

## Job Description

<b>Job Title</b>	<b>Senior Medical Scientist – Microbiology Maternity Leave, Fixed Term Contract</b>
<b>Department</b>	<b>Laboratory</b>
<b>Reports to</b>	<b>Laboratory Manager</b>
<b>Date</b>	<b>November 2012</b>

### Overall Purpose of Role

To assist in planning, organising and co-ordinating the Laboratory service in accordance with the mission of providing exceptional patient care in an environment where quality, respect, caring and compassion are at the centre of all we do.

This role will play a significant part in the set up of the Laboratory Service in the Hospital. Once the Laboratory is set up, this role is responsible for the technical and scientific oversight of the clinical laboratory.

### Responsibilities and Deliverables

- To write, maintain and enforce procedures relating to all areas of the microbiology laboratory and its related testing equipment.
- To assist in training and leading a team of skilled staff and creating and promoting healthy working relationships.
- To assist in identifying 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 Laboratory Manager.
- To achieve compliance with INAB Accreditation standards and the E.U. Directive on Blood/Blood Products, if working in an INAB accredited laboratory discipline.

- Lead and co-ordinate scientific staff within the microbiology laboratory in cooperation with the Laboratory manager.
- Arrange for the timely and proper processing of all specimens received in the laboratory ensuring the delivery of a high quality service in an efficient and cost effective manner.
- Prioritises and organises work during busy periods and co-ordinates multiple concurrent testing.
- Participate if required in the Departmental 'on call' rota.
- Co-operate with the relevant staff in developing and leading the introduction of 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.
- Ensure that the policy in relation to the retention and control of quality and process records is followed.
- Facilitate and participate with medical and scientific staff in evaluating drugs, equipment, consumable items and research projects.
- Facilitate arrangements, where appropriate, to introduce professional visitors to the laboratory.
- Develop with the laboratory management procedures to be followed in preventing and managing accidents occurring in the laboratory area.
- Facilitate arrangements in the laboratory for educating and training undergraduates, house staff and post-graduate students.
- Participate in professional development of team members, through promoting self learning and formal courses or informal on the job training.
- Participate on external committees as required.

## **Financial**

Together with the Laboratory Manager:

- Facilitate management of departmental budgets to ensure the most effective use of available resources.
- Assist as required in the preparation of annual budget estimates including a planned programme for replacing capital equipment.
- Maintain an assets register of appropriate equipment.
- Participate as required in the provision of appropriate statistical and management information.
- Facilitate the production of a departmental report for the annual Hospital's Reports.

## **Staff Management**

- Participate as required in the recruitment, selection and training of the laboratory team.
- Lead by example a professional, punctual and dedicated team promoting good open communications.

- Communicates clearly and courteously to members of the laboratory team and all clients of the hospital.
- Create and promote healthy working relationships and stimulate initiative among laboratory staff.

### **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.

### **Flexibility:**

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 the fellowship or be eligible for fellowship of the Academy of Medical Laboratory Science (FAMLS) or equivalent.</li> <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>	<ul style="list-style-type: none"> <li>• Formal qualification in management.</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Minimum of 4 years satisfactory post-qualification experience.</li> </ul>	<ul style="list-style-type: none"> <li>• Experience in neonatal microbiology.</li> <li>• Experience in infection control procedures.</li> <li>• Have partaken in emergency on-call rotas.</li> </ul>
<b>Skills/Abilities</b>	<ul style="list-style-type: none"> <li>• Demonstrate the capacity to lead the microbiology laboratory team.</li> <li>• Co-ordinate with laboratory management and other hospital departments to ensure delivery of an appropriate microbiology laboratory service.</li> <li>• Have excellent interpersonal and communication skills and a high capacity for responsibility and individual initiative.</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 microbiology laboratory service.</li> <li>• Be aware of the application of modern methods in microbiology.</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 microbiology laboratory service.</li> <li>• Demonstrate the capacity to manage staff.</li> <li>• Understand quality control criteria.</li> </ul>	<ul style="list-style-type: none"> <li>• Be familiar with laboratory information systems.</li> <li>• Be aware of aspects of financial management of laboratory services.</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 intended to be an outline of the areas of responsibility and deliverables at the time of its writing. As the Hospital and the post holder develop, this job description may be subject to review in light of the changing needs of the Hospital.

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

Signature

Date