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**Medical Scientist, Staff Grade (Pathology)**

**Job Specification, Terms & Conditions**

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| **Job Title and Grade** | **Medical Scientist, Staff Grade (Pathology)**  *(Grade Code: 3875)* |
| **Campaign Reference** | HBS05564 |
| **Closing Date** | Wednesday 31/01/18 at 12 noon |
| **Proposed Interview Date (s)** | Week commencing 05/03/18 |
| **Taking up Appointment** | A start date will be indicated at job offer stage |
| **Location of Post** | **Letterkenny University Hospital,**  **Saolta University Health Care Group**  The following vacancies are available   * Three specified purpose part-time (0.5 WTE) vacancies. * One permanent whole-time vacancy * One specified purpose whole-time vacancy   Initial assignment will be to Letterkenny University Hospital. The successful candidate may be required to work in any service area within the vicinity as the need arises.  A panel may be formed for **Letterkenny University Hospital** from which current and future, permanent and specified purpose vacancies of full time or part time duration, may be filled. |
| **Informal Enquiries** | Henry McKinney, Pathology Manager  **Email:** henry.mckinney@hse.ie  **Telephone:** 086 0454733 |
| **Details of Service** | Saolta University Health Care Group is one of six new hospital groups announced by the then Minister for Health, Dr. James Reilly TD in May, 2013, as part of a re-organisation of public hospitals into more efficient and accountable hospital groups that will deliver improved outcomes for the patient. The Saolta University Health Care Group comprises of 7 hospitals:   * Letterkenny University Hospital * Sligo University Hospital * Mayo University Hospital * Roscommon University Hospital * Portiuncula University Hospital, Ballinasloe * Merlin Park University Hospital Galway * University Hospital Galway   The Group has one overall Group Management Team, turnover of €820 million and operates with 1,781 beds and staffing of 8,274 WTE (9,768 headcount) in January 2016.  The objectives of the groups are to:   * Achieve the highest standard of quality and uniformity in care across the group. * Deliver cost effective hospital care in a timely and sustainable manner. * Encourage and support clinical and managerial leaders. * Ensure high standards of governance, both clinical and corporate and recruit and retain high quality nurses, NCHDs, consultants, allied health professionals and administrators in all our hospitals.     There is an evolving Group governance structure with 4 Clinical Directorates which manage the clinical specialities across each site:   * Medicine * Perioperative * Diagnostics * Women and Children’s   Each Directorate has a set of key performance indicators to improve quality, drive performance, and ensure efficiency.  The Group provides a range of high quality services for the catchment areas it serves and GUH is a designated supra-regional cancer service provider meeting the needs of all the counties along Western seaboard and towards the midlands from Donegal to North Tipperary.  Saolta University Health Care Group aims to meet its service plan targets. Its priority is to implement the national clinical care programmes across the Group and establish a performance management culture with the development of Key Performance Indicators (KPIs).  **Vision**  The formation of the hospitals groups, which will transition to independent hospital trusts, will change how hospitals relate to each other and integrate with the academic sector.  Over time, the Group will deliver:   * Higher quality service * More consistent standards of care * More consistent access to care * Stronger leadership * Greater integration between the healthcare agenda and the teaching, training, research and innovation agenda   Our Academic Partner is the National University of Ireland, Galway and we are developing further international partnerships in the UK and the USA. |
| **Mission Statement** | Patients are at the heart of everything we do. Our mission is to provide high quality and equitable services for all by delivering care based on excellence in clinical practice, teaching, and research, grounded in kindness, compassion and respect, whilst developing our staff and becoming a model employer.  **OUR VISION STATEMENT**  Our Vision is to build on excellent foundations already laid, further developing and integrating our Group, fulfilling our role as an exemplar, and becoming the first Trust in Ireland.  **OUR GUIDING VALUES**  **Respect** - We aim to be an organisation where privacy, dignity, and individual needs are respected, where staff are valued, supported and involved in decision-making, and where diversity is celebrated, recognising that working in a respectful environment will enable us to achieve more.  **Compassion** - we will treat patients and family members with dignity, sensitivity and empathy.  **Kindness** - whilst we develop our organisation as a business, we will remember it is a service, and treat our patients and each other with kindness and humanity.  **Quality** – we seek continuous quality improvement in all we do, through creativity, innovation, education and research.  **Learning** - we will nurture and encourage lifelong learning and continuous improvement, attracting, developing and retaining high quality staff, enabling them to fulfill their potential.  **Integrity** - through our governance arrangements and our value system, we will ensure all of our services are transparent, trustworthy and reliable and delivered to the highest ethical standards, taking responsibility and accountability for our actions.  **Teamworking** – we will engage and empower our staff, sharing best practice and strengthening relationships with our partners and patients to achieve our Mission.  **Communication** - we aim to communicate with patients, the public, our staff and stakeholders, empowering them to actively participate in all aspects of the service, encouraging inclusiveness, openness, and accountability.  *These Values shape our strategy to create an organisational culture and ethos to deliver high quality and safe services for all we serve and that staff are rightly proud of.* |
| **Reporting Relationship** | Post holder will report to the Chief Medical Scientist in the relevant department |
| **Purpose of the Post** | Testing and analysing biological samples. |
| **Principal Duties and Responsibilities** | * The person holding this post is required to support the principle that the care of the patient comes first at all times and will approach their work with the flexibility and enthusiasm necessary to make this principle a reality for every patient to the greatest possible degree. * Maintain throughout the hospital awareness of the primacy of the patient in relation to all hospital activities. * Performance management systems are part of role and you will be required to participate in the Group’s performance management programme.   **Scientific / Professional**  *The Medical Scientist, Staff Grade (Pathology) will:*   * 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 * Participate in the implementation of operational processes to standards of best practice in order to optimise use of resources * Liaise with other health care professionals as appropriate * Be responsible for the quality of their work and carry out their duties in accordance with laboratory and hospital policy * Perform analytical testing appropriate to a Pathology * Perform all activities related to Reagent and Stock Management * Actively participate in quality management programmes which are patient centred and which measure, audit performance and client satisfaction * Perform assigned work to the highest professional standard in accordance with ISO 15189 and laboratory SOPs * 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 * Report all anomalies, near misses, non-conformances, incorrect results immediately to appropriate senior staff * Assist in investigating and closing non-conformances and service user complaints * Ensure all policies in relation to record keeping are followed * Observe the strictest confidence when dealing with all aspects of patient or hospital information * 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 and co-operate in evaluating and validating equipment, consumables and reagents. * Participate and co-operate in research and development projects * Carry out the Major Emergency Plan for isolated incidents of multiple trauma as required or requested by hospital policy.   **Health & Safety**  *The Medical Scientist, Staff Grade (Pathology) will:*   * Implement agreed policies, procedures and safe professional practice and adhere to relevant legislation, regulations and standards * Work in a safe manner with due care and attention to the safety of self, patient and others * Be aware of risk management issues, identify risks 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 any equipment supplied for the fulfilment of duty * Report any malfunctions or defects in equipment or any such suspicions immediately to the Senior Medical Scientist / Chief Medical Scientist * Have a working knowledge of 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 efficient health service.   **Education & Training**  *The Medical Scientist, Staff Grade (Pathology) will:*   * Participate in mandatory training programmes * Take responsibility for, and keep up to date with current practice by participating in continuing professional development * Maintain an up-to-date personal training / retraining record in accordance with laboratory policy * Engage in performance review processes 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**  *The Medical Scientist, Staff Grade (Pathology) will:*   * 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 * 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 * Keep up to date with organisational developments within the Irish Health Service   **KPIs**   * The identification and development of Key Performance Indicators (KPIs) which are congruent with the hospital’s service plan targets. * The development of Action Plans to address KPI targets. * Driving and promoting a Performance Management culture. * In conjunction with line manager assist in the development of a Performance Management system for your profession. * The management and delivery of KPIs as a routine and core business objective.   **PLEASE NOTE THE FOLLOWING GENERAL CONDITIONS**   * Employees must attend fire lectures periodically and must observe fire orders. * All accidents within the Department must be reported immediately. * Infection Control Policies must be adhered to. * In line with the Safety, Health and Welfare at Work Act, 2005 all staff must comply with all safety regulations and audits. * In line with the Public Health (Tobacco) (Amendment) Act 2004, smoking within the Hospital Building is not permitted. * Hospital uniform code must be adhered to. * Provide information that meets the need of Senior Management.   **Risk Management, Infection Control, Hygiene Services and Health & Safety**   * The management of Risk, Infection Control, Hygiene Services and Health & Safety is the responsibility of everyone and will be achieved within a progressive, honest and open environment. * The post holder must be familiar with the necessary education, training and support to enable them to meet this responsibility. * The post holder has a duty to familiarise themselves with the relevant Organisational Policies, Procedures & Standards and attend training as appropriate in the following areas:   + Continuous Quality Improvement Initiatives   + Document Control Information Management Systems   + Risk Management Strategy and Policies   + Hygiene Related Policies, Procedures and Standards   + Decontamination Code of Practice   + Infection Control Policies   + Safety Statement, Health & Safety Policies and Fire Procedure   + Data Protection and confidentiality Policies * The post holder is responsible for ensuring that they become familiar with the requirements stated within the Risk Management Strategy and that they comply with the Hospitals Risk Management Incident/Near miss reporting Policies and Procedures. * The post holder is responsible for ensuring that they comply with hygiene services requirements in your area of responsibility. Hygiene Services incorporates environment and facilities, hand hygiene, catering, cleaning, the management of laundry, waste, sharps and equipment. * The post holder must foster and support a quality improvement culture through-out your area of responsibility in relation to hygiene services. * It is the post holders’ specific responsibility for Quality & Risk Management, Hygiene Services and Health & Safety will be clarified to you in the induction process and by your line manager. * The post holder must take reasonable care for his or her own actions and the effect that these may have upon the safety of others. * The post holder must cooperate with management, attend Health & Safety related training and not undertake any task for which they have not been authorised and adequately trained. * The post holder is required to bring to the attention of a responsible person any perceived shortcoming in our safety arrangements or any defects in work equipment. * It is the responsibility of the post holder to be aware of and comply with the HSE Health Care Records Management / Integrated Discharge Planning (HCRM / IDP) Code of Practice.   **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 him/her from time to time and to contribute to the development of the post while in office.** |
| **Eligibility Criteria**  **Qualifications and/ or Experience** | **Each candidate must at the latest date of application:**   1. **Professional Qualifications, Experience, etc.** 2. Possess a Bachelor in Science (Applied Science) Honours degree (Biomedical option) from the University of Dublin/Dublin Institute of Technology, Kevin Street.   **Or**   1. Possess a Bachelor in Science Honours degree in Biomedical Science from the Joint University College Cork - Cork Institute of Technology course.   **Or**   1. Possess the Diploma in Medical Laboratory Sciences of the Dublin Institute of Technology, Kevin Street or the Cork Institute of Technology awarded prior to 1994.   **Or**   1. Possess the Certificate in Medical Laboratory Sciences of the Dublin Institute of Technology, Kevin Street or the Cork Institute of Technology or the Galway/Mayo Institute of Technology (awarded prior to 1997).   **Or**   1. Possess a recognised qualification at least equivalent to (i) or (ii) above.   **And**   1. Possess membership of, or be eligible for membership of the Academy of Clinical Science and Laboratory Medicine (ACSLM) or, prior to 1997, possess or be eligible for associate membership of the Academy of Clinical Science and Laboratory Medicine (ACSLM).   **And**   1. Possess the requisite knowledge and ability (including a high standard of suitability) for the proper discharge of the duties of the office.   **2. Age**  Age restrictions shall only apply to a candidate where he/she is not classified as a new entrant (within the meaning of the Public Service Superannuation Act, 2004). A candidate who is not classified as a new entrant must be under 65 years of age.  **3. 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.  **4. Character**  Each candidate for and any person holding the office must be of good character. |
| **Post Specific**  **Requirements** | Demonstrate depth and breadth of post qualification experience in Biochemistry and/or Haematology and/or Histology and/or Blood Transfusion and/or Microbiology as relevant to the role. |
| **Other Requirements Specific to the Post** | N/A |
| **Skills, competencies and/or knowledge** | ***Candidates must:***  **Knowledge**   * Demonstrate evidence of theoretical and practical knowledge of Medical Science * Demonstrateup-to-date knowledge of best practice in delivering a Quality Laboratory Service. * Demonstrate an in-depth knowledge of the standards set by ISO 15189, the EU Directives 2002/98/EC, 2004/33/EC Annex IV, statutory Instrument 360 of 2005, EU Directives 2005/61/EC, statutory Instrument 547 of 2006, the AML-BB guidance document plus others enacted into legislation pertaining to haemovigilance * Demonstrate evidence of computer skills and a willingness to develop IT skills relevant to the role * Demonstrate commitment to continuing professional development * Demonstrate an awareness of the safety requirements in a clinical laboratory   **Communications & Interpersonal Skills**   * Demonstrate effective communication skills including the ability to present information in a clear and concise manner.   **Team Skills**   * Demonstrate effective team and interpersonal skills   **Planning & Organising**   * Demonstrate evidence of effective planning and organising skills. * Demonstrate the ability to manage self in a busy working environment     **Problem Solving & Decision Making**   * Demonstrate the ability to evaluate information, solve problems and make effective decisions. * Demonstrate the ability to identify and resolve system failures and anomalies     **Commitment to Providing a Quality Service**   * Demonstrate a strong commitment to the provision of a quality service * Demonstrate flexibility and openness to change * Demonstrate motivation and an innovative approach to job and service developments. * Demonstrate awareness of the service user and the patient |
| **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. |
| **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 Code of Practice sets out how the core principles of probity, merit, equity and fairness might be applied on a principle basis. The Code also specifies the responsibilities placed on candidates, facilities for feedback to applicants on matters relating to their application when requested, and outlines procedures in relation to requests for a review of the recruitment and selection process and review in relation to allegations of a breach of the Code of Practice. Additional information on the HSE’s review process is available in the document posted with each vacancy entitled “Code of Practice, information for candidates”.  Codes of practice are published by the CPSA and are available on [www.hse.ie/eng/staff/jobs](http://www.hse.ie/eng/staff/jobs) in the document posted with each vacancy entitled “Code of Practice, information for candidates” or on [www.cpsa.ie](http://www.cpsa.ie). |
| The reform programme outlined for the Health Services may impact on this role and as structures change the job description may be reviewed.  This job description 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 (Pathology)**

**Terms and Conditions of Employment**

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| **Tenure** | The following vacancies are available   * Three specified purpose part-time (0.5 WTE) vacancies. * One permanent whole-time vacancy * One specified purpose whole-time vacancy   These posts are pensionable. A panel may be formed from this recruitment campaign and future permanent or specified purpose vacancies of full time or part time hours will be filled from this panel. 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 this post is (as at 01/04/17):  €32,048 – €33,380 – €35,498 – €36,501 – €37,455 – €39,712 – €41,172 – €42,646 – €44,144 – €45,640 – €47,141 – €48,654 – €50,176 – €51,717 – €53,213 – **€54,241 LSI** |
| **Working Week** | The standard working week applying to the post will be confirmed at job offer stage.  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 job offer 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. |
| **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 Persons Reporting Child Abuse Act 1998** | As this post is one of those designated under the Protection of Persons Reporting Child Abuse Act 1998, appointment to this post appoints one as a designated officer in accordance with Section 2 of the Act.  You will remain a designated officer for the duration of your appointment to your current post or for the duration of your appointment to such other post as is included in the categories specified in the Ministerial Direction. You will receive full information on your responsibilities under the Act on appointment. |
| **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. |