SOUTH INFIRMARY-VICTORIA UNIVERSITY HOSPITAL  
Old Blackrock Road, Cork

Job Description for the post of:

Senior Medical Scientist – Haematology  
Temporary Full-Time – 37 hours per week  
Contract Duration: 12 months

This document sets out the manner in which applications are accepted for the above post.

It also sets out the prescribed Particulars and Qualifications of the post, the Job Description and other relevant information.

Application Process:

4 copies of an up-to-date Curriculum Vitae (unbound) and 4 copies of a Cover Letter should be submitted to:

The Human Resources Manager  
South Infirmary-Victoria University Hospital  
Old Blackrock Road  
Cork

The latest date for receipt of applications is:

1.00pm, Friday, 31st August 2018

Please note successful candidates will be required to submit documentary evidence of all qualifications referred to on application when requested to do so post interview.

The South Infirmary -Victoria University Hospital is an equal opportunities employer
We at the South Infirmary-Victoria Hospital are committed to providing the highest quality service to all our patients in a friendly, safe and caring environment. We endeavour to provide an effective, efficient service in a timely manner with equal access for all our patients. We aim to provide individual patient centered care to each patient and their families and promote patient participation in their care. We encourage good interpersonal relationships. We promote staff and service development through education, motivation and encouragement. We are committed to providing an effective learning environment for future health service staff.

We are a 192 bed Voluntary Teaching Hospital affiliated to University College Cork and catering for approximately 38,500 discharges and 72,500 outpatients each year. We are part of the South/South West Hospital Group.

The Hospital is the Regional Centre for E.N.T. and Dermatology Services. The Hospital also plays a very prominent role in Endocrinology and Rheumatology services in the region. Services are continually developing.

The following medical disciplines are specialties in the Hospital:
- Anesthesiology
- Dermatology
- E.N.T. including an extensive Head & Neck service
- Endocrinology
- General Surgery
- Gynaecology
- Medical Oncology
- Ophthalmology
- Oral & Maxillofacial Surgery
- Orthopaedic Surgery
- Paediatrics - Consultation Service
- Pain Medicine
- Plastic Surgery
- Radiology
- Rheumatology

The SI-VUH is primarily an elective hospital with a particular concentration on day surgery, short length of stay and day of surgery admission. There are 9 theatres in total in the complex; 4 General Theatres, 2 Orthopaedic Theatres, 1 Day Surgery, 1 Theatre in the Victoria Wing, and 1 Ophthalmology Theatre. In addition there is an Endoscopy Suite, Pain Management Procedure Rooms and a Minor Procedure Room.

The SI-VUH has an extensive Day Surgery service including a Peri-operative Assessment Clinic which is supported by SI-VUH Consultant Anaesthetist staff. In addition there is a Pre-admission Assessment Unit.

Informal enquiries can be directed to Ms Helen Donovan, Chief Executive

Our website is accessible on [www.sivuh.ie](http://www.sivuh.ie)

Our Pathology Department
The service involves diagnosing, monitoring and controlling diseases in association with the medical profession. It also includes the Phlebotomy Service. Haematology analytical services are provided on site. Biochemistry, specialist Haematology analytical services and Histological analytical services are provided by Cork University Hospital, Bacteriology analytical services are provided by the Mercy University Hospital and Immunology analytical services by Biomnis. Some specialised tests require processing in other external centres.
Details of the Post

Title / Grade
The title and grade of the post is Senior Medical Scientist – Haematology.

Report to / Responsible to
The post holder will report to and be responsible to the Chief Executive.

Working Relationships
The post holder will liaise with the Medical, Nursing, Allied Health Professional Staff, Heads of Departments, Clerical/Administrative Staff, and other Hospitals/Services as required.

The post holder will have supervisory responsibility for Phlebotomists working in the Department.

Qualifications & Experience
A candidate must possess, on the latest date for receipt of applications for the post:

(i) Relevant postgraduate qualification
(ii) Membership or eligibility for membership of the Academy of Clinical Science and Laboratory Medicine (ACSML) is a requirement to practice in the profession in Ireland.
(iii) Experience in a Haematology laboratory managing specimens with experience in FBC and Coagulation samples
(iv) Experience in operating Haematology laboratory analysing equipment
(v) Patience, decisiveness and meticulousness
(vi) A desire to contribute to patient care and treatment
(vii) A responsible approach to their work
(viii) Excellent IT skills
(ix) Excellent organisation and administration skills
(x) A systematic approach to tasks and the ability to follow instructions and set procedures
(xi) Ability to work as part of a team
(xii) Experience of staff management
(xiii) Awareness of laboratory Accreditation

Note:
If being processed for appointment, original documentation will be sought for:

(ii) All qualification requirements for the post.
(iii) Any additional qualification(s) that you may be awarded marks for at interview.

In the event that a number of years experience is required for a post, you will be requested to:

(i) Provide documentary evidence that you possess same.

Character
A candidate for and any person holding the office must be of good character.

Health
A candidate for and any person holding the post must be fully competent and capable of undertaking the duties attached to the post and be in a state of health such as would indicate a reasonable prospect of ability to render regular and efficient service. For the purpose of satisfying the requirements as to health, the successful candidate, before being appointed, shall undergo a pre employment health assessment. The Medical Examination will be provided by the Hospital.
**Purpose of the Post**

The person will be required to take responsibility for the day to day running of the laboratory ensuring that the requirements of the users of the service are met.

The post holder will provide a range of scientific work, producing reliable scientific information for use in the diagnosis of coagulation and Haematological disorders and in monitoring therapy as required.

The post holder will be responsible for the management / tracking of all hospital specimens that go through the laboratory

**Main Duties & Responsibilities**

- Actively ensure compliance with current best practise and legislation in matters of Health & Safety
- Clinical Governance. This includes inter alia the delivery of a continuously improving quality service which is effective and patient centred. Current best practise has accreditation quality assurance, audit, patient safety/ risk management and outcome measurement of user satisfaction at its core
- Examining and analysing body fluids as required. Analysing the chemical reactions to determine concentrations of compounds e.g. warfarin levels, Full blood count, coagulation screens
- Using cell counters, and other sophisticated laboratory equipment
- Relaying results to relevant medical staff that use the information to diagnose and treat the patient's illness
- Liaising closely with Pharmacy staff with regard to SIVUH Warfarin service
- Link with patients as required and within agreed protocols i.e. Warfarin patients & document same. Keeping accurate records and writing reports
- Assisting in the production and updating of laboratory documentation, particularly relating to policies and standard operating procedures
- Maintaining and updating professional knowledge and taking responsibility for continuing professional development (CPD)
- Ensuring the service is provided in an accurate, efficient and cost effective manner
- Maintain linkage with CUH laboratory
- Put in place systems to work towards Accreditation
- Report/ensure any defect which may affect safety at work is brought to the attention of the responsible authority
- Strictly adhere to policy on patient privacy and confidentiality at all times
- Participate in the haematology service in accordance with patient needs, the mission values vision and strategy of SIVUH and the operational policies of the Pathology Department
- Conform to best practise in matters of clinical governance by active involvement in implementing and maintaining quality management systems at operational level
- Conform to best practise in quality assurance of laboratory work delivering an efficient effective and timely service
- Communicate in a proactive way within the Hospital
- Provide training of staff as required
- Report and investigate adverse incidence in line with Hospital procedures
- Implement corrective and preventative actions where agreed
- Interact with fellow professionals respecting their tasks and roles
- Participate in stock control procedures
- Managing Phlebotomy staff including rosters and processing of payment and other statutory entitlements
- Managing staff training records and booking staff into relevant training courses including mandatory training courses
- Submitting for payment for weekend phlebotomy services and ad hoc personnel
• Involved in the interview process for recruitment of new staff
• Ordering all supplies for the laboratory and phlebotomy services from external sources as needed
• Weekly ordering of general supplies from the stores department
• Completing all orders received from the ward for phlebotomy supplies
• Organising the transport and preparation of blood samples to be sent to external sources
• Ensuring all invoices are signed and forwarded to the accounts department
• Ensuring that the emergency crash kit is sufficiently stocked
• Behave in a professional manner at all times
• There is a responsibility on all staff to adhere to all hospital guidelines, policies & procedures and best practise. This includes infection control guidelines, waste management, and environmental management etc.
• There is a responsibility on all staff to participate in internal and external audit and review as appropriate
• To work in a manner with due care and attention to safety of self, patients, staff and other persons in the workplace with reference to the Safety, Health & Welfare at Work Act 2005.
• To report immediately to Line Managers/nominated persons, any accidents or incidents involving patients, staff and/or members of the public in line with hospital policy
• To comply and be familiar with all hospital policies and procedures and in particular those relating to Safety, Health and Welfare, Infection Control, Hygiene, Risk Management and Decontamination
• 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
• To perform other duties appropriate to the office as may from time to time be assigned by the Chief Executive or other designated Officer.

Note:
The rate and pace of change in the health service is such that the post holder will be required to update their knowledge and skills to fit the changing requirements of the service. Therefore this job description is an outline of the current broad areas of responsibility and accountability and should not be regarded as a comprehensive listing. It will be reviewed and updated in line with future needs as required.

The post holder will be required to be flexible in this position and must be prepared to undertake any other duties as may be assigned by the Head of Department/Line Manager dependent on service needs. Such duties can be outside the area of one’s normal work and may be for other associated Departments as the Hospital may require.

Particulars of the Post
1. Remuneration
   Salary Scale: €49,469 - €66,155 per annum. (April 2018 payscales)

   Salary payment frequency will be monthly.

   Incremental credit may be granted in respect of recognised experience. Recognisability experience refers to “previous service in a similar grade in the Civil Service, Local Authority Service, Health Service and other public service bodies or agencies, in Ireland or abroad”. New employees wishing to claim incremental credit for previous employment/s must submit details (documentary evidence) within the first year of their employment, otherwise the Hospital will not be liable for retrospective payments. New employees experiencing difficulty with a previous employer in obtaining any
letters/documentation in this regard should notify the Salaries & Wages Department as soon as possible within the first year of employment.

2. The post is temporary, whole-time and pensionable.

3. **Annual Leave**
Annual leave and public holidays are granted in accordance with the provisions of the Organisation of Working Time Act, 1997 and in conjunction with Hospital policy and in compliance with national circulars governing leave. Public holidays are dealt with in accordance with the provisions of the Organisation of Working Time Act, 1997 as reflected in the Annual Leave and Public Holiday policy. The annual leave entitlement is 30 days per annum.

4. **Working Hours**
37 hours per week. Flexibility in consideration of service needs is required. You will be required to work the agreed roster/ on call arrangements advised to you by the Board. Your contracted hours of work are liable to change between the hours of 8am to 8pm over seven days to meet the requirements for extended day services as may be introduced by the hospital.

5. **Superannuation**
There are various Superannuation Schemes in operation. You will be a member of the scheme relevant to you based on your entry date to the public service and previous service if any. You will be issued with the relevant superannuation information directly from the Superannuation Section, Wages & Salaries Department in due course.

6. **Performance Monitoring**
Performance and conduct of the person appointed to this role will be monitored on an ongoing basis to determine their suitability for continued employment in this role. Substantive post-holders, appointed to a temporary position, are also subject to performance management and any issues that may arise will be dealt with under the Hospital’s disciplinary procedure. Termination of this appointment within or at the end of the contract for the role will be at the discretion of the South Infirmary-Victoria University Hospital.

7. **Notice**
When resigning, the post holder is required to give 4 week’s notice in writing prior to resigning the post, or in default, to forfeit 4 week’s amount of salary, to be deducted as liquidated damages from any remuneration due at the time of such resignation.

8. **Healthcare Insurance**
VHI / LAYA Healthcare Insurance details are available on the Intranet Human Resources page / HR General. Salary deduction for healthcare insurance can be facilitated for long term temporary (12 months or longer) or permanent employees only.

9. **Confidentiality**
In the course of his/her employment, the person appointed may have access to, or hear information concerning the medical or personal affairs of patients and/or staff, or other health service business. Such records and information are strictly confidential and unless acting on the instructions of an authorised officer, on no account must information concerning staff, patients or other health service business 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 / destroyed in accordance with policy, when no longer required.

10. **Safety, Health and Welfare at Work**
The South Infirmary-Victoria University Hospital is committed to ensuring the safety, health and welfare of all employees. In line with the Safety, Health and Welfare at Work Act,
2005, a Safety Statement is provided by the Hospital and all staff must comply with Hospital safety regulations. The post holder has personal responsibility for Health and Safety in the workplace.

11. **Hospital Policies & Procedures (PPPGs)**
   Details of the Hospital’s policies and procedures, including the Grievance and Disciplinary Procedure will be issued to the post holder upon commencement of employment. All hospital policies and procedures are available on the intranet (hard copy can be accessed via the hospital library) and employees are obliged to read and familiarise themselves and adhere to same at all times. All new employees must complete satisfactory probation/performance monitoring period maximum 9 months prior to being eligible for any benefits under the hospital’s sick pay scheme.

12. **Personal and Hospital Property**
   Management does not accept responsibility for property lost, stolen or damaged on hospital premises, whether by fire, theft or otherwise. The right to search your person and/or property (including your motor vehicle) while on or departing from the premises is reserved by Management. Where you are found to be in unauthorised possession of articles which are the property of the hospital, the property of an employee, a patient, a visitor, a contractor or a client of the hospital, you may be liable to sanction up to and including dismissal and may also be prosecuted. A witness, i.e. union representative/colleague (whoever is available) may be present during any such search. Please note CCTV is in operation throughout the hospital.

13. **Garda Vetting**
   Garda Vetting is sought for all South Infirmary-Victoria University Hospital employees, who may have significant interaction with children and/or vulnerable adults in the course of their duties, either while in the Hospital or in the community. This is done for the protection of these vulnerable groups. Garda Vetting will be sought for the successful candidate(s). Candidates must comply fully with this process. Failure to comply with this process or to provide false or misleading information will result in exclusion from the recruitment process.

   *This document sets out the prescribed Particulars and Qualifications of the post, the Job Description and other relevant information. It is subject to review and amendment as required.*

   
   *JD – Senior Medical Scientist – Aug 2018*