



Job Specification & Terms and Conditions

Job Title and Grade	Principal Biochemist Grade Code 3778
Campaign Reference	P3426
Applications	Applications must be submitted via Rezoomo only. Applications received in any other way will not be accepted. There will be no exceptions made
Closing Date	Friday, 9 th October 2026 @10.00 am
Remuneration	The salary scale for the post as of 01/06/26 is at: € 83,200, € 87,172, € 92,090 € 96,994, € 101,920, € 106,830, € 112,275, € 115,900 €119,549 New appointees to any grade start at the minimum point of the scale. Incremental credit will be applied for recognised relevant service in Ireland and abroad (Department of Health Circular 2/2011). Incremental credit is normally granted on appointment, in respect of previous experience in the Civil Service, Local Authorities, Health Service and other Public Service Bodies and Statutory Agencies.
Proposed Interview Date (s)	Interviews will be held as soon as possible after the closing date. Candidates will normally be given at least one weeks' notice of interview. The timescale may be reduced in exceptional circumstances.
Taking up Appointment	A start date will be indicated at job offer stage
Organisational Area	HSE West and North West region
Location of Post	Portiuncula University Hospital, HSE West and North West region Assignment will be to Portiuncula University Hospital. The successful candidate may be required to work in any service area within either IHA Galway/ Roscommon, IHA Mayo OR other IHA areas should the need arise. Panels may be formed for Assistant Staff Officer, IHA Galway/ Roscommon & IHA Mayo from which current and future permanent and specified purpose vacancies of full or part time duration may be filled. The panels formed from these interviews may be used to fill unfilled post across other IHA areas should the arise.
Informal Enquiries	Dr Verena Gounden Consultant Chemical Pathologist Tel: 091 – 898200 E-mail: verena.gounden@hse.ie
Details of Service	Portiuncula University Hospital (as part of the West and North West Region) provides acute hospital services to the catchment population. The West and North West Region provides acute and specialist hospital and community services to the West and North West of Ireland – counties Galway, Mayo, Roscommon, Sligo, Leitrim, Donegal and adjoining counties. The region comprises of 7 hospitals across 8 sites: • Letterkenny University Hospital (LUH) • Mayo University Hospital (MUH) • Portiuncula University Hospital (PUH) • Roscommon University Hospital (RUH) • Sligo University Hospital (SUH) incorporating Our Lady's Hospital Manorhamilton (OLHM)

	Galway University Hospitals (GUH) incorporating University Hospital Galway (UHG) and Merlin Park University Hospital The region's Academic Partner is University of Galway. The region covers one third of the land mass of Ireland, it provides health care to a population of 830,000, employs over 20,000 staff
Mission Statement	Patients are at the heart of everything we do. Our mission is to provide high quality and equitable services for all by delivering care based on excellence in clinical practice, teaching, and research, grounded in kindness, compassion and respect, whilst developing our staff and becoming a model employer. Vision Our vision is to be a leading academic Hospital Group providing excellent integrated patient-centred care delivered by skilled caring staff. Guiding Principles Care - Compassion - Trust – Learning Our guiding principles are to work in partnership with patients and other healthcare providers across the continuum of care to: · Deliver high quality, safe, timely and equitable patient care by developing and ensuring sustainable clinical services to meet the needs of our population. · Deliver integrated services across the Hospitals and communities, with clear lines of responsibility, accountability and authority, whilst maintaining individual hospital site integrity. · Continue to develop and improve our clinical services supported by education, research and innovation, in partnership with NUI Galway and other academic partners. Recruit, retain and develop highly-skilled multidisciplinary teams through support, engagement and empowerment. <i>These Values shape our strategy to create an organisational culture and ethos to deliver high quality and safe services for all we serve and that staff are rightly proud of.</i>
Reporting Relationship	The Principal Biochemist reports to the Consultant Chemical Pathologist for the Department of Clinical Biochemistry at PUH and the General Manager PUH.
Purpose of the Post	To support the provision of a high quality and efficient clinical biochemistry laboratory service for doctors, other healthcare professionals and their patients at Portiuncula University Hospital and associated primary care regions
Principal Duties and Responsibilities	Professional • Demonstrate behaviour consistence with the Mission and Values of the Hospital • Behave at all times in a manner appropriate to your profession and the obligations and constraints of the post, including an awareness of the primacy of the patient, maintaining patient confidentiality and relating to patients, clients and other stakeholders in an understanding and sympathetic way. • The successful candidate is expected to stay up to date with developments in clinical biochemistry through experience, reading, writing, publishing, attending courses and lectures as appropriate • Be responsible for the quality of their work and carry out their duties in accordance with hospital policy. • Be able to work to tight deadlines and re-prioritise work proactively as required. • Be professional, punctual, show dedication to the team and maintain good open communications with fellow workers • Work in co-operation with the laboratory manager, IT manager, Quality Manager, Chief and Medical Scientists and other support staff in the Laboratory to achieve the optimal clinical biochemistry service.

Clinical Support

- Provide clinical and scientific advice to clinicians on the appropriateness and choice of biochemical investigations (including near patient testing and referral testing) and their interpretations.
- To participate in the clinical authorisation of results and their urgent and routine communication to appropriate healthcare professionals.
- Help in the interpretation of laboratory results, both through report comments and discussion with other healthcare professionals
- To help prepare for and represent the department at clinical case conferences and multi-disciplinary team meetings if required
- Support the Consultant Chemical Pathologist in the provision of a comprehensive Clinical Biochemistry service.

Analytical service requirement

- Maintain competence in analytical and interpretive aspects of the service and may undertake routine and specialist biochemistry duties commensurate with service requirements, training, competency assessment and scope of practice.
- Provide scientific oversight of analytical processes within Clinical Biochemistry.
- Participate in analytical investigations and troubleshooting activities as required.
- Ensure the maintenance, verification, validation, calibration and quality control of analytical systems and equipment.
- Participate in and support the delivery of a safe, effective and responsive analytical service within the biochemistry lab
- Participate in the review and implementation of analytical procedures and technologies.
- Participate in the Clinical Biochemistry on-call rota for after-hours service provision, including weekends, early and late shifts. During these periods, the post holder will be required to perform bench-based laboratory duties including the receipt, processing, analysis, and reporting of patient samples in accordance with departmental procedures.
- To maintain continuity of Biochemistry service delivery, the post holder may be required to perform bench-based laboratory duties to support testing operations as necessary.

Quality Analytical Service

- Work with other departmental staff in ensuring that the department's quality management system meets the highest professional standards, in particularly working to achieve and maintain ISO15189 accredited status of the clinical chemistry laboratory
- Participate in the implementation and maintenance of the Quality Management System to ISO 15189 and participate in the preparation for laboratory accreditation inspections.
- Manage the preparation and review of standard operating procedures or other laboratory documentation in accordance with the laboratory's document control procedures.
- Participate in the review and investigation of non-conformances, complaints, incidents and near misses and agree corrective actions as required.
- To monitor and ensure the quality of analyses and service provided by the department, through quality control and quality assurance programmes, which incorporate corrective and remedial action.
- Help monitor quality indicators, audits, corrective actions and risk management processes.
- Help ensure that optimal methods and practices are in practice in the laboratory by undertaking and directing evaluations of methodology
- Help develop and manage the analytical service.
- Participate in clinical and laboratory audit as required
- Actively participate in quality management meetings, working on selection of methods, internal quality control materials and external quality assurance schemes, and troubleshooting quality concerns as they arise

Laboratory Management

- Perform the duties of a principal biochemist under the guidance & management of the department consultant
- Provide operational and professional leadership within the department
- Keep the Consultant chemical Pathologist and other members of the departmental management team appraised of any significant development within his/her area of responsibility.
- To take responsibility for the delivery of a safe, high quality and comprehensive service meeting the needs of the services users, while maximising the use of resources and ensuring that up-to-date scientific findings are incorporated into the service.
- Assist in the planning for and preparation of the annual management review and other reports as required. This would include collecting, collating, interpreting and presenting data on relevant activities.
- Participate in management meeting and regular staff meetings, to create open and transparent communication channels between all staff members
- The successful candidate must be prepared to chair departmental meetings
- Participate as required, in recruitment, selection and training of the laboratory team
- Help create and promote healthy working relationships and stimulate initiative, input and ownership from all laboratory staff, thus empowering all staff to develop to their full potential.
- Co-operate with other hospital departments in planning for the introduction of new ideas, innovations and technologies to ensure a holistic laboratory service is provided for all patients.
- To liaise with staff from other departments within the hospital concerning service provision and budgeting, including arrangements for near-patient testing.
- Participate on other hospital and external committees as required.
- To undertake other duties appropriate to the post as may be assigned from time to time by the General Manager.
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Service Development

- Actively participate in the improvement and development of services within the laboratory in liaison with other senior staff members.
- Work in co-operation with other professional groups, including scientific, clinical, support staff, other healthcare professionals and hospital management to achieve the optimal clinical biochemistry service in an efficient and cost effective manner
- Participate in the introduction of new ideas and methods and work with laboratory management on the procurement of equipment and other services for the department as required
- Co-operate with medical and scientific staff in evaluating equipment, consumable items and research projects.
- Engage in the development of Service Plans and take responsibility for ensuring the delivery of the targets in relation to a scientific area.
- Identification, selection and procurement of laboratory equipment.
- Contribute to the management and development of the near patient testing service as required
- Liaise with other healthcare providers on the requirements for and provision of an ever expanding near patient testing service.

Academic

- Encourage professional and personal development of team members through personal pursuit of CPD, and promoting self-learning and formal courses or informal on-the-job training.
- Contribute to staff education and development by supporting laboratory staff education programmes through organisation and participation in educational sessions, case conferences, journal club and other educational sessions
- To collaborate in the education of medical, nursing, laboratory and other hospital staff as appropriate.
- Educational contributions at hospital, regional, national and international meetings are also desirable
- The department is actively involved in research through a combination of student projects, MSc's theses, hospital and university based research. The successful candidate will be required to support many of these research initiatives, but will also be

supported if he/she wishes to initiate his/her own research studies

Health and Safety

In association with the Laboratory Directorate and the Consultant Chemical Pathologist:

- Undertake risk management as requested of the Clinical Biochemistry Department on a regular basis. To follow up identified risk issues directly outside his/her control and to flag these issues to the Risk manager as appropriate.
- Co-ordinate permit-to-work certification of appropriate service personnel.
- Ensure that effective safety procedures are in place to comply not only with the Health, Safety and Welfare at work Act but also within the spirit of the Hospital's mission, vision and values. To ensure that laboratory staff are trained and familiar with such issues.

PLEASE NOTE THE FOLLOWING GENERAL CONDITIONS:

- Employees must attend fire lectures periodically and must observe fire orders.
- All accidents within the Department must be reported immediately.
- Infection Control Policies must be adhered to.
- In line with the Safety, Health and Welfare at Work Acts 2005 and 2010 all staff must comply with all safety regulations and audits.
- In line with the Public Health (Tobacco) (Amendment) Act 2004, smoking within the Hospital Buildings is not permitted.
- Hospital uniform code must be adhered to.
- Provide information that meets the need of Senior Management.
- To support, promote and actively participate in sustainable energy, water and waste initiatives to create a more sustainable, low carbon and efficient health service.
- The person holding this post is required to support the principle that the care of the patient comes first at all times and will approach their work with the flexibility and enthusiasm necessary to make this principle a reality for every patient to the greatest possible degree
- Maintain throughout the Group's awareness of the primacy of the patient in relation to all hospital activities.
- Performance management systems are part of role and you will be required to participate in the Group's performance management programme

Risk Management, Infection Control, Hygiene Services and Health & Safety

- The management of Risk, Infection Control, Hygiene Services and Health & Safety is the responsibility of everyone and will be achieved within a progressive, honest and open environment.
- The post holder must be familiar with the necessary education, training and support to enable them to meet this responsibility.
- The post holder has a duty to familiarise themselves with the relevant Organisational Policies, Procedures & Standards and attend training as appropriate in the following areas:
 - Continuous Quality Improvement Initiatives
 - Document Control Information Management Systems
 - Risk Management Strategy and Policies
 - Hygiene Related Policies, Procedures and Standards
 - Decontamination Code of Practice
 - Infection Control Policies
 - Safety Statement, Health & Safety Policies and Fire Procedure
 - Data Protection and confidentiality Policies
- The post holder is responsible for ensuring that they become familiar with the requirements stated within the Risk Management Strategy and that they comply with the Group's Risk Management Incident/Near miss reporting Policies and Procedures.
- The post holder is responsible for ensuring that they comply with hygiene services requirements in your area of responsibility. Hygiene Services incorporates environment and facilities, hand hygiene, catering, cleaning, the management of laundry, waste, sharps and equipment.
- The post holder must foster and support a quality improvement culture through-out your area of responsibility in relation to hygiene services.

	• The post holders' responsibility for Quality & Risk Management, Hygiene Services and Health & Safety will be clarified to you in the induction process and by your line manager. • The post holder must take reasonable care for his or her own actions and the effect that these may have upon the safety of others. • The post holder must cooperate with management, attend Health & Safety related training and not undertake any task for which they have not been authorised and adequately trained. • The post holder is required to bring to the attention of a responsible person any perceived shortcoming in our safety arrangements or any defects in work equipment. • It is the post holder's responsibility to be aware of and comply with the HSE Health Care Records Management/Integrated Discharge Planning (HCRM / IDP) Code of Practice.
Eligibility Criteria Qualifications and/ or experience	Eligible applicants will be those who on the closing date for the competition: (i) (a) Possess a BSc (Hons)/BA (Mod) in a subject area related to clinical biochemistry/laboratory medicine and diagnostics OR (b) An equivalent qualification And (ii) Possess an MSc (Taught or Research) (or higher qualification) in Clinical Biochemistry or relevant subject area. (MSc degree may be by examination or thesis) or equivalent qualification. And (iii) PhD in biochemistry or Part I FRCPath* (UK) in clinical biochemistry or a qualification in clinical biochemistry equivalent to either of these And (iv) Have 5 years relevant experience in clinical biochemistry/related discipline of which 2 should be in a senior clinical biochemist post. (Clinical/translational Post-Doctoral experience may be considered) And (v) Candidates must have the requisite knowledge and ability (including a high standard of suitability, management, leadership and professional ability) for the proper discharge of the duties of the office. Note: FRCPath part 1 qualification would be desirable Health A candidate 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. Character Each candidate for and any person holding the office must be of good character
Post specific Requirements	• Demonstrate depth and breadth of clinical & management experience as relevant to the role • Demonstrate depth and breadth of experience of working in a Clinical Biochemistry laboratory
Other requirements specific to the post	• A flexible approach to working hours is required in order to meet service needs. • Participate in the Clinical Biochemistry on-call rota for after-hours service provision, including weekends, early and late shifts.

	To maintain continuity of Biochemistry service delivery, the post holder may be required to perform bench-based laboratory duties to support testing operations as necessary.
Skills, competencies and/or knowledge	<u>Knowledge & Professional Knowledge</u> - Demonstrate an in depth knowledge of the application of clinical biochemistry in screening for, diagnosing and monitoring disease - Demonstrate an in depth understanding of the principles underlying laboratory methods as applied in a clinical biochemistry laboratory - Demonstrate the ability to evaluate information, solve problems and make effective decisions. - Demonstrate up-to-date knowledge of best practice in maintaining a quality management system to the ISO 15189 standard. - Demonstrate the ability to identify and resolve failures in the quality management system - Demonstrate awareness and compliance with HSE policies, procedures, guidelines and standards and promotion of this to others. - Demonstrate experience in documentation preparation. - Demonstrate evidence of practical computer/IT Skills. - Demonstrate evidence of commitment to continuing professional development. - Demonstrate flexibility and openness to change. - Demonstrate evidence of project management skills. - Demonstrate capacity for management responsibility and demonstration of initiative, including decision-making. - Be aware of and adhere to relevant standards policies and legislation for example Health and Safety, Freedom of Information Act 1997, Childcare Act, HIQA Standards. - Demonstrate a focus on quality and patient centred service provision. <u>Ensuring High Standards in the Service of Today including Managing Change</u> - Demonstrate a focus on quality and patient centred service provision. - Demonstrate up-to-date knowledge of best practice in delivering a Quality Laboratory Service. - Demonstrate awareness of Quality Focus initiative in line with Saolta Group's Continuous Quality Improvement Programme. - Demonstrate capacity for management responsibility and demonstration of initiative, including decision making. - Demonstrate flexibility and openness to change. <u>Planning & Managing Resources</u> - Demonstrate evidence of effective planning and organising skills. - Demonstrate experience of managing large workloads, ability to work under pressure and multi-task. - Demonstrate good time management skills. - Demonstrate evidence of project management skills encompassing all streams of work appropriate with key objectives priorities to achieve National Regional and internal milestones and responsibilities. - Demonstrate the ability to manage self in a busy working environment - Ensure most effective use of resources. - Assist in all costing activities within the laboratory. - Provide appropriate statistical and management information as needed. <u>Building and Maintaining Relationships including Managing People</u> - Demonstrate ability to work to your own initiative, work independently and as a lead person and ability to manage a team. - Demonstrate ability to maintain self control in difficult and challenging situations.

	<u>Evaluating Information & Judging Situations</u> • Demonstrate the ability to identify and resolve system failures and anomalies. • Demonstrate the ability to evaluate information, solve problems and make effective decisions. • Be able to design and implement structured policies and systems for the management of service delivery in consultation with key stakeholders and ensure clear role accountability for service levels, quality and decision making discretion. <u>Communication & Interpersonal Skills</u> • Demonstrate effective communication skills including the ability to present information in a clear and concise manner.
Campaign Specific Selection Process Ranking/Shortlisting/Interview	A ranking and or short-listing exercise may be carried out on the basis of information supplied in your application form. The criteria for ranking and or short-listing are based on the requirements of the post as outlined in the eligibility criteria and skills, competencies and/or knowledge section of this job specification. Therefore it is very important that you think about your experience in light of those requirements. <u>Failure to include information regarding these requirements may result in you not being called forward to the next stage of the selection process.</u> Those successful at the ranking stage of this process (where applied) will be placed on an order of merit and will be called to interview in 'bands' depending on the service needs of the organisation.
Code of Practice	The Health Service Executive / Public Appointments Service will run this campaign in compliance with the Code of Practice prepared by the Commission for Public Service Appointments (CPSA). The Code of Practice sets out how the core principles of probity, merit, equity and fairness might be applied on a principle basis. The Code also specifies the responsibilities placed on candidates, facilities for feedback to applicants on matters relating to their application when requested, and outlines procedures in relation to requests for a review of the recruitment and selection process and review in relation to allegations of a breach of the Code of Practice. Additional information on the HSE's review process is available in the document posted with each vacancy entitled "Code of Practice, information for candidates". Codes of practice are published by the CPSA and are available on www.cpsa.ie
The reform programme outlined for the Health Services may impact on this role and as structures change the job description may be reviewed. This job description is a guide to the general range of duties assigned to the post holder. It is intended to be neither definitive nor restrictive and is subject to periodic review with the employee concerned.	



Terms and Conditions of Employment

Tenure	The current vacancy available is pensionable permanent and whole time. A panel may be created from which permanent and specified purpose vacancies of full or part time duration may be filled Appointment as an employee of the Health Service Executive is governed by the Health Act 2004 and the Public Service Management (Recruitment and Appointment) Act 2004 and Public Service Management (Recruitment and Appointments) Amendment Act 2013.
Remuneration	The salary scale for the post is at 01/06/26: € 83,200, € 87,172, € 92,090 € 96,994, € 101,920, € 106,830, € 112,275, € 115,900 €119,549 New appointees to any grade start at the minimum point of the scale. Incremental credit will be applied for recognised relevant service in Ireland and abroad (Department of Health Circular 2/2011). Incremental credit is normally granted on appointment, in respect of previous experience in the Civil Service, Local Authorities, Health Service and other Public Service Bodies and Statutory Agencies.
Working Week	The standard working week applying to the post is 35 hours. HSE Circular 003-2009 "Matching Working Patterns to Service Needs (Extended Working Day / Week Arrangements); Framework for Implementation of Clause 30.4 of Towards 2016" applies. Under the terms of this circular, all new entrants and staff appointed to promotional posts from Dec 16th 2008 will be required to work agreed roster / on call arrangements as advised by their line manager. Contracted hours of work are liable to change between the hours of 8am-8pm over seven days to meet the requirements for extended day services in accordance with the terms of the Framework Agreement (Implementation of Clause 30.4 of Towards 2016).
Annual Leave	The annual leave associated with the post will be confirmed at job offer stage
Superannuation	This is a pensionable position with the HSE. The successful candidate will upon appointment become a member of the appropriate pension scheme. Pension scheme membership will be notified within the contract of employment. Members of pre-existing pension schemes who transferred to the HSE on the 01st January 2005 pursuant to Section 60 of the Health Act 2004 are entitled to superannuation benefit terms under the HSE Scheme which are no less favourable to those which they were entitled to at 31st December 2004.
Probation	Every appointment of a person who is not already a permanent officer of the Health Service Executive or of a Local Authority shall be subject to a probationary period of 12 months as stipulated in the Department of Health Circular No.10/71.
Infection Control	Have a working knowledge of Health Information and Quality Authority (HIQA) Standards as they apply to the role for example, Standards for Healthcare, National Standards for the Prevention and Control of Healthcare Associated Infections, Hygiene Standards etc.

Health & Safety	It is the responsibility of line managers to ensure that the management of safety, health and welfare is successfully integrated into all activities undertaken within their area of responsibility, so far as is reasonably practicable. Line managers are named and roles and responsibilities detailed in the relevant Site Specific Safety Statement (SSSS). Key responsibilities include: • Developing a SSSS for the department/service¹, as applicable, based on the identification of hazards and the assessment of risks, and reviewing/updating same on a regular basis (at least annually) and in the event of any significant change in the work activity or place of work. • Ensuring that Occupational Safety and Health (OSH) is integrated into day-to-day business, providing Systems Of Work (SOW) that are planned, organised, performed, maintained and revised as appropriate, and ensuring that all safety related records are maintained and available for inspection. • Consulting and communicating with staff and safety representatives on OSH matters. • Ensuring training needs assessment (TNA) is undertaken for employees, facilitating their attendance at statutory OSH training, and ensuring records are maintained for each employee. • Ensuring that all incidents occurring within the relevant department/service are appropriately managed and investigated in accordance with HSE procedures². • Seeking advice from health and safety professionals through the National Health and Safety Function Helpdesk as appropriate. • Reviewing the health and safety performance of the ward/department/service and staff through, respectively, local audit and performance achievement meetings for example. Note: Detailed roles and responsibilities of Line Managers are outlined in local SSSS.
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¹ A template SSSS and guidelines are available on the National Health and Safety Function/H&S web-pages

² See link on health and safety web-pages to latest Incident Management Policy