

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

**Job Specification & Terms and Conditions**

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| **Job Title and Grade** | Medical Scientist, Staff Grade (Microbiology)  *(Grade Code: 3875)* |
| **Campaign Reference** | HBS09607 |
| **Closing Date** | Monday 30th November 2020 at 12 noon |
| **Proposed Interview Date (s)** | Interviews are due to take place on Tuesday, 8th December 2020. |
| **Taking up Appointment** | A start date will be indicated at job offer stage. |
| **Location of Post** | **Saolta University Health Care Group**  **Sligo University Hospital**  There are currently eight vacancies in the Microbiology Laboratory and Public Health Laboratory, Pathology Dept., Sligo University Hospital.   * 6 Permanent whole-time vacancies * 1 Specified purpose (contract end date 31/12/2021) whole-time vacancy * 1 Specified purpose (12 month contract ) part-time vacancy (0.6 WTE)   The successful candidates 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** | Liam O’Grady, Laboratory Manager, Sligo University Hospital.  **Tel:** 071 917 4560/087 618 4160  **Email:** [liam.ogrady@hse.ie](mailto:liam.ogrady@hse.ie) |
| **Details of Service** | The Saolta University Health Care Group provides acute and specialist hospital services to the West and North West of Ireland – counties Galway, Mayo, Roscommon, Sligo, Leitrim, Donegal and adjoining counties.  The Saolta University Health Care Group comprises of 7 hospitals across 8 sites:   * [Letterkenny University Hospital (LUH)](https://saolta.ie/hospital/letterkenny-university-hospital) * [Mayo University Hospital (MUH)](https://saolta.ie/hospital/mayo-university-hospital) * [Merlin Park University Hospital (MPUH)](https://saolta.ie/hospital/merlin-park-university-hospital) * [Portiuncula University Hospital (PUH)](https://saolta.ie/hospital/portiuncula-university-hospital) * [Roscommon University Hospital (RUH)](https://saolta.ie/hospital/Roscommon%20University%20Hospital) * [Sligo University Hospital (SUH)](https://saolta.ie/hospital/sligo-university-hospital) incorporating Our Lady’s Hospital Manorhamilton (OLHM) * [University Hospital Galway (UHG)](https://saolta.ie/hospital/university-hospital-galway)   The Group's Academic Partner is NUI Galway.  The Saolta Group’s region covers one third of the land mass of Ireland, it provides health care to a population of 830,000, employs 10,653 staff (October 2019), and has a budget of €868 million.  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.  **Vision**  Our vision is to be a leading academic Hospital Group providing excellent integrated patient-centred care delivered by skilled caring staff.  **Saolta 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.   **Saolta Strategy 2019-2023**  We have developed a five year strategy which outlines the vision and framework for the Group’s strategic development from 2019 to 2023.  We are committed to ensuring that our patients are at the centre of all service design, development and delivery. Over the five years of the strategy we will further develop our services, both clinical and organisational based around seven key themes: Quality and Patient Safety; Patient Access; Governance and Integration; Skilled Caring Staff; Education Research and Innovation; eHealth and Infrastructure. These will be our key areas of focus to enable us to meet the future needs of our patients.  We continue to work very closely with our colleagues in the community both Community Healthcare West and Community Health Organisation 1 in the North West to deliver more streamlined care to our patients in line with the national focus of bringing services closer to patients.  While the tertiary referral centre for the Group is University Hospital Galway, it is essential that all our hospitals work more closely together in delivering services to address the challenges facing us across our region.  A key theme of our 5 year strategy is the development of Managed Clinical and Academic Networks.  These networks will ensure that specialities in individual hospitals will no longer work in isolation but as a networked team which will improve clinical quality and patient safety. It will also support collective learning/sharing of expertise and will be supported by education, training, research and audit programmes. It will result in safer, standardised and more sustainable services for our patients.  **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. |
| **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 post holder will report to the Senior Medical Scientist |
| **Purpose of the Post** | To participate as a Medical Scientist, Staff Grade (Microbiology) 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 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 (Microbiology) 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 practise education of student medical scientists. * 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. * Monitoring of sickness/absence and implementation of local and national control measures at Department Level. Proactively manage persistent poor staff attendance.   **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 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. * 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. * To support, promote and actively participate in sustainable energy, water and waste initiatives to create a more sustainable, low carbon and efficient health service.   **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** | **Candidates must have at the latest date of application: -**  **Category A:**  **Individuals who qualify on or after the 31st March 2019 must:**   |  |  |  | | --- | --- | --- | | **(a)** | Possess a qualification approved by the Medical Scientists Registration Board at CORU: See: <https://www.coru.ie/about-us/registration-boards/medical-scientists-registration-board/apply-for-registration/> | | |  | **Or** |  | | **(b)** | Hold a qualification recognised by the Medical Scientists Registration Board at CORU. | | |  | **Or** |  | | **(c)** | Submit proof to the HSE of their application for recognition of their qualifications from the Medical Scientists Registration Board at CORU by a date specified by the HSE. (HBS Recruit or other recruiting unit will specify this date, generally pre interview date). | | |  | **And** |  | | **(d)** | 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. | |   **Category B**   |  |  |  |  | | --- | --- | --- | --- | | (i) | **Individuals who qualified before the 31st March 2019 and have not engaged in the practice of the profession in the Republic of Ireland must:** | | | |  | **Or** |  | | | (ii) | **Individuals who qualified before the 31st March 2019 and have been engaged in the practice of the profession for less than 2 years fulltime (or an aggregate** **of 2 years fulltime), in the Republic of Ireland between 31st March 2014 and 30th March 2019 must:** | | | | **(a)** | Possess a qualification approved by the Medical Scientists Registration Board at CORU see <https://www.coru.ie/about-us/registration-boards/medical-scientists-registration-board/apply-for-registration/> | | | |  | **Or** | |  | | **(b)** | Hold a comparable qualification recognised by the Medical Scientists Registration Board at CORU. | | | |  | **Or** | |  | | **(c)** | Submit proof to the HSE of their application for recognition of their qualifications from the Medical Scientists Registration Board at CORU by a date specified by the HSE. (HBS Recruit or recruiting unit will specify this date, generally pre interview date). | | | |  | **Or** | |  | | **(d)** | Hold a qualification previously recognised by the Academy of Clinical Science and Laboratory Medicine (*formerly the Academy of Medical Laboratory Science) upto 31st March 2019.* | | | |  | **And** | |  | | **(e)** | 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. | | |   **Category C:**  **Individuals who qualified before the 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 30th March 2019 must:**   |  |  |  | | --- | --- | --- | | **(a)** | Hold a qualification recognised by the Medical Scientists Registration Board at CORU see <https://www.coru.ie/about-us/registration-boards/medical-scientists-registration-board/apply-for-registration/> | | |  | **Or** |  | | **(b)** | Hold a qualification previously recognised by the Academy of Clinical Science and Laboratory Medicine (*formerly the Academy of Medical Laboratory Science) upto 31st March 2019.* | | |  | **And** |  | | **(c)** | 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. | |  1. **Registration on the Medical Scientists register**   **Category A and category B**  Appointees who subsequently fail to achieve the necessary registration on the Medical Scientists Register maintained by the Medical Scientists Registration Board at CORU **will not** be able to continue in the role of a Medical Scientist **beyond the 30th March 2021.**  **Category C**  Appointees must have applied for registration with CORU by the **30th March 2021** to continue in the role of a Medical Scientist **beyond the 30th March 2021**.   1. **Annual registration**   On appointment, practitioners must maintain live annual registration on the Medical Scientists Register maintained by the Medical Scientists Registration Board at CORU.   1. **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.   1. **Character**   Candidates for and any person holding the office must be of good character. |
| **Post Specific Requirements** | Demonstrate depth and breadth of experience in Microbiology as relevant to the role. |
| **Other requirements specific to the post** | Participation in the on-call rota if required |
| **Skills, competencies and/or knowledge** | **Professional Knowledge**   * Demonstrate knowledge of the requirements of ISO 15189. * Demonstrate knowledge of assay performance monitoring. * Demonstrate awareness and compliance with HSE policies, procedures, guidelines and standards. * Demonstrate skills in solving analytical problems and instrument failures. * Demonstrate evidence of computer/IT Skills.   **Planning & Organising**   * Demonstrate experience of managing large workloads, ability to work under pressure and multi-task. * Demonstrate good time management skills.   T**eam Skills**   * Demonstrate ability to work to your own initiative, work independently and as part of a team. * Demonstrate ability to maintain self control in difficult and challenging situations.   **Commitment to Providing a Quality Service**   * Demonstrate a strong commitment to the provision of a quality service. * Demonstrate evidence of assertiveness.   **Problem Solving & Decision Making Skills**   * Demonstrate the ability to evaluate information, solve problems and make effective decisions. * Demonstrate the ability to identify and resolve system failures and anomalies.   **Communication Skills**   * Demonstrate good communication skills including the ability to present information in a clear and concise manner. |
| **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 (Microbiology)**

**Terms and Conditions of Employment**

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| **Tenure** | The current vacancies available are 6 permanent and whole time, 1 Specified purpose (contract end date 31/12/2021) whole-time vacancy and 1 Specified purpose (12 month contract ) part-time vacancy (0.6 WTE)  The post is pensionable. A panel may be created from which permanent and specified purpose vacancies of full or part time duration may be filled. 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 the post is:  €33,929 - €35,340 - €37,582 - €38,644 - €39,654 - €42,043 - €43,589 - €45,150 - €46,736 - €48,320 - €49,909 - €51,510 - €53,122 - €54,753 - €56,337 - **€57,426 LSI** (pro rata)  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 to 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 Contracting 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 joining the public service, or re-joining the public service with a 26 week break in service, between 1 April 2004 and 31 December 2012 (new entrants) have no compulsory retirement age.  Public servants, joining the public service or re-joining the public service after a 26 week break, after 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. |
| **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 as appropriate to the role. |
| **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)