays effective communication skills including the ability to present information in a clear and concise manner. * Has strong interpersonal skills; the ability to effectively build and maintain relationships, 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. |