

***HUMAN RESOURCE DEPARTMENT***

***Phone: (Recruitment) - 01 – 414 2202 / 3377 / 3496***

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**THE ADELAIDE &  
MEATH  
HOSPITAL, DUBLIN**  
INCORPORATING  
THE NATIONAL CHILDREN'S HOSPITAL  
TALLAGHT  
DUBLIN 24

## **JOB DESCRIPTION**

### **Basic Grade Medical Scientist**

Cellular Pathology

Reference No: 09/010 (2017)



## QUALIFICATIONS

Each candidate must on the latest date for receiving completed application forms for the office -:

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

or

b) Possess the Bachelor of 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 or the Cork institute of Technology or the Galway/Mayo institute of technology awarded prior to 1997;

or

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

and

f) be a member of, or be eligible for membership of The Academy of Medical Laboratory Science (MAMLS) or prior to 1997 possess or be eligible for associate membership of The Academy of Medical Laboratory Science (AMAMLS).

### 2. Age Restrictions In Relation To Applications

Age restriction shall only apply to a candidate where he/she is not classified as a new entrant (within the meaning of the Public Service Superannuation (Miscellaneous Provisions) Act, 2004). A candidate who is not classified as a new entrant must be under 65 years of age on the first day of the month in which the latest date for receiving completed applications for the office occurs.

### 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 as would indicate a reasonable prospect of ability to render regular and efficient service.

### 4. Be of good character.

5. Garda Vetting is sought for all employees and prospective employees of Tallaght Hospital. Given the specialised nature of the services provided, your appointment will be subject to satisfactory Garda Vetting and re-vetting in circumstances where the Hospital deems it appropriate. The Hospital will then process the necessary documentation to endeavor to obtain satisfactory Garda clearance for you. You are obliged to disclose previous and any criminal convictions acquired during the course of your employment. Should the Hospital obtain information from the Garda Vetting Unit to indicate that your Garda clearance report is not satisfactory and / or if you have supplied the hospital with false or misleading information in relation to your Garda clearance status, the Hospital reserves the right to withdraw or terminate this contract in accordance with Tallaght Hospital Garda Vetting policy.



## PARTICULARS OF OFFICE

1. These appointments are wholetime permanent and pensionable and part time temporary on a specified purpose contract.

2. **Remuneration:**

Remuneration is in accordance with the salary scale approved by the Department of Health & Children. Current remuneration with effect from 1<sup>st</sup> April 2017 is:

**€32,048 by 16 increments to €54,241 (Incl. 1 LSI)**

3. **Pension arrangements and retirement age**

There are three superannuation schemes currently in operation for staff in Tallaght Hospital:

- (a) Voluntary Hospital Superannuation Scheme (Non-New Entrant)
- (b) Voluntary Hospital Superannuation Scheme (New Entrant)
- (c) Single Public Service Pension Scheme

Please read carefully the summary of the criteria for the three superannuation schemes below. This will assist you in identifying which scheme membership is applicable to your employment circumstances.

(a) If you have been continually employed in the public service prior to the 1<sup>st</sup> April 2004 and you have not had a break in service of more than 26 weeks, you will be included in the Voluntary Hospital Superannuation Scheme (Non-New Entrant) with a Minimum Retirement Age of 60 and a Maximum Retirement Age of 65.

(b) If you have been continually employed in the public service post the 1<sup>st</sup> April 2004 and you have not had a break in service of more than 26 weeks, you will be included in the Voluntary Hospital Superannuation Scheme (New Entrant) with a Minimum Retirement Age of 65. There is no Maximum Retirement Age.

(c) If you have commenced employment in the public service as a new entrant or you are a former public servant, returning to the public service after a break of more than 26 weeks, you will be included in the Single Public Service Pension Scheme effective from the 1<sup>st</sup> January 2013 with a minimum retirement age of 66 (rising to 67 and 68 in line with state pension changes). The maximum retirement age under this scheme will be age 70.

4. **Duties:**

The Medical Scientist will perform such duties as are outlined in this job description.

5. **Hours of work:**

Normal working hours are 37 hours worked over 5 days. However you will be required to work the agreed roster/on call arrangements advised to you by your line manager. Your contracted hours of work are liable to change between the hours of 8 am to 8 pm over 7 days to meet the requirements for extended day services in accordance with the terms of the Framework Agreement.



**6. Probation:**

The successful candidate will be appointed initially for a probationary period of six months. During the probationary period progress or otherwise will be monitored and at the end of the probationary period the service will (a) be certified as satisfactory and confirmed in writing or (b) if not satisfactory, the probationary period may be extended by 3 months.

**7. Annual Leave:**

The annual leave entitlement is 23 working days pro rata per year.

**8. Sick Leave:**

Payment of salary during illness will be in accordance with arrangements as approved from time to time by the Department of Health.

**9. Termination of Office:**

The employment may be terminated at any time by one months' notice on either side except where circumstances are dictated by the Minimum Notice and Terms of Employment Act 1973/91. The Management's right under this paragraph shall not be exercised save in circumstances where the Management is of the opinion that the holder of the office has failed to perform satisfactorily the duties of the post or has misconducted himself/herself in relation to the post or is otherwise unfit to hold the appointment.

## GENERAL ACCOUNTABILITY

The person chosen will:

- Maintain throughout the Hospital awareness of the primacy of the patient in relation to all Hospital activities.
- Participate in implementing the Cellular Pathology Service that supports the clinical needs of our patients and is consistent with the mission, vision, values and strategic plan of the Hospital.
- Participate in training staff as required.
- 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.
- Actively participate in and promote continuing education and research activities consistent with the position.
- Promote open communications throughout the Hospital.
- Demonstrate behaviour consistent with the Values of the Hospital.
- Report to the Chief Medical Scientist in the Cellular Pathology Department. However, the chosen Candidate may be required to report on a day-to-day basis to designated senior staff e.g. Senior Medical Scientists.



## SPECIFIC ACCOUNTABILITY

### 1. Service

The chosen candidate will: -

- Perform routine and specialised work to the highest professional standards, as determined by the Laboratory Management Team.
- Be responsible for the quality of their work and carry out their duties in accordance with Hospital policy.
- Observe the strictest confidence when dealing with all aspects of patient or Hospital information.
- In co-operation with the Consultant Head of Department, Chief Medical Scientist and other designated senior staff, participate in the introduction of new ideas and methods according to Hospital policy.
- Participate as required in the registration, custody and stock level of the Cellular Pathology Laboratory reagents, drugs and other materials held in the Directorate.
- Receive and record details concerning mishaps, complaints and defects in supplies and equipment, investigate the circumstances with appropriate team members and take the necessary actions and report the findings as required. and as determined by the Chief Medical Scientist.
- Ensure that policy relating to the Cellular Pathology Laboratory record keeping is followed.
- Co-operate in evaluating drugs, equipment, consumable items and research projects.
- Facilitate arrangements, where appropriate, to introduce professional and/or other visitors to the Cellular Pathology Laboratory.
- Co-ordinate and carry out the Major Emergency Plan for isolated incidents or multiple trauma according to Laboratory Management Team policy.
- Participate with the Chief Medical Scientists in the facilitation of relevant courses in the appropriate colleges.
- Facilitate arrangements in the Cellular Pathology area for educating and training undergraduates, interns and post-graduate students.
- Ensure, in co-operation with the Consultant Head of Department, Laboratory Manager, Chief Medical Scientist and designated senior staff, appropriate compliance with International and National guidelines and standards for the provision of Cellular Pathology Services and actively participate in internal and external quality control and quality assurance.
- Participate in the provision of appropriate statistical and management information.



- 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.

## **2. Information Technology**

- 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.
- Collect, interpret and present data and information on the Department's activities, staffing and expenditure, as required.

## **3. Data Management**

- Ensure compliance with the obligations required by the Data Protection Act 1988 & 2003.

## **4. Health & Safety**

- Encourage the compliance of all your staff with the Safety, Health and Welfare at Work Act, 2005.
- Comply and enact Health and Safety responsibilities as outlined in Hospital policies, protocols and procedures relevant to your area.
- Prepare risk assessments and departmental safety statements as required.

## **5. Hygiene/Infection Control**

- All employees have responsibility for Hygiene awareness. Hygiene is defined as "The practice that serves to keep people and environments clean and prevent infection."
- All employees also have a responsibility under their terms of employment to prevent transmission of infection and to follow the hospital infection control policies and guidelines as outlined in the Infection Control Manual.
- All employees must be aware that they work in an area where there is potential for transmission of infection.
- All employees have a responsibility to follow hand hygiene guidelines as this is the single most important intervention to prevent the transmission of infection.

## **6. Quality, Safety and Risk Management**

- Support the delivery of the Quality, Safety and Risk Management Programme, including the appropriate identification and management of risks and incidents throughout the hospital.



## 7. Confidentiality

- You will be aware of the confidential nature of Hospital work and in particular, the right of patients to confidentiality. To this end, you will not discuss workings of the Hospital or its patients or disclose any information of a confidential nature except as required to do so in the course of your work. No records, documents or property of the Hospital may be removed from the premises of the Hospital without prior authorisation. You must return to the Hospital upon request and, in any event, upon the termination of your employment, all documents or other property of the Hospital which are in your possession or under your control.

## 8. Development of Hospital Groups

- NOTE:** The Hospital Structure is currently under review and therefore, reporting relationships may change. The development of Hospital Groups may require the post-holder to adopt a different reporting relationship and additional accountabilities. Full consultation will take place in advance of any such change. The extent and speed of change in the delivery of health care is such that adaptability is essential at this level of management. The incumbent will be required to maintain, enhance and develop their professional knowledge, skills and aptitudes necessary to respond to a changing situation. The Job Description must be regarded as an outline of the major areas of accountability at the present time which will be reviewed and assessed on an on-going basis.

## GENERAL

Applications can be submitted 'on-line' at [www.amnch.ie](http://www.amnch.ie) by completing the application form and attaching your CV.

Candidates should be aware that, when applying for a post through the 'On-Line' Application System (Candidate Manager) they will receive an automated replying acknowledging receipt of their application. Should you for any reason, not receive this automated acknowledgement, you should notify the Human Resources Department, before the closing date, otherwise your application will not be considered.

*Informal enquiries to Dr. John O Loughlin, Chief Medical Scientist, telephone (01) 414 3992 or email [john.oloughlin@amnch.ie](mailto:john.oloughlin@amnch.ie)*

***Closing Date: Close of Business on 2/09/2017***

<b>All candidates should note that, in order to maintain a timely process, the closing date and time for receipt of applications will be strictly adhered to</b>
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