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**Medical Scientist, Staff Grade (Haematology/Blood Transfusion)**

**Job Specification, Terms & Conditions**

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| **Job Title and Grade** | **Medical Scientist, Staff Grade (Haematology/Blood Transfusion)**  *(Grade Code: 3875)* |
| **Campaign Reference** | SLIGO0495 |
| **Closing Date** | 12 noon 29th November 2024 |
| **Proposed Interview Date (s)** | Interviews will be scheduled as soon as possible after the closing date. |
| **Taking up Appointment** | A start date will be indicated at job offer stage |
| **Location of Post** | Haematology/ Blood Transfusion Department, Sligo University Hospital  There is currently one whole-time vacancy available which will be filled on a Permanent basis. Initial assignment to Haematology Laboratory, Sligo 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 as a result of this campaign for **Sligo University Hospital** from which current and future, permanent and specified purpose vacancies of full or part-time duration may be filled. |
| **Informal Enquiries** | **Name**: Sonia Gilmartin  **Title**: Chief Medical Scientist, Haematology Laboratory, Sligo University Hospital **Tel**: 071 91 71111 ext 74562 **Email**: Sonia.gilmartin@hse.ie |
| **Details of Service** | The Haematology laboratory SUH provides a routine and emergency laboratory service for Haematology and Coagulation testing. It provides testing for the Anticoagulation clinic. It facilitates referral of samples to external labs for specialized Haematology, Molecular and Coagulation tests. It provides a laboratory and anticoagulation service to the hospitals & GP’s in Sligo, Leitrim, Donegal and West Cavan.  The Blood Transfusion laboratory provides routine Blood Transfusion service to SUH. Antenatal blood group and antibody screening service is provided to General Practitioners and antenatal clinics. The Blood Transfusion department also provides advisory services, clinical, technical and Haemovigilance advice. The Blood Transfusion laboratory is accredited to ISO 15189 in order to comply with EU directive 2002/98/EC.  **HSE Vision**  Our vision is to be a leading academic Hospital Group providing excellent integrated patient-centred care delivered by skilled caring staff.  **HSE Guiding Principles**  Care - Compassion - Trust - Learning  Our 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 Saolta Group Hospitals, 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. |
| **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** | * Reporting to Chief Medical Scientist/Senior Medical Scientist in line with the departmental reporting structures. * Responsible to Laboratory Manager. * Responsible to Clinical Director. |
| **Purpose of the Post** | * In co-operation with the Chief Medical Scientist, Consultant Head of Department, and other laboratory staff, perform routine Haematology, Coagulation or Blood Transfusion testing on patient specimens to the highest professional standards. * To participate as a Medical Scientist, Staff Grade in providing a high quality and efficient laboratory service to Consultants, Doctors and their patients within the hospital and the community. |
| **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 * Performance management systems are part of the role and you will be required to participate in the Group’s performance management programme   **Scientific / Professional**  The Medical Scientist, Staff Grade will:   * Perform the appropriate duties of the office of Staff Grade Medical Scientist, in a consultant-led service under the guidance and management of the Consultant Head of Dept, his/her deputy, the Chief Medical Scientist or other designated senior staff, whilst retaining the responsibilities of this post. * To participate in the analytical work of the section, with responsibility for equipment performance, maintenance, condition, quality control and record keeping of all instruments and analysers within the section. * Ensure all equipment malfunctions are investigated, reported and repaired accordingly * Responsible for monitoring consumables and reagent stocks supplies associated with the section. * Contribute to the evaluation, procurement, validation and implementation of new analytical equipment, methods and software. * To maintain and improve analytical quality in the department by participating in and facilitation of Quality Assurance and Audit, developing documentation including SOPs and facilities to ISO 15189 standards. * Participate in laboratory meetings particularly in relation to assessment of performance, development of the service and organisational changes. Contribute to effective communication within the department. * Actively participate in continuing professional development, education and research activities as appropriate to the development of the laboratory. * Undertake suitable training and development programmes to successfully acquire core competencies and thereafter maintain the required standards of competence when undertaking duties. * Adhere to laboratory standard operating procedures and health and safety policies. * 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. * Participate fully as a team member, sharing knowledge and information and supporting colleagues to promote a cohesive laboratory team and the achievement of team objectives. To participate in the practice education of student therapists. * 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 in an understanding and sympathetic way. * Maintain throughout the Hospital awareness of the primacy of the patient in relation to all hospital activities. * To be able to work to tight deadlines and re-prioritise work proactively as required. * Performance management systems are part of role and you will be required to participate in the Group’s performance management programme.   **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. * Employees are required to participate in the provision of the emergency “out of hours” discipline specific on call service. * 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.   **Health & Safety**  The Medical Scientist, Staff Grade 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 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. * Support, promote and actively participate in sustainable energy, water and waste initiatives to create a more sustainable, low carbon and efficient health service. 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.   **Education & Training**  The Medical Scientist, Staff Grade will:   * Participate in mandatory training programmes * Take responsibility for, and keep up to date with current practice by participating in continuing professional development as appropriate. * Maintain an up-to-date personal training / retraining record in accordance with laboratory policy and CORU requirements. * 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  **Information Technology**  * Assist in ensuring that the Haematology Team makes the most effective and efficient use of developments in information technology for both patient care and administrative support in a manner that integrates well with systems throughout the organisation. * Collect, interpret and present data and information as appropriate and as required on the relevant Laboratory's activity, staffing and expenditure. * Ensure compliance with GDPR legislation and policies  **Financial** *The Senior Medical Scientist (Haematology/Blood Transfusion) will:*   * Ensure the most effective use of available resources and the smooth running to the relevant Laboratory service. * Provide appropriate statistical and management information. * Maintain an Asset register of appropriate equipment, in conjunction with the Asset Register of the Hospital   **Administrative**  The Medical Scientist, Staff Grade will:   * Actively participate in the improvement and development of services with the Chief Medical Scientist and Senior Medical Scientists in collaboration with the Consultant in Administrative Charge. * Be familiar with and duly implement all documented procedures and policies. * 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   **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**  **(a) 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 careprofessionals 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 scientist s registration board at CORU confirming their application for registration as a section 91 applicant was received by the 30th March 2021.    **AND**  (ii) 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**  (iii) 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. Applicable to section 38 applicants only).**  **2. Annual registration \* (Applicable to section 38 Applicants only\*)**   1. On appointment practitioners must maintain annual registration on the Medical Scientists Register maintained by the Medical Scientists Registration Board at CORU.   **AND**   1. Practitioners must confirm annual registration with CORU to the HSE by way of the annual Patient Safety Assurance Certificate (PSAC).   **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. |
| **Post Specific Requirements** | Experience in laboratory Haematology and/or Blood Transfusion essential. |
| **Other Requirements Specific to the Post** | A flexible approach to work as the candidate will be required to participate in the emergency on call rota and Extended working day rosters (8am-8pm) |
| **Skills, competencies and/or knowledge** | ***Candidates must demonstrates the following****:*  **Professional Knowledge**   * Demonstrate good theoretical and practical knowledge of Haematology and Blood Transfusion. * Demonstrate evidence of relevant experience in a medical laboratory. * Demonstrate up-to-date knowledge of Best Practice in delivering a quality diagnostic service. * Demonstrate understanding of the role of Pathology in the healthcare system. * Demonstrate knowledge of laboratory accreditation; participate in the development and authorship, and/or review and revision of SOP’s. * Demonstrate understanding of the role of quality assurance, quality management and process improvement principles in laboratory operation and planning. * Demonstrate understanding of the major features of a laboratory information system. * Demonstrate commitment to continuing professional development * Demonstrate evidence of computer skills and a willingness to develop IT skills relevant to the role   **Planning & Organising**   * Demonstrate evidence of effective planning and organising skills * Demonstrate the ability to manage self in a busy working environment * Demonstrate the ability to evaluate information, solve problems and make effective decisions. * Demonstrate the ability to identify and resolve system failures and anomalies * Demonstrate ability to manage deadlines   **Commitment to Quality Service**   * Demonstrate a strong commitment to the provision of a quality service * Demonstrate up-to-date knowledge of best practice in delivering a Quality Laboratory Service * Demonstrate motivation and an innovative approach to job and service developments * Demonstrate awareness and appreciation of the service user and the patient * Demonstrate flexibility and openness to change.   **Team Skills**   * Demonstrate ability to work to your own initiative, work independently and as part of a team.   **Communication & Interpersonal Skills**   * Demonstrate interpersonal skills in functioning as a member of a Health Care Team. * Demonstrate principles of confidentiality with all information. |
| **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 specification may be reviewed.  This job specification 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 (Haematology/Blood Transfusion)**

**Terms and Conditions of Employment**

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| **Tenure** | The tenure of posts will be confirmed at expression of interest stage.  A panel may be created as a result of this campaign for the Laboratories, Sligo University Hospital from which current and future, permanent and 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 (at 01/10/2024) is:  €42,892 - €44,539 - €47,149 - €48,389 - €49,569 - €52,382 - €54,265 - €56,192 - €58,161 - €60,139 - €62,122 - €64,122 - €66,135 - €68,171 - €70,149 - **€71,508 LSI**  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 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 posts 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. 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 safety statement 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. |

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)