

 **Medical Scientist, Senior, Haematology and Blood Transfusion**

 **Job Specification & Terms and Conditions**

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| **Job Title and Grade** | **Medical Scientist, Senior, (Haematology and Blood Transfusion)***(Grade Code: 3877)*  |
| **Campaign Reference** | L8232 |
| **Closing Date** | Friday 24th January 2025 at 4pm.  |
| **Proposed Interview Date (s)** | 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 |
| **Organisational Area** | HSE West North West Hospital Group |
| **Location of Post** | Letterkenny University Hospital.Permanent full time senior vacancy available in the Haematology Dept. Letterkenny University Hospital.A panel may be created for **Medical Scientist, Senior, (Haematology and Blood Transfusion), Letterkenny University Hospital** from which permanent and specified purpose vacancies of full or part time duration may be filled |
| **Informal Enquiries** | Jacqui Clarke, Pathology Dept. Letterkenny University HospitalEmail: jacqui.clarke@hse.ie Tel: 0749123557  |
| **Details of Service** | **About HSE West and North West**The HSE West and North West health region will manage and deliver all public health and social care services in:* Donegal
* Leitrim
* Sligo
* West Cavan
* Mayo
* Galway
* Roscommon

Almost 800,000 people are living in this region.Hospital groups and Community Health OrganisationsHSE West and North West includes all hospital and community healthcare services in the region. This includes:* Saolta University Health Care Group
* Community Healthcare West
* Community Healthcare Cavan, Donegal, Leitrim, Monaghan, Sligo

The Department of Population and Public Health, HSE West and North West is also now aligned with this health region.**Services in the HSE West and North West health region**HSE Services that work together to provide healthcare services within this region include:* acute hospitals
* primary care services
* community services
* social care services
* public and private providers
* health and social care professionals
* voluntary sector services
* national ambulance services

VisionOur vision is to be a leading academic Hospital Group providing excellent integrated patient-centred care delivered by skilled caring staff.HSE West and North West Guiding PrinciplesCare - Compassion - Trust - LearningOur guiding principles are to work in partnership with patients and other healthcare providers across the continuum of care to:* Deliver high quality, safe, timely and equitable patient care by developing and ensuring sustainable clinical services to meet the needs of our population.
* Deliver integrated services across the HSE West and North West health region, with clear lines of responsibility, accountability and authority, whilst maintaining individual hospital site integrity.
* Continue to develop and improve our clinical services supported by education, research and innovation, in partnership with NUI Galway and other academic partners.
* Recruit, retain and develop highly-skilled multidisciplinary teams through support, engagement and empowerment.
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| **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 GUIDING VALUES** **Respect** - We are 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 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 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. **Team working** – we engage and empower our staff, sharing best practice and strengthening relationships with our partners and patients to achieve our Mission. **Communication** - we 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 Senior Medical Scientist will report to the Chief Medical Scientist, Pathology Manager of the Pathology Dept. Letterkenny University Hospital |
| **Purpose of the Post**  | The Letterkenny University Hospital Haematology/ Blood Transfusion Dept. provides a routine Haematology ,emergency Blood and Blood Products Transfusion service to inpatient and out patients attending the hospital. The Dept. operates a Quality Management system in line with strict criteria and EU Directives set down by the Health Products Regulatory Authority (HPRA). The overall high-level purpose of the Senior Grade Medical Scientist is to supervise and progress the Haematology/ Blood Transfusion Dept. responsibilities in terms of the services it provides. |
| **Principal Duties and Responsibilities** | * The post holder will support the principle that 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 the role and you will be required to participate in the Group’s performance management programme
* Perform the appropriate duties of the office of Senior Medical Scientist, under the guidance and management of the Chief Medical Scientist, Pathology manager, Consultant Haematologist or other designated specialist/ senior staff, whilst retaining the responsibilities of this post.
* Collaborate with the Haematology and Blood Transfusion Team and other team members in providing a service that supports the clinical needs of patients and is consistent with best practice, the vision, the values and the strategic plan of the Hospital/ Network.
* Participate in all the work areas of the Establishment while also taking day to day responsibility in collaboration with other specialist/ senior staff, for its planning, prioritising and supervision.
* Co-operate in developing and maintaining a quality management system, in accordance with the requirements of the EU Blood and Tissue Directives and ISO15189 compliance.
* To participate in all the work of the Establishment to which the Haematology / blood transfusion/ Dept. has rostered, with responsibility for equipment performance, maintenance, condition, quality control and record keeping of all instruments within the section. This includes maintenance and correct handling of the temperature monitoring system in Haematology / Blood Transfusion.
* Responsible for managing consumables and reagent stock supplies associated with the Dept.
* Contribute to the evaluation, validation and implementation of new technologies and equipment where requested.
* Participate in Dept. meetings as requested. Contribute to effective communication within the department.
* Actively participate in continuing professional development, education and research activities as appropriate to the development of the Dept.
* Undertake suitable training and development programmes as requested by the Chief Scientist to successfully acquire core competencies and thereafter maintain the required standards of competence when undertaking the specific duties of the Dept.
* Design and deliver training to staff within the department to support the training of new and existing medical scientists, student medical scientists and laboratory aides working in the Haematology/ Blood Transfusion Dept. Document staff training.
* Ensure that the Dept. standard operating procedures and health and safety policies are understood and carried out by all staff.
* Where required/ requested undertake relevant training for electronic information systems in place & under development and be familiar and proficient with the use of the information technology systems within the department.
* Complete all mandatory HSE training.
* Be familiar with the Health & Safety policies of the HSE and the department and ensure that they are followed to maintain a safe working environment for all employees and visitors.
* Behave at all times in a manner appropriate to your profession and the obligations and constraints of the post, including an awareness of the primacy of the patient, maintaining patient confidentiality and relating to patients, clients and other stakeholders/ management in an understanding and sympathetic way.

**KPI’s*** 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 annually and must observe fire orders.
* All accidents within the Department must be reported immediately and documented according to.
* Infection Control Policies must be adhered to.
* In line with the Safety, Health and Welfare at Work Acts 2005 and 2010 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.
* The post holders’ 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 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. **Statutory Registration, Professional Qualifications, Experience, etc**
2. **Candidates for appointment must:**

(i) Be registered, or be eligible for registration, on the Medical Scientists Register maintained by the Medical Scientists Registration Board at CORU. **OR**(ii) Applicants who satisfy the conditions set out in Section 91 of the Health and Social Care Professionals Act 2005, (see note 1 below\*), must submit proof of application for registration with the Medical Scientists Registration Board at CORU. The acceptable proof is correspondence from the Medical Scientists Registration Board at CORU confirming their application for registration as a Section 91 applicant was received by the 30th March 2021.**AND**(iii) Possess one of the following NFQ Level 9 post graduate qualifications or equivalent qualification at minimum Level 9 validated by the Academy of Clinical Science and Laboratory Medicine;MSc Clinical Laboratory Science, Dublin Institute of Technology (DIT).MSc Clinical Laboratory Science, Technological University Dublin (TU Dublin)MSc Clinical Chemistry, University of Dublin, Trinity College (TCD).MSc Biomedical Science, University of Ulster (UU)MSc Biomedical Science, Cork Institute of Technology (CIT)/University College Cork(UCC).MSc Biomedical Science, Munster Technological University (MTU) / University College Cork (UCC)MSc Molecular Pathology, Dublin Institute of Technology (DIT)/University of Dublin, Trinity College (TCD). MSc Medical Science, Atlantic Technological University (ATU)**OR**(iv) An equivalent qualification at minimum Level 9 validated by the Academy of Clinical Science and Laboratory Medicine (ACSLM).**OR**(v) Possess Fellowship of the Academy of Clinical Science and Laboratory Medicine awarded before July 2018.**OR**(vi) Have attained the Fellowship examination of the Institute of Biomedical Science **(Awarded prior to 1999).****AND**(vii) Possess four years full time clinical experience (or an aggregate of four years’ full time clinical experience) as a medical scientist in a clinical diagnostic laboratory since qualifying as a medical scientist.**AND**(viii) Demonstrate evidence of Continuous Professional Development.**AND**(ix) Have the requisite knowledge and ability (including a high standard of suitability and professional ability) for the proper discharge of the duties of the office.**AND**(x) Provide proof of Statutory Registration on the Medical Scientists Register maintained by the Medical Scientists Registration Board at CORU **before a contract of employment** **can be issued.**2. **Annual registration** (Applicable to Section 38 Applicants only)(i) On appointment practitioners must maintain annual registration on Medical Scientists Register maintained by the Medical Scientists Registration Board at CORU**And**(ii) Practitioners must confirm annual registration with CORU to the HSE by way of the annual Patient Safety Assurance Certificate (PSAC).**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.***Note 1\* Section 91 candidates are individuals who qualified before 31st March 2019 and have been engaged in the practice of the profession in the Republic of Ireland for a minimum of 2 years fulltime (or an aggregate of 2 years fulltime), between 31st March 2014 and 31st March 2019 are considered to be Section 91 applicants under the Health and Social Care Professionals Act 2005.*** |
| **Post specific Requirements** | Demonstrate depth and breadth of experience in Haematology / Blood Transfusion work and processes as well as legislative requirements and related Quality Management Systems. |
| **Other requirements specific to the post** | A flexible approach to working hours is required in order to ensure deadlines are met and successful candidates must participate in laboratory out of hour’s cover/ all rosters and on call.The candidate must also continue daily duties in the Establishment as rostered while acting in a supervisory role while doing so. |
| **Skills, competencies and/or knowledge** | **Knowledge & Professional Knowledge*** Demonstrate experience of managing automated Haematology / Blood Transfusion analysers.
* Demonstrate in depth knowledge of best practice guidelines for Haematology / Blood Transfusion.
* Demonstrate experience in concise high level documentation preparation.
* Demonstrate evidence of computer/ IT Skills.
* Demonstrate ability to work alone when completing out of hours and deal with emergencies competently as they occur.
* Demonstrateup-to-date knowledge of best practice in delivering a Quality Laboratory Service that supports patient centred service provision, especially the requirements of ISO 15189.
* Demonstrate in depth knowledge of the requirements of The EU Blood Directives.
* Demonstrate evidence of commitment to continuing professional development
* Demonstrate an understanding of likely future trends and developments in laboratory medicine services.
* Demonstrate flexibility and openness to change
* Demonstrate awareness of all the processes involved in the introduction of new laboratory automation from selection, through verification to decommissioning
* Demonstrate evidence of project management skills
* Demonstrate capacity for management responsibility and demonstration of initiative, including decision making.
* Demonstrate ability to improve efficiency within the working environment and to evolve and adapt to a rapid changing environment.
* Demonstrate ability and willingness to implement new work processes, ideas and methodologies in order to support the clinical service requirement, under direction of the Chief Medical Scientist, Pathology manager and the Consultants with Administrative Responsibility.
* Demonstrate awareness and compliance with HSE policies, procedures, guidelines and standards and promotion of this to others.
* Be aware of and adhere to relevant standards policies and legislation for example Health and Safety, Freedom of Information Act 1997, Childcare Act, HIQA Standards

**Planning & Organisation Skills*** Demonstrate proven administrative and organisational skills.
* Demonstrate evidence of effective planning and organising skills and ability to plan and manage resources to ensure optimum service delivery.
* Demonstrate experience of managing large workloads, ability to work under pressure and multi-task.
* Demonstrate good time management skills
* Demonstrate the ability to manage self and others in a busy working environment
* Demonstrate flexibility and adaptability in response to workforce demands and can plan and organise work accordingly.

**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
* Be able to design and implement structured policies and systems for the management of service delivery in consultation with key stakeholders and ensure clear role accountability for service levels, quality and decision making discretion.

T**eam Skills & Leadership*** Demonstrate experience in staff training, an awareness of maintaining staff training records, and ability to support development of staff.
* Demonstrate ability to work to your own initiative, work independently and as a lead person and ability to manage a team.
* Participate in student training in the various areas of the Pathology Dept.
* Demonstrate ability to maintain self control in difficult and challenging situations
* Demonstrate supervisory, management and leadership experience

**Evaluating Information & Judging Situations*** Demonstrate the ability to identify and resolve system failures and anomalies
* Demonstrate the ability to evaluate information, solve problems and make effective decisions
* Demonstrate skills in solving analytical problems and analyser failures
* Ability to judge and work alone in terms of out of hours.

**Communication Skills*** Demonstrate effective communication skills including the ability to present information in a clear and concise manner.
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| **Campaign Specific Selection Process****Ranking/Shortlisting/ Interview** | A ranking and or short-listing exercise may be carried out on the basis of information supplied in your application form. The criteria for ranking and or short-listing 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 / Public Appointments Service 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.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. |

**Terms and Conditions of Employment**

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| **Tenure**  | The current vacancy available is permanent, whole time and pensionableA panel may be created for **Medical Scientist, Senior, (Haematology/Blood Transfusion), Letterkenny University Hospitals** from which permanent and specified purpose vacancies of full or part time duration may be filledAppointment as an employee of the Health Service Executive is governed by the Health Act 2004 and the Public Service Management (Recruitment and Appointment) Act 2004 and Public Service Management (Recruitment and Appointments) Amendment Act 2013. |
| **Remuneration**  | The Salary Scale for the post at (01.10.2024) is: **\*\*(with designated NFQ Level 9 qualification)\*\***€ 59,424, 62,105, 64,484, 66,918, 69,426, 71,889, 74,426, 76,938, 79,468**\*\*(without designated NFQ Level 9 qualification)\*\***€ 59,424, 62,105, 64,484, 66,918, 69,426, 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 35 hours.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. |
| **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 recruited between 1 April 2004 and 31 December 2012 (new entrants) have no compulsory retirement age.Public servants recruited since 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 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. |
| **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)