

**Medical Scientist (Staff Grade)**

**Job Specification, Terms & Conditions**

|  |  |
| --- | --- |
| **Job Title and Grade** | **Medical Scientist (Staff Grade)** (Grade Code: 3875) |
| **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 the Recruiter.** |
| **Closing Date** | **To be completed by the Recruiter.** |
| **Proposed Interview Date(s)** | **To be completed by the 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: To provide a high quality and efficient laboratory service in compliance with relevant ISO standards. |
| **Principal Duties and Responsibilities** | *The 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. * 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. * Be responsible for their own work and carry out their duties in accordance with laboratory and hospital policy, using resources to the maximum efficiency. * 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. * Be familiar with and duly implement all documented procedures and policies of the department. * Perform analytical testing appropriate to a multi-disciplinary laboratory. * Perform all activities related to the receipt, analysis and reporting of laboratory specimens. * Perform all activities related to Reagent and Stock Management. * Actively participate in Quality Management programs which are patient centred and which measure audit performance and client satisfaction. * Report all anomalies, near misses, non-conformances, incorrect results immediately to appropriate senior staff. * Ensure all policies in relation to record keeping are followed. * Evaluate reagents, equipment, consumable items as required. * Observe strict confidentiality when dealing with all aspects of patient or hospital information. * Participate and co-operate in evaluating and validating equipment, consumables and research and development projects. * Be familiar with and respond accordingly to the activation of the Major Emergency Plan. * Liaise with other health care professionals as appropriate. * 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.   **Health & Safety**   * Be familiar with the duties of an employee in accordance with health & safety legislation and carry out all duties in a manner that ensures their own safety and the safety of others. * Co-operate fully with infection control procedures. * 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. * Be aware of risk management issues, adequately identifies, assesses, manages and monitors risk within their area of responsibility and take appropriate action; report any adverse incidents or near misses. * Report any malfunctions or defects in equipment or any such suspicions immediately to the Senior Medical Scientist / Chief Medical Scientist. * 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**   * 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 continuous professional development * 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. * Facilitate arrangements in the laboratory area for educating and training scientific, medical personnel and others as appropriate. * Co-operate fully with the implementation of new procedures, technologies and IT systems.   **Administrative**   * Actively participate in the improvement and development of services by liaising with Senior Medical Scientists / Chief Medical Scientist. * Be familiar with and duly implement all documented procedures and policies. * Optimise the use of resources and participate as required in the registration, custody and stock monitoring of materials held in 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. * Promote a culture that values diversity and respect in the workplace, create and promote positive working relationships. * 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** | ***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.** |
| **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 as relevant / required** * **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. * Demonstrate up-to-date knowledge of best practice in delivering a quality laboratory service in accordance with relevant ISO and Laboratory SOPs. * 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:*   * Demonstrate effective planning and organising skills; the ability to plan and deliver services in an effective and resourceful manner within a model of person-centred care. * Demonstrate the ability to manage self in a busy working environment / in isolation without supervision e.g., on call. * Foresees potential problems or competing priorities and takes the appropriate actions. * Demonstrates an awareness of the need for value for money and a sense of accountability for budgets.   **Team Player**  *For example:*   * Demonstrates the capacity to work independently as well as part of a team. * Demonstrate effective team skills, building and maintaining relationships and understanding and valuing individuals and their respective professional roles. * Demonstrate the ability to both give direction / feedback, and take direction / feedback from others.   **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 and an innovative approach to job and service developments, is flexible and open to change.   **Evaluating Information and Judging Situations**  *For example:*   * Demonstrate the ability to evaluate information, solve problems and make effective decisions especially regarding service user care. * Establishes integrity by ensuring that the professional, ethical and safety factors are fully considered in decisions. * Communicates decisions comprehensively and ensures that the relevant people understand how to implement them. * Demonstrates sound clinical and professional judgement consistent with accepted models of Medical Laboratory practice.   **Communications and Interpersonal Skills**  *For example:*   * Display effective communication and interpersonal skills including the ability to present information in a clear and concise manner. * Demonstrates sensitivity to issues arising from multiple stakeholders, is patient and understanding in dealing with others. * Demonstrates good negotiation skills and is assertive as required. |
| **Campaign Specific Selection Process**  **Ranking/Shortlisting / Interview** | A ranking and or shortlisting exercise may be carried out based on 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 especially 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 (Staff Grade)**

**Terms and Conditions of Employment**

|  |  |
| --- | --- |
| **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. |

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

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

**2) 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)