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**Temporary Medical Laboratory Aide**

**Job Specification, Terms & Conditions**

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| **Job Title and Grade** | **Temporary Medical Laboratory Aide**  (Grade Code: 4077) |
| **Campaign Reference** | L617 |
| **Closing Date** | 12 noon Friday 28th June 2019 |
| **Proposed Interview Date (s)** | It is anticipated that interviews will be held as soon as possible after the closing date.Candidates will normally be given at least one weeks' notice of interview. The timescale may be reduced in exceptional circumstances. |
| **Taking up Appointment** | A start date will be indicated at job offer stage |
| **Location of Post** | **Pathology Department, Letterkenny University Hospital, Saolta University Hospital Group**  There are currently a number of whole time temporary vacancies available within the laboratory which will be filled on a temporary basis. A panel will be created as a result of this campaign for the Laboratory, Letterkenny University Hospital from which current and future, specified purpose vacancies of full or part-time duration will be filled.  The successful candidate may be required to work in any service area within the vicinity as the need arises. |
| **Informal Enquiries** | **Name & Title:** Jacqui Clarke Laboratory Manager  **Email:** jacqui.clarke@hse.ie  **Telephone:** 074 9123557  **Mobile :** 086 3840715 |
| **Details of Service** | Saolta University Health Care Group is one of seven 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 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 * 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 9,000 WTEs and a headcount of 10,324 (October 2018).  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 5 Clinical Directorates which manage the clinical specialities across each site:   * Medicine * Perioperative * Laboratories * Radiology * 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 Galway University Hospitals (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.  **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.  **Post Specific Service Details:**  The laboratory in Letterkenny University Hospital provides a routine diagnostic service to all LUH patients and GP surgeries in Donegal. The diagnostic service includes routine Biochemistry, Haematology and Blood Transfusion, Microbiology, and Histopathology testing. The laboratory provides a full 24/7 on call service.  Recent developments include the expansion of Point of Care service as well as equipment upgrade in Biochemistry and Blood Transfusion. It is hoped to progress laboratory accreditation to Biochemistry during 2019. |
| **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 fulfil 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** | The Medical Laboratory Aide will report to the Departmental Chief Scientist / Senior Scientist and/or the Laboratory Manager as appropriate. |
| **Purpose of the Post** | * Participate in implementing a medical laboratory service that supports the clinical needs of the patients. * Participate in the implementation of operational processes to the standards of “Best Practice” * Participate as a member of a skilled team and assist in the provision of an efficient and effective service in accordance with documented laboratory procedures. |
| **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 Group’s 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   All duties will be performed according to written laboratory procedures and after appropriate training by a designated supervisor.  **Administrative**  *The Medical Laboratory Aide will:*   * Receive, unpack and log in specimens. * Participate in the laboratory’s accreditation procedures and processes. * Complete test worksheets and other laboratory records and check same as required. Keep such records appropriate to the post. * Train new and existing staff where directed. * Monitor supply stocks and report shortages to senior staff. * Assist with filing and archiving. * Take record and deliver phone messages as required; phone laboratory reports as required. * File specimens and slides and maintenance of records. * Perform specific department duties including stock control and other duties as required.   **Technical**  *The Medical Laboratory Aide will:*   * Receive, sort, label and decant specimens and input patient and test information into computerised Laboratory Information Management system (LIMS) ensuring accuracy of data entry. * Prepare and dispatch samples to other laboratories as required. Complying with regulations for transport of pathology samples. * Wash/clean laboratory glassware according to proper procedures and to keep washing areas clean and clear of glassware/plastics. * Prepare samples, equipment and reagent as required for testing biological samples for drugs and related tests and dispose of specimens and contaminated materials (including sharps). * Prepare basic laboratory solutions, reagents, and culture media and maintain records. * Assist in Histology, Microbiology, Biochemistry, Haematology or Blood Transfusion as appropriate. * Use and operate equipment such as centrifuges and automated equipment as designated. * Ensure proper use, maintenance and cleaning of standard laboratory equipment, e.g. Centrifuges, autoclaves, refrigerators, etc. * Perform tests under supervision and record results of such tests. * Perform duties under the direction of the Laboratory Manager and department Senior Medical Scientist / Chief Medical Scientist.   **Accreditation / Standards / Regulatory**  *The Medical Laboratory Aide will:*   * Keep the laboratory, instruments within the laboratory, the cold room, the storage area and the fume cupboards clean and tidy at all times. * Perform all duties according to written laboratory procedures and meeting accreditation standards * Comply with laboratory safety policy at all times. * Comply with the operational policies of the HSE-NDTC and be aware of fire precautions as outlined in the Health & Safety Statement. * Work jointly with others in the interest of patients and service users.   **Confidentiality / Impartiality**  *The Medical Laboratory Aide will:*   * Respect information obtained in the course of duties performed and refrain from disclosing such information without the consent of the employee/patient, or person entitled to act on their behalf, except where disclosure is required by law or by order of the court or is necessary in the public interest. * As a member of the laboratory staff, will operate impartially and not engage in activities which might conflict with its independence of judgement and integrity in relation to the laboratories testing activities.   **Health & Safety**  *The Medical Laboratory Aide will:*   * Adhere to effective safety procedures that are in place to comply not only with the Safety, Health and Welfare at Work Act, but according to the Hospital Laboratory Safety Statement. * Partake in segregation and disposal of laboratory waste in accordance with Hospital Policy. * Participate in risk assessments, identify risks, propose and implement appropriate remedial measures. * Report incidents and near misses as appropriate. * 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 * To support, promote and actively participate in sustainable energy, water and waste initiatives to create a more sustainable, low carbon and efficient health service.   **PLEASE NOTE THE FOLLOWING GENERAL CONDITIONS:**   * Employees must attend fire lectures annually 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 Buildings is not permitted. * Hospital uniform code must be adhered to. * Provide information that meets the need of Senior Management. * To support, promote and actively participate in sustainable energy, water and waste initiatives to create a more sustainable, low carbon and efficient health service.   **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 Group’s 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 this 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 post holder’s responsibility to be aware of and comply with the HSE Health Care Records Management/Integrated Discharge Planning (HCRM / IDP) Code of Practice.   **The above Job Description 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** | **Candidates must have at the latest date of application:**  **1. Professional Qualifications, Experience, etc**  **(**a) Eligible applicants will be those who on the closing date for the competition:  (i) Have previous experience of work in a hospital laboratory or science laboratory.  Or  (ii) Be currently employed with no less than twelve months experience in the publicly funded Irish Health Service.  Or  (iii) Hold a qualification to minimum standard of Quality & Qualifications Ireland Level 5 (or higher) in Laboratory Skills.  And  (b) Candidates must have the personal competence and capacity to properly discharge the duties of the role.  **2. Age**  Age restriction shall only apply to a candidate where s/he is not classified as a new entrant (within the meaning of the Public Service Superannuation (Miscellaneous Provisions) Act, 2004). A candidate who is not classified as a new entrant must be under 65 years of age on the first day of the month in which the latest date for receiving completed application forms for the office occurs.  **3. Health**  Candidates 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**  Candidates for and any person holding the office must be of good character. |
| **Other requirements specific to the post** | A flexible approach to working hours is required in order to ensure deadlines are met |
| **Skills, competencies and/or knowledge** | ***Candidates must demonstrate:***   * A good theoretical knowledge of Laboratory Services. * The ability to work as a member of team and make positive contributions to that team * An organised, methodical and structured approach to work including the ability to meet deadlines, to handle multiple tasks effectively and work within guidelines and procedures * A commitment to providing a quality service * Effective communication and interpersonal skills including telephone skills and the ability to present information in a clear and concise manner * Computer skills including the ability to use spreadsheets, word processing, data bases and other computer applications, such as e-mail * The ability to work as a member of a team and make positive contributions to that team. * Awareness of biological hazards and infection, e.g. Hepatitis, AIDS, MRSA. |
| **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. | |

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**Medical Laboratory Aide**

**Terms and Conditions of Employment**

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| **Tenure** | There are currently a number of temporary vacancies available which will be filled on a full or part time basis.  A panel will be created as a result of this campaign for the Laboratory, Letterkenny University Hospital from which current and future, specified purpose vacancies of full or part-time duration may be filled.  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 (as at 01/01/2019) is:  €27,863 - €29,166 - €30,539 - €30,903 - €31,959 - €32,737 - €33,859 - €35,023 - €36,228. |
| **Working Week** | The standard working week applying to the posts 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. |
| **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. |

1. A template SSSS and guidelines are available on the National Health and Safety Function/H&S web-pages [↑](#footnote-ref-1)
2. See link on health and safety web-pages to latest Incident Management Policy [↑](#footnote-ref-2)