|  |  |
| --- | --- |
| **Job Specification; Sample Content**  **Medical Scientist Staff (3875)** | |
| **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 Staff Grade 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.** |
| **Skills, competencies and/or knowledge** | ***For Example:***  *The candidate must:*  **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. |