

Job Description and Person Specification

**Senior Medical Scientist
Histopathology
Permanent Vacancy**

Reference: HR21E251

Closing Date for Applications: Wednesday, 23rd June 2021

HR Business Services,
St Vincent's University Hospital,
Elm Park,
Dublin 4.

Contact: +353 (1) 221 6062 or recruitment@svuh.ie

Overview:

The Senior Medical Scientist post is a grade that has flexibility for Management to identify the areas of particular responsibility according to the prevailing service needs. The Senior Medical Scientist responsibilities include:

- Implementation and Maintenance of the Quality Management System
- Provision of a Histopathology service supporting the clinical needs of patients
- Participate in the implementation of operational processes to the standards of 'best practice' particularly in a quality training capacity
- Lead in the maintenance of the Cellular Pathology service which is patient centred and which measures and audits performance and client satisfaction.

Job title / Grade: Senior Medical Scientist - Histopathology
Reports to: Chief Medical Scientist Histopathology

Key Duties and Responsibilities

- Maintain throughout the hospital awareness of the primacy of the patient in relation to all hospital activities.
- Participate in implementing a clinical laboratory service that supports the clinical needs of our patients.
- 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.
- Actively participate in the implementation and maintenance of the Quality Management System (QMS). This QMS is patient centered, measures and audits performance and client satisfaction. The QMS complies with ISO 15189 and provides the governance framework for all processes in the department.
- Actively participate in and promote continuing education and research activities consistent with the position.
- Demonstrate behaviour consistent with the values of the hospital.
- The post holder is expected to maintain confidentiality at all times and breaches of confidentiality will be treated under the hospital's disciplinary procedure

Specific Duties and Responsibilities

The Histopathology Senior Medical Scientist reports to the Chief Medical Scientist, Histopathology and with the laboratory management team has the authority and responsibility for the following roles:

- Provision of the Cellular Pathology service in Histopathology in a senior capacity in the roles assigned and as part of the departmental team.
- Educate and train other laboratory staff in the practice of a high quality service.
- Ensure the Control of Process Records is followed

- Participate in implementation and maintenance of the QMS in co-operation with Histopathology and Pathology Management.
- Participate in laboratory meetings, decision making and policy implementation.
- Ensure that authorised SOPs are implemented for all tests and are up to date.
- Ensure that continuous quality improvement is prioritised and achieved.
- Ensure that appropriate External Quality Assessments are performed on all tests and addressed at departmental meetings
- Prepare for external inspections, and co-operate with Histopathology Management in recording, acting on, and closing non-conformances.
- Ensure that the laboratory operates within the QMS, meeting ISO 15189 or JCI accreditation standards where appropriate
- Participate in ensuring that effective safety procedures are in place to comply not only with the Safety, Health and Welfare at Work Act but also within the spirit of the Hospital's mission, vision and values, and that they are known and followed.
- Assist with the Laboratory Management Team in developing procedures to be followed in preventing and managing accidents occurring in the Laboratory area.

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. This document 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.

The Hospital Structure is currently under review and therefore, reporting relationships may change.

Informal Enquiries or Role Specific Enquiries:

Mr John Harford, Chief Medical Scientist- Histopathology Tel: +353 (1) 221 3855. Email: J.Harford@svuh.ie

Person Specification

Factors	Essential	Desirable
Qualifications	See appendix 1 detailing HSE criteria for Senior Medical Scientists and covering transition arrangements for the Medical Scientists Registration Board 2019 - 2021	
Experience (length and type)	Possess four years' experience in a Medical Laboratory since qualifying as a Medical Scientist	<p>A working knowledge of Pathology quality systems e.g. INAB or CPA, to ISO 15189 Standards for Medical Laboratories</p> <p>Experience of document control, performing audits and managing non-conformances.</p> <p>Substantial Histopathology experience.</p>
Core Competencies	<p>Planning & Managing Resources</p> <p>Decision Making & Judging Situations</p> <p>Setting Standards & Ensuring Quality</p> <p>Influencing People and Events</p> <p>Managing Individual Performance</p> <p>Being the communication channel</p> <p>Creating Team Spirit</p> <p>Being a Leader & Role Model</p> <p>Embracing the Change & Service Development</p>	

Particulars of Office:

The appointment is: Wholetime, Permanent and Pensionable

A Panel may be formed to fill any future vacancies.

Annual Salary: Medical Scientist, Senior (with designated NFQ Level 9 qualification) 1/10/2020

€51,855 €54,194 €56,271 €58,394 €60,582 €62,732 €64,945 €67,137 €69,346

Medical Scientist, Senior (without designated NFQ Level 9 qualification) 1/10/2020

€51,855 €54,194 €56,271 €58,394 €60,582

These particulars are subject to change in line with overall public pay policy.

Candidates should expect to be appointed on the minimum of the salary range and in accordance with the Department of Finance guidelines.

Probationary Period: The appointee shall hold office for a probationary period of six months – The Hospital's Probation and Induction policy will apply.

Pension Scheme: The candidate will be entered into one of the Hospital Superannuation Schemes.

Working Hours: The person appointed will work a basic 37 hour week. 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 8am – 8pm over seven days to meet the requirements for the extended day services in accordance with the terms of the Framework Agreement. (Reference HSE HR Circular 003/2009). Flexibility on hours of attendance in response to service needs will be a requirement.

Annual leave entitlement: 30 days per annum pro rata each year. Annual leave accrued must be taken within the duration of the contract or calendar year and as agreed between the candidate and the Head of Department.

Additional Information

Confidentiality:

During the course of employment staff 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 Vincent's University 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.

Policies / Legislation:

All Hospital policies and procedures form an integral part 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 Hospital's 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.

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 the fire lectures periodically
- All accidents within the department must be reported immediately.
- In line with the Safety, Health and Welfare at Work Act (2005), smoking within the Hospital Building is not permitted.
- All staff are advised to avail of Hepatitis B Vaccination with Occupational health
- The use of personal mobile phones is prohibited.
- St. Vincent's University Hospital buildings and grounds are **smoke-free**.

Application Process: St. Vincent's University Hospital is an equal opportunities employer and is committed to promoting an environment free from discrimination in accordance with the Employment Equality Acts 1998 and 2004. The Hospital values diversity and recognises the benefits of having a workforce that reflects the community we serve. We are committed to equality of access to positions within the Hospital. All recruitment activity and documentation will encourage applications from all potential candidates without discrimination.

Interested candidates should apply for vacancies of interest by visiting the Hospital Careers pages: <http://www.stvincents.ie/Home/Careers.html>

- Note the closing date(s) for the submission of on-line applications are specified on the list of vacancies. St. Vincent's University Hospital are not able to accept late applications.
- It is the applicant's responsibility to ensure that they apply well in advance of the closing date.
- Any applications which are still in progress but have not been submitted after the closing date will not be registered by our Web Recruitment System.
- Applications for St. Vincent's University Hospital job vacancies will only be accepted through our Web Recruitment System.
- St. Vincent's University Hospital may only take into account technical issues raised by an applicant if advised to our Human Resources Department prior to the advertised closing date.

Non-European Economic Area Applicants: While St. Vincent's University Hospital is an equal opportunities employer, in line with current Department of Jobs, Enterprise and Innovation Employment Permit requirements, applications from non European Economic Area (EEA) will only be considered in the event that an EEA citizen cannot be found to fill the vacancy. Please note that if you are a NON-EEA applicant and are unable to supply documents (listed on www.djei.ie), you are not entitled to participate in this recruitment competition. This is in accordance with the EU Community Preference Rule. Further information is available at www.djei.ie.

Former Public Service employees: Eligibility to compete may be affected where applicants were formerly employed by the Irish Public Service and previously availed of an Irish Public Service Scheme including:

- Incentivised Scheme for Early Retirement (ISER)
- Department of Health and Children Circular (7/2010)
- Collective Agreement: Redundancy Payments to Public Servants

Applicants should ensure that they are not precluded from re-engagement in the Irish Public Service under the terms of such Schemes. This is a non-exhaustive list and any queries should be directed to an applicant's former Irish Public Service Employer in the first instance.

Shortlisting: Shortlisting will be carried out on the basis of information supplied on your curriculum vitae. The criteria for shortlisting are based on the requirements of the post as outlined in the Person Specification. Failure to include information regarding these requirements on your CV may result in you not being called forward to the next state of the recruitment process.

All overseas qualifications must be validated. No candidate can work in the Hospital without validated qualifications. If professional registration is also a requirement, candidates must provide documentation of same.

Canvassing will automatically disqualify.

Please note that you will be contacted mainly by mobile phone and email. It is important that your mobile phone number, postal address and email address are correct. It is your responsibility to ensure that you have access to your mobile voice mails and emails. We recommend that you use an email address that you have regular access to.

Competency based interviews follow the shortlisting stage of the recruitment process. Credit is awarded by the interview panel to candidates who demonstrate at interview that they possess the experience, competencies and skills listed in the person specification. Candidates will normally be given at least one week's notice of interview. Interviews are held in person only, no subsequent or alternative dates to dates given will be offered to candidates. All interviews are held in the HR Department of St. Vincent's University Hospital, Elm Park, Dublin 4 unless it is specifically noted otherwise in the Job Description. All

posts are located in St. Vincent's University Hospital, Elm Park, Dublin 4 unless it is specifically noted otherwise in the Job Description.

Disability: Please let us know if you need any special assistance at interview, e.g. if you have difficulty in moving up or down stairs or have hearing or speech difficulties.

Candidates are notified of the result of their interview at the earliest possible date after the interview. The recommendation of the interview panel does not constitute a job offer. The process continues after the interview and includes clearance checks such as references, Garda clearance, occupational health clearance, validation of qualifications and experience. A job offer is made pending satisfactory clearances. SVUH reserves the right to remove candidates from specific recruitment panels and retract job offers if satisfactory clearances cannot be obtained or are deemed unsatisfactory.

For some recruitment competitions a panel of successful candidates may be formed as a result of the interviews. Candidates who obtain a place on the panel may, (within the life of the panel), be considered for subsequent approved vacancies. Candidates are placed on a panel in order of merit. A panel is typically live for 6 months.

It is normal procedure that candidates be placed on the first point of the relevant salary scale in accordance with the Department of Finance guidelines.

Declaration: Please read your application carefully and check for any errors or omissions. False declaration or omission in support of your application will disqualify you from appointment.

This document 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.

Date: May 2021

Appendix 1

1. Statutory Registration, Professional Qualifications, Experience, etc

Category A:

(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 fulltime (or an aggregate of 2 years fulltime), 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/medicalscientists-registration-board/apply-for-registration/>

Or

(b) Hold a comparable 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 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).

And

(e) Possess one of the following NFQ Level 9 post graduate qualifications:

- MSc Clinical Laboratory Science, Dublin Institute of Technology.
- MSc Clinical Chemistry, University of Dublin, Trinity College.
- MSc Biomedical Science, University of Ulster.
- MSc Biomedical Science, Cork Institute of Technology / University College Cork
- MSc Molecular Pathology, Dublin Institute of Technology / University of Dublin, Trinity College.

Or

(f) An equivalent qualification at minimum Level 9 validated by the Academy of Clinical Science and Laboratory Medicine (ACSLM).

Or

(g) Have attained the Fellowship of the Academy of Clinical Science and Laboratory Medicine awarded before July 2018.

Or

(h) Have attained the Fellowship examination of the Institute of Biomedical Science (Awarded prior to 1999).

And

(i) Possess four years full time clinical experience (or an aggregate of four years' full time clinical experience) as a medical scientist in a clinical diagnostic laboratory since qualifying as a medical scientist.

And

(j) Demonstrate evidence of Continuous Professional Development.

And

(k) Candidates must have the requisite knowledge and ability (including a high standard of suitability and management ability) for the proper discharge of the duties of the office.

Category B:

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 fulltime (or an aggregate of 2 years fulltime), 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-scientistsregistration-board/apply-for-registration/>

Or

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

And

(c) Possess one of the following NFQ Level 9 post graduate qualifications:

- MSc Clinical Laboratory Science, Dublin Institute of Technology.
- MSc Clinical Chemistry, University of Dublin, Trinity College.
- MSc Biomedical Science, University of Ulster.
- MSc Biomedical Science, Cork Institute of Technology / University College Cork.
- MSc Molecular Pathology, Dublin Institute of Technology / University of Dublin, Trinity College.

Or

(d) An equivalent qualification at minimum Level 9 validated by the Academy of Clinical Science and Laboratory Medicine (ACSLM).

Or

(e) Have attained the Fellowship of the Academy of Clinical Science and Laboratory Medicine awarded before July 2018.

Or

(f) Have attained the Fellowship examination of the Institute of Biomedical Science (Awarded prior to 1999).

And

(g) Possess four years full time clinical experience (or an aggregate of four years' full time clinical experience) as a medical scientist in a clinical diagnostic laboratory since qualifying as a medical scientist.

And

(h) Demonstrate evidence of Continuous Professional Development.

And

(i) Candidates must have the requisite knowledge and ability (including a high standard of suitability and management ability) for the proper discharge of the duties of the office.

2. Registration on the Medical Scientists register

Category A:

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 B:

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.