

JOB DESCRIPTION

Job title:	Medical Scientist
Grade:	Staff Grade
Reports to:	Chief Medical Scientist St. Michael's Hospital
Working Hours:	35 hours per week for a Full-time employee

Mission and Values of the Hospital

Mission

We strive for excellence in meeting the holistic needs of our patients in a caring and healing environment in which the essential contribution of each member of staff is valued.

The values of human dignity, compassion, justice, quality and advocacy rooted in the mission guide us in our work.

We will, within the foregoing context, make every effort to maintain excellence in clinical care, teaching and research.

*Comh mheas, comh bhá, comh phártíocht agus
comh oibre bunsraith ár gcuid saothar uile.*

Core Values

Human Dignity

Compassion

Justice

Quality

Advocacy



Main purpose of the role:

1. Participate in implementing a clinical laboratory service that supports the clinical needs of the patients
2. Participate in the implementation of operational processes to the standards of 'best practice', in order to optimise use of resources
3. Participate in the implementation of a quality management programme which is patient centred and which measures and audits performance and client satisfaction.
4. Participate in out-of-hours laboratory emergency work according to hospital policy.

Key Duties and Responsibilities:

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 a team of skilled staff, creating and promoting healthy working relationships.
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. Participate in training staff as required.
7. Demonstrate behaviour consistent with the values of the hospital
8. Participate in the concept of open communication throughout the hospital.
9. 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.
10. The post holder is expected to maintain confidentiality at all times. Breaches of confidentiality will be treated under the hospital's disciplinary procedure.

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 Director of Pathology, 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, consumables and other materials held in the laboratory.
6. Ensure the departmental stocks are adequate and equipment is maintained to required standard.
7. Ensure that samples are processed in accordance with standard operating procedures
8. Review the appropriateness and efficiency of systems, policies and procedures on an ongoing basis and make recommendations for improving same.
9. Keep abreast of current developments and practices in hospital laboratories.
10. 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.
11. Report any accident immediately to a senior staff member.
12. Ensure that the policy relating to the laboratory record keeping is followed.
13. Ensure that all duties within the laboratory department are carried out in an efficient manner and in accordance with departmental procedures.
14. Co-operate in evaluating assays, equipment, consumable items and research projects.
15. Facilitate arrangements, where appropriate, to introduce professional and/or other visitors to the laboratory.
16. Ensure that hospital hygiene and infection control procedures are adhered to at all times.
17. The post holder is expected to maintain confidentiality at all times. Breaches of confidentiality will be treated under the hospital's disciplinary procedure.
18. Support the use of new technology and equipment.
19. Maintain security in so far as it is possible and advisable, in particular situation, for both colleagues and hospital property.
20. Be familiar with and adhere to hospital policies and procedures especially in relation to fire and major accident procedures.
21. To participate in ensuring effective safety procedures are in place and adhere to the requirements of appropriate legislation including the Safety Health and Welfare at Work Act.
22. Co-ordinate and carry out the Major Emergency Plan for isolated incidents or multiple trauma according to hospital policy.
23. Participate with the Chief Medical Scientist in the facilitation of relevant courses in the appropriate colleges.
24. Facilitate arrangements in the laboratory area for educating and training undergraduates, intern and post-graduate students, On-Call staff and others.
25. 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.
26. Participate in the provision of appropriate statistical and management of information.
27. Participate in the implementation of a computer-integrated management system for the laboratory.



28. 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.
29. 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.
30. Personal mobile phones should not be used in the laboratory.
31. To maintain and enhance professional knowledge and skills.
32. To carry out any further duties as directed by the Chief Medical Scientist/ Senior Medical Scientist.
33. Collect, interpret and present data and information on Departmental activity according to the Hospital's reporting needs.

Professional Development

1. Participate in Continuous Professional Development (CPD)
2. Establishment of personal and professional objectives in the context of departmental goals and objectives, and participation in Staff Annual Joint Review as part of the personal development planning process.

Health and Safety

In conjunction with the Hospital manager, Chief Medical Scientist and the Director of Pathology ensure that all procedures are performed in a manner consistent with staff and patient safety and with relevant hospital and national policies and that staff attend safety training programmes. Report any breaches of health and safety to the Health and Safety Officer.

To contribute to the review of safety documentation as required.

The post holder is accountable, responsible and has authority for delivering a quality service and ensuring patient safety. The post holder will work within a Risk Management Framework to achieve the HIQA Safer, Better Healthcare Standards and other quality standards as appropriate.

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.

Conditions of Employment:

- Annual Leave Entitlement: 28 days per annum pro- rata. Annual leave is calculated January to December of each year.
- Sick Leave Regulations: Please refer to contract of employment.
- Probationary Period: The appointee shall hold office for a probationary period of six months.

- The terms of the Hospitals Superannuation Scheme (VHSS & SPSPS) will apply to this position.
- A minimum of 1 months' notice of termination of employment is required. Notice of termination of employment must be received in writing.
- Uniform Policy must be adhered to at all times.

Please note the following:

- The Hospital Board is not responsible for loss or theft of personal belongings.
- Fire orders must be observed and staff must attend fire lectures every 2 years.
- Mandatory training must be adhered to and recertified before expiry timeframes occur i.e. Manual Handling, Basic Life support, Intravenous assessment, Hand hygiene education, waste management and Mission effectiveness programme.
- All accidents within the department must be reported immediately.
- In line with the Safety, Health and Welfare at Work Act (1989 & 2005), smoking within the Hospital building is not permitted.
- All Staff are advised to avail of Hepatitis B Vaccination with Occupational Health.

Policies/Legislation:

All hospital policies and procedures form an integral part of an employment contract and may be subject to update and revision, from time to time, in consultation with union representatives as appropriate. Employees are required to comply with all hospital policies, procedures (e.g. Dignity at work, Trust in Care, Computer Usage Policy) and the hospitals ethical codes of practice. Employees are required to abide by the hospital's code of behaviour and the code of practice as defined by their relevant professional body.

Confidentiality

In the course of your employment you may have access to, or hear information concerning the medical or personal affairs of patients, students, staff and / or other health service business. Such records and information are strictly confidential and, unless acting on the instruction of an authorised officer, such information must not be divulged or discussed except in the performance of normal duty. In addition, records must never be left in such a manner that unauthorised persons can obtain access to them and must be kept in safe custody when no longer required.

Hygiene

During the course of employment staff are required to ensure that the hospital's hygiene and infection control policies are adhered to at all times. All employees have responsibility to prevent transmission of infection by adhering to and implementing optimal hand hygiene and adhering to

the Hospital's Hygiene processes. Hygiene is a fundamental component of St Michaels Hospital's quality system to ensure the safety and well-being of its patients and staff and plays a role in the prevention and control of healthcare associated infection.

Benefits of working at St Michaels Hospital

- Defined benefit pension scheme.
- Access to learning and development opportunities.
- Library facilities.
- Subsidised staff restaurant.
- Subsidised pharmacy.
- Access to subsidised gym facilities.
- Access to health services credit union.
- Group discount for health insurance.
- Excellent access to public transport including tram and bus routes.
- Tax saver commuter ticket scheme.
- Bike to work scheme.

This job description will be subject to review in the light of changing circumstances and may include any other duties and responsibilities as may be determined from time to time.

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.

Person Specification

Factors	Essential	Desirable
Qualifications	See Appendix 1 detailing HSE criteria for Medical Scientists and covering the transition arrangements for the Medical Scientists Registration Board 2019 - 2021	
Experience		Previous experience of working in a Clinical Laboratory (preferably Biochemistry, Haematology or Blood Transfusion) Experience of working in a Clinical Laboratory (e.g. Clinical College Placement)
Core Competencies	Planning & Managing Resources Decision Making and Judging Situations Setting Standards and Ensuring Quality Being the Communication Channel Creating Team Spirit Embracing the Change and Service Development	



Person specification	• 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.	
Core Competencies	<i>Experience of working in a Blood Sciences laboratory</i> <i>Experience of Blood Transfusion policies and procedures</i> <i>Experience of Health and Safety procedures</i>	

Reviewed: **July 2025**

Next review: **July 2030**

Signed by Job Holder

Date

Appendix 1:

Medical Scientist (Grade Code 3875)

In exercise of the powers conferred on me by Section 22 of the Health Act 2004, I hereby approve the qualifications, as set hereunder, for the appointment and continuing as a Medical Scientist in the Health Service Executive.

1. Statutory Registration, Professional Qualifications, Experience, etc.

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' full time (or an aggregate of 2 years' full time), 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 Medical Scientists – November 2020 *Page 10 of 10*

(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 Department of Health (An Roinn Slainte)¹.

Or

(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' full time (or an aggregate of 2 years' full time), 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

(a) Hold a qualification previously recognised by the Department of Health (An Roinn Slainte)2.

And

(b) 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.

2. 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**.

3. Annual registration

On appointment, practitioners must maintain live annual registration on the Medical Scientists Register maintained by the Medical Scientists Registration Board at CORU.

For further information, please visit:

<https://www.hse.ie/eng/staff/jobs/eligibility-criteria/medical-scientists.html>