

St. Vincent's Healthcare Group, Department of Pathology and Laboratory Medicine		SMH Management
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**JOB TITLE:**                      **Medical Scientist**

**DEPARTMENT:**

**Job No.**                              **4**

**Report to:**                        **Chief Medical Scientist / Nominee**

**Date of Employment:**

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## 1. Main Purpose of Job

- Participate in implementing a clinical laboratory service that supports the clinical needs of the patients
- Participate in the implementation of operational processes to the standards of 'best practice', in order to optimise use of resources
- Participate in the implementation of a 'quality management' programme which is patient centred and which measures and audits performance and client satisfaction

## 2. Qualifications

Each candidate must:

(a) possess the Bachelor in Science (Applied Science) Honours degree (Biomedical option) from the University of Dublin/Dublin Institute of Technology, Kevin Street;

or

(b) possess the Bachelor in Science Honours degree in Biomedical Science from the Joint University College Cork-Regional Technical College Cork course;

or

(c) possess the Diploma in Medical Laboratory Sciences of the Dublin Institute of Technology, Kevin Street or the Regional Technical College, Cork awarded prior to 1994;

or

(d) possess the Certificate in Medical Laboratory Sciences of the Dublin Institute of Technology, Kevin Street of the Regional Technical College, Cork of the Regional Technical College Galway (awarded prior to 1997);

or

(e) possess a recognised qualification at least equivalent to (a), (b), (c) or (d) above;

and

(f) be eligible for statutory registration with CORU. Membership of The Academy of Clinical Science and Laboratory Medicine (MACSLM) or prior to 1997, associate membership of The Academy of Clinical Science and Laboratory Medicine (AMACSLM) is desirable.

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### **3. Health & Safety:**

1. Each candidate for and any person holding office must be free from any defect or disease which would render him/her unsuitable to hold office and be in a state of health such as would indicate a reasonable prospect of ability to render regular and efficient service.
2. The chosen candidate will:
  - Be familiar with the contents of the laboratory and hospital safety statement.
  - Carry out his/her activities in compliance with the laboratory and hospital safety statement
  - Participate in ensuring that effective safety procedures are in place to comply with the Safety, Health and Welfare Act as within hospital and laboratory policy.
  - Assist and co-operate with the Laboratory Management Team in developing procedures to be followed in preventing and managing accidents in the laboratory area
  - Take reasonable care for own safety, health and welfare and that of any other person who might be affected by his/her acts or omissions.
  - Co-operate with the laboratory management team in implementing health and safety programmes.
  - Use personal protective equipment and equipment provided for securing his/her health and safety at work.
  - Must not intentionally or recklessly interfere with any appliance, protective clothing, convenience equipment or other means provided to ensure his/her safety, health and welfare at work.

### **4. Probationary Period**

The successful candidate will be appointed initially for a probationary period of 6 months with reviews at 2 months and 4 months. This period may be extended if required.

### **5. Hours of Work**

Fulltime-thirty-seven hours each week or as per contract.

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## 6. On Call/Out of Hours Work

Medical Scientists are encouraged to participate in weekend duty as required.

## 7. Annual Leave

28 Working days per annum pro rata inclusive of privilege days plus Good Friday.

## 8. Salary Scale

As per national wage agreement.

## 9. List of Duties & Responsibilities

### 9.1 Principal Working Relationships

Laboratory director and laboratory management team

Laboratory staff

Outpatient, AED, nursing administration and ward nursing staff

Hospital Management and Administration

Clinical Consultants and junior medical staff

External agencies

Hospital secretarial staff

Patient services officer

### 9.2 General

1. Maintain throughout the hospital awareness of the primacy of the patient in relation to all hospital activities.
2. Participate in implementing a clinical laboratory service that supports the clinical needs of our patients.
3. Participate in training staff as required.
4. Participate in the implementation of operational processes to the standards of 'best practice', in order to optimise use of resources.
5. Participate in the implementation of a 'quality management' programme which is patient centred and which measures and audits performance and client satisfaction.
6. Actively participate in and promote continuing education and research activities consistent with the position.

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7. Demonstrate behaviour consistent with the values of the hospital.
8. Actively contribute to the operation of the quality management system in pathology.  
This quality management system complies with ISO 15189 and provides the governance framework for all processes in the department
9. The post holder is expected to maintain confidentiality at all times. Breaches of confidentiality will be treated under the hospital's disciplinary procedure.

### 9.3 Specific

1. To ensure the performance of the laboratory department is professional, efficient, friendly and operates as cost effectively as possible.
2. To ensure that the laboratory department operates to the highest standard and that best practice is maintained.
3. To identify and promote ways of raising the quality of service to the patient and staff.
4. In co-operation with the Pathology Consultants, Chief Medical Scientist and/or designated senior staff, participate in the introduction of new ideas and methods according to hospital policy.
5. Participate as required in the registration, custody and stock level of the laboratory reagents, drugs and other materials held in the laboratory.
6. Ensure the departmental stocks are adequate and equipment is maintained to required standard.
7. Review the appropriateness and efficiency of systems, policies and procedures on an ongoing basis and make recommendations for improving same.
8. Keep abreast of current developments and practices in hospital laboratories.
9. Co-operate in receiving and recording details concerning mishaps, complaints and defects in supplies equipment; investigate the circumstances with appropriate team members and take necessary actions and report findings as required and as determined by the Chief Medical Scientist.
10. Ensure that the policy relating to the laboratory record keeping is followed.
11. Ensure that all duties within the laboratory department are carried out in an efficient manner and in accordance with departmental procedures.
12. Co-operate in evaluating drugs, equipment, consumable items and research projects.

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13. Facilitate arrangements, where appropriate, to introduce professional and/or other visitors to the laboratory.
14. The post holder is expected to maintain confidentiality at all times. Breaches of confidentiality will be treated under the hospital's disciplinary procedure.
15. Support the use of new technology and equipment.
16. Maintain security in so far as it is possible and advisable, in particular situation, for both colleagues and hospital property.
17. Be familiar with and adhere to hospital policies and procedures especially in relation to fire and major accident procedures.
18. To adhere to the requirements of appropriate legislation including the Safety Health and Welfare at Work Act.
19. Co-ordinate and carry out the Major Emergency Plan for isolated incidents or multiple trauma according to hospital policy.
20. Participate with the Chief Medical Scientist in the facilitation of relevant courses in the appropriate colleges.
21. Facilitate arrangements in the laboratory area for educating and training undergraduates, intern and post-graduate students, On-Call staff and others.
22. Ensure, in co-operation with the Consultant Pathology Staff , Chief Medical Scientist and designated senior staff, appropriate compliance with International and National guidelines and standards for the provision of a quality laboratory service and actively participate in internal and external quality control.
23. Participate in the provision of appropriate statistical and management of information.
24. Participate in the implementation of a computer-integrated management system for the laboratory.
25. Make the most effective and efficient use of developments in information technology for both patient care and administrative support in a manner, which integrates well with systems throughout the organisation.
26. To participate in ensuring that effective safety procedures are in place to comply with the Health, Safety and Welfare at Work Act.
27. Assist and co-operate with the Chief Medical Scientist and senior staff in developing procedures to be followed in the prevention of accidents and ill health.

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28. To maintain and enhance professional knowledge and skills.

29. To carry out any further duties as directed by the Chief Medical Scientist/ Senior Medical Scientist.

## 10. Interpersonal Skills

The successful candidate should:

- Be of good character
- Perform duties in a responsible and mature manner.
- Possess good communication/interpersonal skills.
- Possess awareness/sensitivity towards patient needs
- Be courteous at all times to staff, patients and other service users.
- Be a good team player.
- Respect the right of each individual to dignity in the working life.

## 11. Joint Annual Review

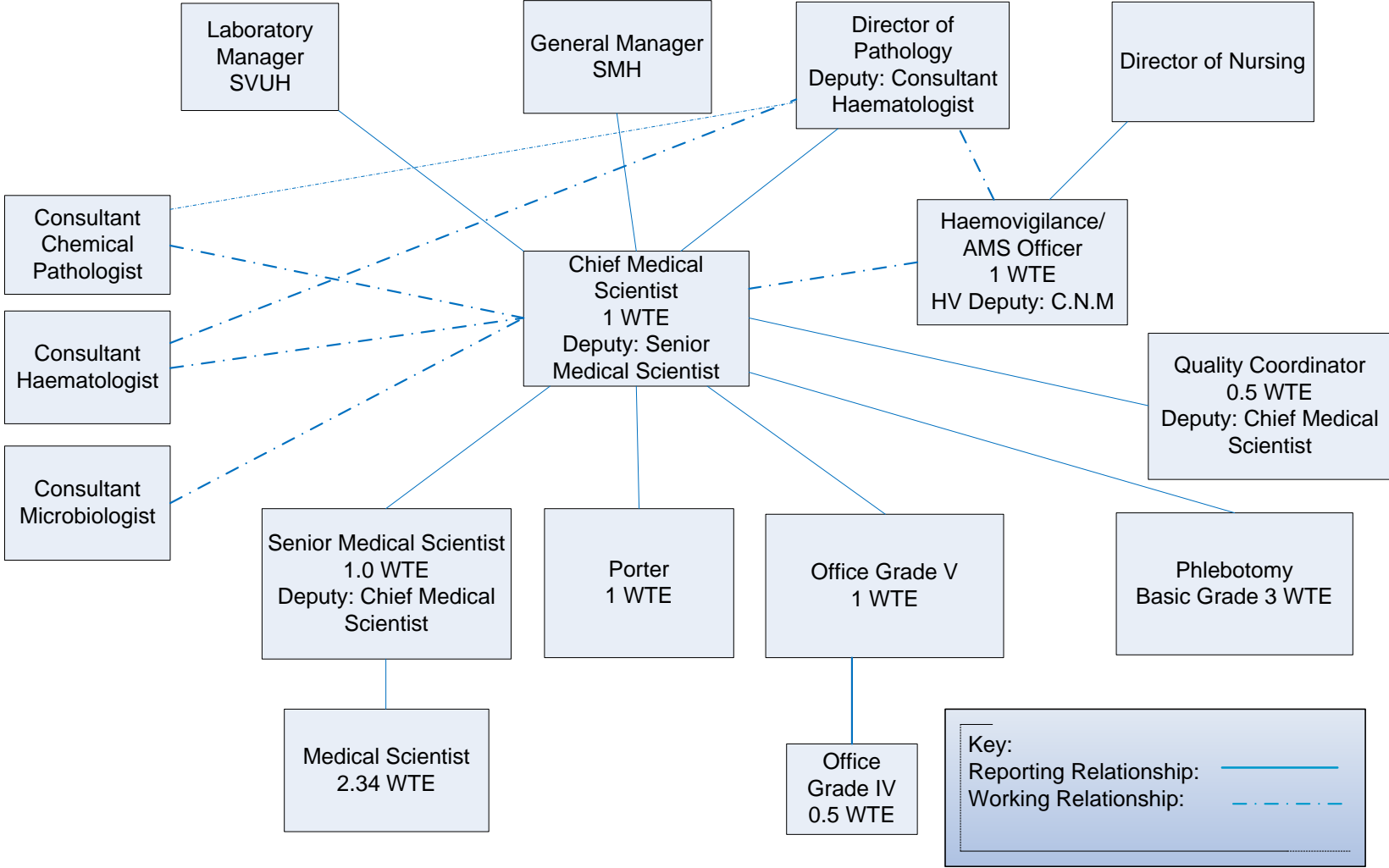
Achievement of laboratory and personal objectives is facilitated by joint annual staff reviews.

## 12. Notes

The extent and speed of change in the delivery of health care is such that adaptability is essential in this position. The incumbent will be required to maintain and enhance their professional knowledge, skill and aptitudes necessary to respond to a changing environment. The job description must be regarded as an outline of the major areas of accountability, which will be reviewed and amended on an on-going basis.

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### St Michael's Hospital Pathology Department – Organisational Chart





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Job holder's signature.....	Date.....
Manager's signature.....	Date.....