

**Medical Scientist, Specialist**

**Job Specification & Terms and Conditions**

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| **Job Title and Grade** | **Medical Scientist, Specialist** (Grade Code: 3878) |
| **Remuneration** | The salary scale for the post is:  Insert the relevant salary scale for this position.  For example:  XX,XXX - XX,XXX - XX,XXX - XX,XXX - XX,XXX - - **XX,XXX LSI** (DD/MM/YY)  Salary Scales are updated periodically and the most up to date versions can be found here: <https://healthservice.hse.ie/staff/benefits-services/pay/pay-scales.html> |
| **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;   * Keep informed of trends and developments in the area of expertise and prepare the laboratory to respond in a timely and effective manner to meet service requirements. * To provide an applied research resource within the department. |
| **Principal Duties and Responsibilities** | *The Medical Scientist, Specialist will:*  **Scientific / Professional**   * Maintain awareness of the primacy of the patient in 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 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**   * 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.   **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.** |
| **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:*   * 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 abilty 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. |
| **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. |
| **Diversity, Equality and Inclusion** | The HSE is an equal opportunities employer.  Employees of the HSE bring a range of skills, talents, diverse thinking and experience to the organisation. The HSE believes passionately that employing a diverse workforce is central to its success – we aim to develop the workforce of the HSE so that it reflects the diversity of HSE service users and to strengthen it through accommodating and valuing different perspectives. Ultimately this will result in improved service user and employee experience.  The HSE is committed to creating a positive working environment whereby all employees inclusive of age, civil status, disability, ethnicity and race, family status, gender, membership of the Traveller community, religion and sexual orientation are respected, valued and can reach their full potential. The HSE aims to achieve this through development of an organisational culture where injustice, bias and discrimination are not tolerated.  The HSE welcomes people with diverse backgrounds and offers a range of supports and resources to staff, such as those who require a reasonable accommodation at work because of a disability or long term health condition.  For further information on the HSE commitment to Diversity, Equality and Inclusion, please visit the Diversity, Equality and Inclusion web page at <https://www.hse.ie/eng/staff/resources/diversity/> |
| **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, Specialist (3878)**

**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. |
| **Protection of Children Guidance and Legislation** | The welfare and protection of children is the responsibility of all HSE staff. You must be aware of and understand your specific responsibilities under the Children First Act 2015, the Protections for Persons Reporting Child Abuse Act 1998 in accordance with Section 2, Children First National Guidance and other relevant child safeguarding legislation and policies.  Some staff have additional responsibilities such as Line Managers, Designated Officers and Mandated Persons. You should check if you are a Designated Officer and / or a Mandated Person and be familiar with the related roles and legal responsibilities.  For further information, guidance and resources please visit: [HSE Children First webpage](https://www.hse.ie/eng/services/list/2/primarycare/childrenfirst/resources/). |
| **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 [http://www.sipo.gov.ie/](about:blank) |

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| **Medical Scientist (Specialist 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)** |
| **Innovation**  **and Technological advances** |  | * A good theoretical knowledge of innovation and molecular techniques and evolving techniques |
| **Antimicrobial Susceptibility Testing (AST)** | * The Specialist Medical Scientist (AST), is responsible for oversight of all antimicrobial susceptibility platforms and methodologies in the laboratory * To direct best practice to ensure that the Microbiology laboratory detects novel and evolving resistance mechanisms * Ability to deliver a robust AST system in line with best practice and international guidelines | * A good theoretical knowledge of AST techniques |
| **Microbiology Pathology** | * The Specialist will manage the collection, analysis and dissemination of all Healthcare Associated Infection data in the relevant hospital and the surrounding community |  |
| **Department/ Role** | **Additional Duties & Responsibilities** | **Professional Knowledge**  **(Skills, competency, knowledge)** |
| **Microbiology** | * The Specialist will develop, implement and maintain a process to address the challenges facing the microbiology laboratory in dealing with antimicrobial resistance (AMR), for all multidrug resistant organisms (MDRO) and in particular in relation to Carbapenamase Producing Enterobacterales (CPE) |  |
| **Order Communications Results Reporting Workstream Lead (OCRR)** | * The OCRR Workstream Lead will provide clinical & system expertise & will have an excellent knowledge of MN-CMS functionality. They will drive the workstream, ensuring the activities are aligned with & delivered to the project plan timelines | * Knowledge of the MN-CMS system and associated workflows including an understanding for the rationale for design decisions and workflows |
| **Quality Manager** | * The post holder will participate in providing a high quality and efficient multi-discipline (Biochemistry/Hematology/Blood Transfusion/Microbiology/Histology) laboratory service and manage and coordinate compliance and accreditation |  |

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

**1) Please remember to delete the below 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)