

# **Job Profile**

## **Grade; *Laboratory Manager***

### **General Statement**

The position requires a strategic approach to the development of services and structures, embracing continuous quality improvement and technological development and the management of changes necessary to achieve organisational objectives. (include short insert on individual employer policies here).

### **Professional Qualifications, experience etc.,**

Possess qualifications as prescribed by the Department of Health and Children. Have had not less than seven years satisfactory post-qualification experience.

Have completed a relevant management training programme and have a minimum of 2 years experience in the supervision and management of staff and resources.

Have excellent interpersonal and communication skills and a high capacity for responsibility and individual initiative.

Demonstrate adaptability to the rapid changes taking place in the health services.

### **Leadership and Accountability**

Details of the role, responsibilities and relationships are as follows:

Reporting to the Hospital Manager\* on management issues and to the Clinical Director of Pathology on clinical matters the Laboratory Manager will be required to:

- Provide strategic and clinical leadership which results in the delivery of effective, efficient, quality assured and patient centred laboratory service.
- Develop a shared sense of commitment and participation among staff in the planning and development of the service.
- Keep the Hospital Manager/Clinical Director apprised of any significant development within his/her area of responsibility and perform such additional duties as may be assigned from time to time.

(In cases where the Clinical Directorate model of management is operational the reporting relationship will be determined by management).

\* C.E.O. or designated Manager in the case of Voluntary Hospitals.

## **Planning**

- Develop policies for the selection, introduction and development of information and other systems for co-ordination of data collection, communication and management.
- Advise on scientific equipment selection, purchase, replacement or upgrading
- Participate in the preparation of annual service plans for the service and monitor and report on their implementation as required.
- Participate and co-operate with any internal or external evaluation of the service.

## **Operations**

- Develop, implement and evaluate operational policies, protocols, and guidelines to maximise utilization of resources and ensure systematic audit of such usage.
- Develop collaborative planning and new focus of work organisation in conjunction with assigned staff and other professionals.
- Contribute to the strategic and development planning of the wider organisation
- Liaise closely with internal and external service users to ensure effective and efficient utilisation of available resources

## **Personnel Management**

- Effectively manage the recruitment, selection and appointment of staff.
- Ensure the optimum and effective use of staff through efficient rostering, skill/grade mix planning, work load measurement and staff deployment.
- Initiate the implementation of a staff development and individual performance review process and foster a high level of morale among staff by effective motivation and communication.
- Participate in the formulation of relevant personnel policies and procedures and deal with human resource problems, in association with the Human Resources Department and, if necessary, in accordance with the hospital's disciplinary procedures.
- Promote and maintain a safe environment for staff. Develop and implement Risk Management and Health and Safety strategies in consultation with appropriate personnel.
- Effectively manage all staff assigned to the Pathology Laboratory Team.

## **Finance**

- Prepare annual financial estimates of in respect of pay and non-pay costs, incorporating staffing, education and training costs.
- Participate in the overall financial planning of the service including the negotiation of resources and the assessment of priorities in pay and non-pay expenditure.

- Ensure expenditure is controlled within budget and identify potential for efficiency saving through improved practices and innovation.
- Implement appropriate budgetary control measures and implement monthly expenditure audit systems.
- Develop, implement and evaluate strategies to maximise potential income generated by activities
- Co-operate with relevant Departments in establishing costing methods in respect of utilisation of the Pathology Laboratory Service.

### **Quality Assurance**

- Ensure that best practice standards are in operation and that regular monitoring is undertaken through audit.
- Implement a quality management programme and participate, lead and direct, as appropriate, a Laboratory Accreditation Strategy approved by the hospital/board.
- Maintain good collaborative working relationships and communications with appropriate statutory, professional and voluntary organisations responsible for and/or participating in health care.
- Ensure adherence to all codes and guidelines relating to professional practice.
- Monitor research and new developments and encourage adoption of new ideas/technology throughout the hospital.
- Initiate, facilitate and take part in relevant research and promote awareness of ongoing and current research.
- Ensure compliance with all legislation.

### **Key Performance Criteria**

- **The extent to which there is user satisfaction with services.**
- **The effectiveness of financial management, in particular, ability to operate within budget.**
- **The extent to which good working relationships are fostered and maintained. The effectiveness of performance in relation to personnel management and development.**
- **The quality and standard of laboratory services.**
- **The extent to which service plan objectives have been achieved.**