



## LABORATORY VACANCY

- Job Title:** Senior Medical Scientist – Point of Care Manager
- Reporting to:** The Laboratory Manager on administrative issues and the relevant Consultant Pathologist on clinical issues.
- Contract Type:** Permanent Part-Time
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**Job Summary:** To manage all Point of Care Testing within the hospital, ensuring the achievement of agreed targets and standards. The fundamental philosophy guiding this position is to promote and preserve the Bon Secours Mission, Values and Ethos.

### **Principle Duties and Responsibilities**

In co-operation with the relevant Consultant Pathologist, Head of Department and the Laboratory Manager the post holder is expected to:

- Manage the activities of the Point of Care function in the Bon Secours Hospital laboratories and clinical areas in which near – patient pathology tests are conducted so that the requirements of International standard ISO 15189 (current version and incorporating AML-BB Minimum Requirements for Blood Bank Compliance with Article 14 (Traceability) and Article 15 (Notification of Serious Adverse Reactions and Events) of EU Directive 2002/98/EC), ISO 22870, JCI accreditation standards for hospitals and relevant Medical Devices Directives 93/42/EC and 98/79/EC are met.
- Develop and maintain a collaborative approach to service delivery. In consultation with Heads of Department in Haematology and Biochemistry, Laboratory QA Manager, Laboratory Manager, Laboratory Consultants and members of The Hospital Point of Care Committee lead the development, implementation and review of Point of Care testing in BSH Dublin to ensure that all regulatory requirements are met and best practice is achieved.
- To be responsible for the production of all standard operational procedures (SOPs), protocols and policies and ensure that they are maintained, reviewed and updated when necessary.
- Management of controlled documentation including the POCT database and change control activities including reporting, trending and review.
- Ongoing review and management of IQC processes for all POCT
- Management, distribution and analysis of EQA programmes
- Induction and supervision of scientific and clinical staff in the performance of POCT activity (excluding tests led by Nursing Specialist)

- Coordination of ongoing training and competency assessment programmes for all POCT operators to ensure competency as required by the standard
- To confirm that the regular competency based assessments of users of POCT are conducted and recorded.
- Setting up and maintaining an Asset Register.
- Management and review non-conforming events, product recalls, customer complaints.
- Management of archived documentation.
- Validation of new equipment and updating existing equipment folders
- Management of maintenance agreements and relationships
- Working with suppliers of POCT equipment
- Maintaining records of all equipment maintenance events
- Management of the tender process
- Meeting and communicating with engineers in the event of scheduled and unscheduled downtime
- Ongoing inventory management of POCT kits, equipment and consumables and provide regular reports on same including costings.
- Maintain an expert knowledge of the field, assessing the relevance and suitability of new technologies and products as they arise.
- To identify areas of expansion of POCT, review and support applications for new POCT services where clinically justified and co-ordinate implementation of new processes.
- To ensure that the service moves towards full connectivity to include patient results being made available in the Hospital and Laboratory IT systems.
- To be a lead member of the POCT Committee providing advice to users of the service whilst scrutinising requests for new POCT activities.
- To drive innovation in POCT and strive to be early adopters of emerging technologies and solutions.
- Monitor performance of external quality assurance, calibration of equipment, internal quality control, training and competency, activity figures, etc.
- Leading the team of scientists involved in the day-to-day management of point-of-care in vitro medical devices.
- Dealing with Clinical Incidents, HSPA alerts, complaints and non-conformances and ensuring the appropriate corrective actions are put in place.
- To perform any other functions that may be assigned by the Laboratory Manager from time to time.

### **Managerial Responsibilities**

- To utilise financial and other information to plan and deliver agreed levels of service by optimising use of resources.
- To attend relevant meetings (e.g. Quality meetings, Nurse Managers Meetings, POCT steering group meetings), and to actively participate in formulation of policies, clinical guidelines, operational policy / procedures and the sharing of information.
- Compilation of quarterly reports for the hospital POCT Steering Group committee. Preparation of the POCT report for the Annual Management Review and also the Quality Objectives for the following year.
- To assist the Laboratory Manager and the Hospital Manager in implementing any corrective programme necessary for adherence to financial budgets.

- To investigate customer complaints and provide a timely response in accordance with the Hospital protocol, policies and procedures. Take a leadership and management role in relation to all such issues.
- In collaboration with other disciplines, promote good industrial relations in accordance with personnel policies.

As the service needs of the organisation change the above duties will be subject to change and flexibility will be required of the post holder.

During the course of their employment with Bon Secours Hospital Dublin, the post-holder may be requested to act as deputy for other roles within the Pathology Department, subject to completion of the relevant training.

### **JOB REVISION**

The Hospital reserves the right to reasonably review/update the duties/terms of this position, periodically, to meet the needs of the department and with participation from the post holder.

### **POLICIES AND PROCEDURES**

The duties and responsibilities of this post will be undertaken in accordance with the policies, procedures and practices of Bon Secours Hospital Dublin, which may be amended from time to time in agreement with staff.

### **CONFLICT OF INTEREST**

The post holder will be required to declare any potential conflict of interest that might arise in the course of carrying out their duties on behalf of the Hospital, prior to commencement of employment.

### **HEALTH AND SAFETY**

The post holder will be required to satisfy Occupational Health requirements for this post and thereafter demonstrate their capability to perform their duties through satisfactory attendance records.

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.

### **CONFIDENTIALITY**

In the course of your employment you may have access to or hear information concerning the personal or medical affairs of staff/patients or other health service business; such records and information are strictly confidential and unless acting on the instruction of an authorised person, on no account must personal information concerning staff, patients or the hospital be divulged or discussed except in the performance of normal duties.

## **EDUCATIONAL CREDENTIALS**

Employees are required to submit all educational credentials including certificates/diplomas etc., which are pertinent to their employment with the Bon Secours Hospital Dublin.

## **PERSON SPECIFICATION**

### **Education**

A post graduate degree in the field of Medical Laboratory Sciences accredited or approved by the Academy of Clinical Science and Laboratory Medicine (ACSLM), e.g. MSc in Biomedical Science, Fellowship in Medical Laboratory Sciences etc.

Fellowship or eligible for Fellowship of the Academy of Clinical Science and Laboratory Medicine (ACSLM)

### **Experience**

Four years experience in a Medical Laboratory since qualifying as a Medical Scientist.

#### *Desirable*

- Cross discipline experience in the following areas: Microbiology, Biochemistry and Haematology, Point of Care Testing
- Knowledge and experience of working in an ISO15189 accredited Medical Laboratory.
- Experience of working with iLab Laboratory Information System

### **Personal Characteristics**

- Demonstrates excellent planning and organisational skills
- Possess excellent communication and interpersonal skills
- Ability to supervise and motivate staff to reach their potential.
- Patience, diligence and honesty.

### **Skills**

In addition to the core competencies required of a Basic Grade Medical Scientist (refer to BSD/PATH/I/008, the post holder must possess the following skills:

- Ability to detect errors, follow procedures and troubleshoot.
- Advanced Competencies of Biomedical scientist
  1. Be able to practise safely and effectively within their scope of practice
  2. Be able to practise within the legal and ethical boundaries of their profession
  3. Be able to maintain fitness to practice
  4. Be able to practise as an autonomous professional, exercising their own professional judgement
  5. Be aware of the impact of culture, equality and diversity on practice
  6. Be able to practise in a non-discriminatory manner
  7. Understand the importance of and be able to maintain confidentiality
  8. Be able to communicate effectively
  9. Be able to work appropriately with others

10. Be able to maintain records appropriately
11. Be able to reflect on and review practice
12. Be able to assure the quality of their practice
13. Understand the key concepts of the knowledge base relevant to their profession
14. Be able to draw on appropriate knowledge and skills to inform practice
15. Understand the need to establish and maintain a safe practice environment

*Desirable*

- Working knowledge of Q-Pulse.

Interested candidates can forward a CV and covering letter to [recruitmentdublin@bonsecours.ie](mailto:recruitmentdublin@bonsecours.ie) by 17<sup>th</sup> March 2019.

Bon Secours Hospital is an equal opportunities employer.