

Job Description and Person Specification

Medical Scientist – Blood Sciences

Permanent and Temporary Vacancies

Reference: HR22E286

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

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

Job title / Grade: Medical Scientist

Reports to: Chief Medical Scientist

Overview: St Vincent's University Hospital is currently recruiting for permanent/ temporary Medical Scientists across the Blood Sciences (Clinical Chemistry, Haematology, Immunology and Blood Transfusion). Please state your preferred discipline in your application and your application will then be processed based on your preferred choice.

The post holder will work as part of a team in co-operation with the Consultant Head of Department, Chief Medical Scientist and Laboratory Manager to ensure that the Laboratory service operates to the highest standards and that best practice is maintained.

St. Vincent's University Hospital performs a large range of tests, both routine and specialised, for this hospital and the hospitals in the local region. There is opportunity in each department for exposure to specialised areas.

The department is involved in the education of undergraduate and postgraduate students in Biomedical Science. Laboratory staff are encouraged and supported to engage in further education and training including MSc courses. Continuous Professional Development (CPD) is facilitated by attending hospital seminars/meetings /MDT's and conferences. There is a Journal Club every Friday from September to June.

The post-holder will join the Department of Pathology at a time of exciting developments. Current plans in Haematology include the replacement of the Haematology and Coagulation analysers to more modern technologies including the implementation of Digital morphology. Other areas include the expansion of the Immunophenotyping service and support for the Tissue Establishment Stem cell program. Within the next few years there is the planned move of the National Maternity Hospital on site and to amalgamate the Laboratory services.

In Clinical Chemistry all the existing instrumentation is being upgraded with significant new developments including two LC-MS Mass-spectrometry analysers.

The Department of Immunology at St. Vincent's University Hospital performs a large range of tests that aid in the diagnosis of autoimmune diseases and allergy, and certain types of malignancy. The range of techniques used, include more manual methods such as fluorescence microscopy requiring specialist training, and fully automated analysers to manage high volume tests. The Department has a key role in providing diagnostic services for the leading National Referral Centre for Rheumatology and musculoskeletal disease, the National Centre for Cystic Fibrosis and in addition, the Department supports the National Liver Transplant Programme providing services for the diagnosis of liver disease and a regional service for monitoring patients post-liver transplant, and the recently established National Pancreas Transplant Programme.

The Blood Bank provides a Transfusion service to the hospitals in the region and also incorporates the Tissue Establishment Stem cell service.

The post holder will also:

- Participate in the analytical work of the Department and perform all duties to the highest standard as determined by the laboratory management team.
- Work as part of a team in the provision of service for St. Vincent's University Hospital and its associated institutions and general practitioners in accordance with departmental policy.
- Actively contribute to the operation of a quality management system meeting INAB ISO 15189 standards in pathology and which all grades of staff are part of providing the governance framework for all processes in the department
- Co-operate with the Chief Medical Scientist and with other senior personnel in training staff as required.

Key Duties and Responsibilities:**GENERAL**

- Maintain throughout the Hospital awareness of the primacy of the patient in relation to all hospital activities.
- Participate in developing the Pathology service to meet the clinical needs of our patients and ensuring that the service is consistent with the mission, vision values and strategic plan of the Hospital.
- Participate in a team of skilled staff, creating and promoting healthy working relationships.
- 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 values of the Hospital.
- Participate in the concept of open communications throughout the Hospital.

SERVICE

- Perform routine work to the highest standards, as determined by the Laboratory Management Team.
- Ensure that all samples are processed in accordance with standard operating procedures.
- 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.
- Provision of appropriate interpretation on both analytical and interpretative aspects within the Haematology Laboratory.

- Monitoring and ensuring the quality of analyses through active assessment of internal quality control and external quality assessment.
- Taking an active part in training of junior medical scientists / student medical scientists and junior medical staff on Haematology related topics where appropriate.
- Participation in the process of evaluation of new methods, techniques and equipment.
- Participation in the continuance of clinical pathology accreditation and audit.
- Be competent in aspects of Information Technology e.g. the use of APEX, Q-Pulse and other MS systems as appropriate.
- Ensuring that the Health and Safety policies are implemented and updated as required.
- Participate in the annual joint review/personal development planning process with the Chief Medical Scientist
- 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.
- Ensure that policy relating to the Pathology Laboratory record keeping is followed.
- Co-operate in evaluating assays, equipment, consumable items and research projects where required.
- Participate in the Major Emergency Plan for isolated incidents or multiple trauma according to Laboratory Management Team policy.
- Participate with the Chief Medical Scientist in facilitating the training of students from relevant college courses.
- Participation in research and development projects when required.
- Participation in appropriate committees as required.
- Actively participate in internal and external quality control and quality assurance programmes.

HEALTH AND SAFETY

- 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 and co-operate 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 Donal Murphy, Laboratory Manager –
d.murphy@svuh.ie

Person Specification

Factors	Essential	Desirable
Qualifications	Be registered on the Medical Scientists Register maintained by the Medical Scientists Registration Board at CORU. OR Applicants who satisfy the conditions set out in Section 91 of the Health and Social Care Professionals Act 2005, (see note 1 below*), must submit proof of application for registration with the Medical Scientists Registration Board at CORU. The acceptable proof is correspondence from the Medical Scientists Registration Board at CORU confirming their application for registration as a Section 91 applicant was received by the 30th March 2021.	
Experience (length and type)		Experience of working in a Clinical laboratory (e.g. Clinical College Placement) Exposure to working in different disciplines in a hospital setting.
Core Competencies	Planning & Managing Resources Decision Making & Judging Situations Setting Standards & Ensuring Quality Being the communication channel Creating Team Spirit Embracing the Change & Service Development	
Health	Candidates 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 such as would indicate a reasonable prospect of ability to render regular and efficient service.	

Please note: All candidates who have not worked for two out of the last 5 years as a medical scientist in the Republic of Ireland will need to be registered or be in the process of registering with CORU. All other med scientists who have been working here need the usual (academy membership or eligibility) as they have until March 2021 to register with CORU.

Particulars of Office:

The appointment is: Whole time, Permanent/ Temporary, Pensionable

A panel will be formed to fill upcoming permanent and temporary vacancies.

Annual Salary: (01/10/2021) €34,429 - €58,000

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 35 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. Please note that on call hours will be for Haematology only.

Annual leave entitlement: 28 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**.

Benefits of working at St Vincent's University Hospital

St. Vincent's University Hospital is a recognised *Employer of Choice* in Ireland and was the first public hospital to be awarded *Joint Commission International Accreditation* in February 2010. The range of benefits of working in the hospital includes:

- Competitive salary and increments
- Defined benefit pension scheme
- Paid maternity leave scheme
- Access to excellent learning and development opportunities
- Support, including leave and/or financial, is available to employees for approved courses
- Onsite and online library facilities
- Subsidised staff restaurant
- Various flexible working hours options available in many areas
- Time off and leave options to promote work life balance and family friendly working arrangements
- Subsidised pharmacy - employees may purchase discounted medication from the Pharmacy on production of a prescription resulting in significant savings.
- Generous sick pay scheme and Occupational Health Services to support attendance including free flu vaccination for employees
- Access to subsidised gym facilities
- Access to health services credit union
- Group discount on health insurance
- Free membership of Groupschemes.com which provide hundreds of discounts to members of the scheme and direct access to a wide range of savings on day-to-day items across a wide range of products and services including travel, clothing, motor, health and wellbeing, music and entertainment.
- Tax saver commuter ticket scheme - employees can save up to 48% of travel costs as a result of tax savings
- Cycle to Work Scheme and changing facilities
- Access to Health Promotion services including smoking cessation programme

- Active Social Committee
- Excellent access to public transport including tram and bus routes.

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: October 2022