

## **Job Description**

<b>Job Title</b>	<b>Basic Grade Medical Scientist (one year fixed term contract)</b>
<b>Department</b>	<b>Laboratory</b>
<b>Reports to</b>	<b>Senior Medical Scientist Laboratory Manager</b>
<b>Date</b>	<b>March 2014</b>

### **Overall Purpose of Role**

To assist in routine processing and co-ordinating the laboratory service in accordance with the mission of UPMC Beacon Hospital to provide exceptional patient care in an environment where quality, respect, caring and compassion are at the centre of all we do.

This role will require the ability to work across the main laboratory disciplines, to be competent in performing laboratory tests and responsible for processing and authorising under the direction of the Senior Medical Scientist and Laboratory Manager.

### **Responsibilities and Deliverables**

- To assist in writing, maintaining and enforcing procedures relating to all areas of the laboratory and its related testing equipment.
- To assist in applying and implementing operational procedures up to “best practice” standard in order to optimise use of resources.
- To assist in the implementation of a quality management programme that is patient centred and which measures and audits performance and client satisfaction.

### **Service Delivery**

- Perform scientific work to the required JCI Accreditation Standards, as determined by the Senior Medical Scientist and the Laboratory Manager.
- To achieve compliance with INAB Accreditation standards and the E.U. Directive on Blood and Blood Products, if working in an INAB accredited laboratory discipline.
- Prioritise and organise work during busy periods and co-ordinates multiple concurrent testing.
- Participate as required in Saturday morning rota.
- Participate in as required in internal laboratory rosters.
- Participate if required in the departmental ‘on call’ rota.
- Co-operate with the relevant staff in new ideas and technologies according to the Hospital policies.
- Participate as required in the registration and custody of laboratory stocks in accordance with policy.
- Receive and record details concerning mishaps, complaints and defects in supplies and equipment, investigate the circumstances as required, and report findings to laboratory management.

## **UPMC Beacon Hospital**

- Facilitate and participate with medical and scientific staff in evaluating drugs, equipment, consumable items and research projects.
- Participate in professional development, through self learning and formal courses or informal on the job training.

### **Staff Management**

- Participate as required in the training of the laboratory team.
- Be professional, punctual and dedicated member of the laboratory team promoting good open communications.
- Communicates clearly and courteously to members of the laboratory team and all clients of the hospital.
- May be responsible for the day-to-day supervision and oversight of laboratory operations in the absence of the Senior Medical Scientist and Laboratory Manager.

### **Health and Safety**

- Participate in ensuring that effective safety procedures are in place to comply with the Safety, Health and Welfare at Work Act as within hospital policy.
- Assist and co-operate with laboratory management team in developing procedures to be followed in preventing and managing accidents occurring in the laboratory area.

### **Quality**

- Participate in the implementation of quality management programmes.
- Actively participate in internal and external quality control and assurance programmes.
- Ensure adherence to all codes of and guidelines relating to professional practice and including the maintenance of Quality Assurance standards.

### **Information Technology**

- Participate as required in developing the laboratory information system for the department.
- Facilitate the collection, interpretation and presentation of data and information on department activity, staffing and expenditure according to the Hospital's reporting needs.

### **Review**

- Achievement of laboratory and personal objectives is facilitated by review.
- Participate in review process as outlined by the laboratory management team.

Any other duties deemed appropriate to the post. Please note that the duties of this post may change over time.

This post requires a high level of flexibility to ensure the delivery of an effective and efficient service. Therefore the post holder will be required to demonstrate flexibility as and when required by their manager.

## Person Specification

FACTOR	ESSENTIAL	DESIRABLE
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• Possess membership or be eligible for membership of the Academy of Medical Laboratory Science (MAMLS) or equivalent.</li> <li>• Please see overleaf for professional qualifications and experience.</li> </ul>	
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Minimum of 1 year in service training across all disciplines.</li> </ul>	<ul style="list-style-type: none"> <li>• Post qualification experience.</li> <li>• Have partaken in emergency on-call rotas.</li> </ul>
<b>Skills &amp; Abilities</b>	<ul style="list-style-type: none"> <li>• Co-ordinate with laboratory management and other hospital departments to ensure delivery of an appropriate laboratory service.</li> <li>• Have excellent interpersonal and communication skills and a professional and dedicated attitude.</li> </ul>	<ul style="list-style-type: none"> <li>• Demonstrate adaptability to the rapid changes taking place in the health services.</li> </ul>
<b>Knowledge &amp; Understanding</b>	<ul style="list-style-type: none"> <li>• Appreciation of all aspects of the provision of a modern laboratory service.</li> <li>• Be aware of the application of modern methods in laboratory science.</li> <li>• Be familiar with the accreditation criteria and objectives.</li> <li>• Be familiar with legislation as it pertains to the provision of a quality laboratory service.</li> <li>• Demonstrate the capacity to be part of a team.</li> <li>• Understand quality control criteria.</li> </ul>	<ul style="list-style-type: none"> <li>• Be familiar with laboratory information systems.</li> <li>• Be familiar with other hospital departments and their relationships with the laboratory.</li> <li>• Be familiar with current health and safety legislation as it pertains to the laboratory</li> <li>• Be familiar with IT packages supporting office and laboratory service.</li> </ul>

**This job description is an outline of current broad areas of responsibility and accountability and should not be regarded as a comprehensive listing. As the role develops in the Hospital this job description may be reviewed in light of possible new structures and/or changing needs of the Hospital.**

Job Description received by employee: \_\_\_\_\_  
Signature

\_\_\_\_\_ **Date**

\_\_\_\_\_  
**Name (Block Capitals)**