



**The Coombe Hospital
National Cervical Screening Laboratory
Data Entry – Administrative Assistant
(Grade IV)**

Permanent 1.0 WTE

PERSON SPECIFICATION

Job Title: Data Entry – Administrative Assistant

Department: National Cervical Screening Laboratory, Pathology Department

Report to: Grade V Staff Officer (Office Manager)

FACTOR	ESSENTIAL	DESIRABLE
Qualifications	Each candidate must: - Have been educated to Leaving Certificate standard <u>Or</u> - Have passed an examination of comparable standard at second level <u>Or</u> - Have satisfactory relevant experience which encompasses demonstrable equivalent skills <u>Or</u> - A good working knowledge of ECDL or equivalent	
Experience	- Have a minimum of 2 years administrative experience - Good keyboard skills/Fast and accurate typing ability - Sound knowledge of Laboratory processes and how to interpret data	Have experience of working within a healthcare setting or similar organisation.
Skills/Abilities	- Excellent communication and interpersonal skills including the ability to present information in a clear and concise manner - Exceptional level of accuracy and attention to detail - Ability to prioritize work and effectively handle multiple tasks and see these through to completion - Excellent problem solving, analytical and decision-making skills - The ability to manage within allocated resources and a capacity to respond to changes in a plan - Highly motivated and dynamic ability to work to deadlines and achieve targets - Demonstrate ability to work under own initiative and independently with minimal supervision and work discreetly with confidential information	- Demonstrates a commitment to professional and personal development - Knowledge of Laboratory Management systems, IPIMS, and other clinical systems

	• Pro-active and a team player • Demonstrate a high degree of flexibility, adaptability, and openness to working in various Departments in Patient Service on a rotational basis • Engage in Continuous Professional Development and further training when required • Demonstrate a strong results focus and ability to achieve results through collaborative working • The ability to build and maintain relationships with colleagues to achieve results • Demonstrate a strong customer service ethos, takes pride in the quality of service delivered and constantly seeks to improve it • Resilient, calm and professional under pressure • Contributes ideas and suggestions as to how service activities can be improved; • Excellent ICT skills, MS Office skills to include Word, Excel and PowerPoint	
Knowledge & Understanding	• Understands confidentiality in all matters of information obtained during the course of employment; • Comply with mandatory training requirements as per hospital policy, i.e. Fire and Manual Handling Training. • Continually strives to improve service delivery; • Understands the need for change and co-operates with its implementation in a logical and committed manner • An organised, methodical and structured approach to work including the ability to meet deadlines and work within guidelines and procedures • A commitment to providing a quality service • Initiative, flexibility and problem solving skills especially with regard to working in the changing environment of the Laboratory and Health Services. • Effective communication and interpersonal skills including telephone skills. • Demonstrate practical knowledge of the laboratory • Demonstrate awareness of best practice in delivering a Quality Laboratory Service and awareness of the requirements of ISO 15189.	
Competencies	• Demonstrate effective communication skills including the ability to present information in a clear and concise manner	

	• Data entry and attention to detail • Evidence of effective planning and organising skills • The ability to manage self in a busy working environment • An organised, methodical and structured approach to work including the ability to meet deadlines and work within guidelines and procedures • The ability to evaluate information, solve problems and make effective decisions. • Professional knowledge and experience • Effective team and interpersonal skills • Planning and organising • Commitment to providing a quality service	
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JOB DESCRIPTION

JOB TITLE: DATA ENTRY – ADMINISTRATIVE ASSISTANT

DEPARTMENT: NATIONAL CERVICAL SCREENING LABORATORY, PATHOLOGY DEPARTMENT

REPORT TO: GRADE V – STAFF OFFICER (OFFICE MANAGER)

ACCOUNTABLE TO: NCSL MANAGER

ABOUT THE NATIONAL CERVICAL SCREENING LABORATORY

The National Cervical Screening Laboratory (NCSL) provides cervical screening laboratory services, at The Coombe Hospital and operates under its governance. It was established to provide primary HPV and Cytology screening services for CervicalCheck to serve the population of women in the republic of Ireland. There has been significant investment in constructing and establishing the laboratory, which commenced processing of CervicalCheck samples in December 2022.

The Coombe Hospital Dublin is a voluntary teaching hospital with national regional and area responsibilities for ensuring the optimal health of mothers, women and infants (up to 10,000 pregnant women per annum). The Hospital is a national tertiary referral centre for specialised services including maternal and fetal medicine, neonatology, gynaecology and anaesthesia.

The Hospital has a substantial academic portfolio in terms of multidisciplinary education, research and training.

MISSION STATEMENT

“We provide specialist care for women and newborns putting their needs at the heart of everything we do.”

VISION

Nationally and internationally recognised leader in healthcare for women, babies, and their families.

VALUES

Empathy for all

Teamwork

Dignity & Respect

People at the heart of everything we do

Always striving to be at our best

Delivering expectations

Overall job role:

Permanent, full-time Grade IV Administrative Assistant

The Coombe Hospital and NCSL is at an important point in its journey as it now works to ramp-up service levels at the new national laboratory in tandem with continued cervical screening service delivery and operations. To ensure the continued progress of the NCSL, the Hospital is seeking applications for a Grade IV Clerical Officer/ Administrative Assistant to support data entry and administrative duties within the NCSL.

Additionally the post holder will promote and maintain best practices throughout the department to ensure a quality service is delivered at all times.

Responsibilities & Accountabilities:

Main responsibilities and accountabilities include the following:

- Perform a range of clerical, administrative, data entry, and other support duties to the running of the NCSL to ensure the smooth functioning of the laboratory service
- Be responsible for inputting high quality, accurate data, from sample request forms into the Laboratory Information Management System (LIMS)
- Inputting patient demographics and tests onto the Laboratory Information Management System (LIMS)
- Participate in the implementation and maintenance of a Quality Management System in the Department
- Liaise with Clinicians, Scientists, GPs, Nurses, Administrators etc. involved in cervical screening nationally
- Adhere to patient confidentiality procedures
- Have the skills to identify anomalies and be able to question entries
- Typing of clinical correspondence, photocopying, office filing and folder management
- Ensure patient records are maintained in a timely, accurate and comprehensive manner and that they are available promptly as required
- Other ad hoc clerical duties
- Undertake other duties appropriate to the post as may be assigned to you from time to time
- Support the preparation and issuing of office documentation (correspondence, reports, etc)
- To conduct all telephone communications in a professional and discreet manner
- Participating as an effective team member towards the efficient operation of the department
- Maintaining accurate records and files for department
- Alert line manager of any back logs or other difficulties which may arise from time to time
- Taking initiative and being proactive in addressing issues
- Organise and attend meetings as required
- Take minutes at meetings and prepare for circulation following meeting
- Assisting with the implementation of change and delivering quality services
- Working effectively with staff, members of the public, contractors, external agencies and other various departments

- Collection / delivery of post / paperwork between areas of the hospital as required
- Maintenance of filing system
- Dealing with telephone enquiries as required
- Photocopying / faxing as required
- Working in tandem with other staff to ensure an uninterrupted service to the laboratory during the working day
- Assistance with retrieval of lab statistics
- The candidate must be prepared to work outside of normal working hours as dictated by the needs of the service.

Age Restrictions In Relation To Applications

Age restriction shall only apply to a candidate where he/she is not classified as a new entrant (within the meaning of the Public Service Superannuation (Miscellaneous Provisions) Act, 2004). A candidate who is not classified as a new entrant must be under 65 years of age on the first day of the month in which the latest date for receiving completed applications for the office occurs.

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 as would indicate a reasonable prospect of ability to render regular and efficient service.”

A person selected for this role must be of good character.

Garda Vetting

The National Vetting Bureau (Children and Vulnerable Persons) Acts 2012 to 2016 provide a statutory basis for the vetting of persons carrying out relevant work with children or vulnerable persons. Given the specialised nature of the services provided by the Coombe Women and Infants University Hospital, your appointment is subject to satisfactory Garda Vetting and revetting in circumstances where the Hospital deems it appropriate. You are obliged to disclose previous and any criminal convictions acquired during the course of your employment. Should the Hospital obtain information from the Garda Vetting Unit to indicate that your Garda clearance report is not satisfactory and / or if you have supplied the Hospital with false or misleading information in relation to your Garda clearance status, the Hospital may terminate your contract with immediate effect.

Particulars of Office

The appointment is permanent, full time and pensionable.

Duties

The responsibilities of this post will evolve and may include other relevant duties, not currently documented in this job description which the post holder would be required to undertake in line with service requirements, following consultation. The responsibilities and reporting structures for this position, as outlined, may be subject to change in the future, within the context of the reconfiguration of management structures in the hospital and the managed clinical network.

Hours of work

Normal working hours are 35 hours per week worked over 5 days Monday-Sunday. However, you will be required to work the agreed roster advised to you by your line manager. Your contracted hours of work are liable to change between the hours of 8 am to 8 pm over 6 days to meet the requirements for extended day services in accordance with the terms of the Framework Agreement.

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 to provide cover for departmental hours.

Remuneration

Remuneration is in accordance with the salary scale approved by the Department of Health & Children effective from 1st June 2026 Current remuneration as follows:

€36,470.00 - €56,018.00 LSIs

Probation

The successful candidate will be appointed initially for a probationary period of six months. During the probationary period progress or otherwise will be monitored and at the end of the probationary period the service will (a) be certified as satisfactory and confirmed in writing or (b) if not satisfactory, the probationary period may be extended by 3 months.

Annual Leave

Annual leave entitlement is 191 hours (27 working days) **pro rata per annum**, plus 10 Bank Holidays per annum as they occur. The annual leave year runs from 1st of April to 31st March each year.

Sick Leave

Payment of salary during illness will be in accordance with arrangements as approved from time to time by the Department of Health and Children.

Termination of Office

The employment may be terminated at any time by one months' notice on either side except where circumstances are dictated by the Minimum Notice and Terms of Employment Act 1973/2001. The Management's right under this paragraph shall not be exercised save in circumstances where the Management is of the opinion that the holder of the office has failed to perform satisfactorily the duties of the post or has misconducted himself/herself in relation to the post or is otherwise unfit to hold the appointment.

Pension arrangements and retirement age

There are three superannuation schemes currently in operation for staff in The Coombe Women & NCSL:

- (a) Voluntary Hospital Superannuation Scheme (Non-New Entrant)

- (b) Voluntary Hospital Superannuation Scheme (New Entrant)
- (c) Single Public Service Pension Scheme.

Please read carefully the summary of the criteria for the three superannuation schemes below. This will assist you in identifying which scheme membership is applicable to your employment circumstances:

- (a) If you have been continually employed in the public service prior to the 1st April 2004 and you have not had a break in service of more than 26 weeks, you will be included in the Voluntary Hospital Superannuation Scheme (Non-New Entrant) with a Minimum Retirement Age of 60 and a Maximum Retirement Age of 70.
- (b) If you have been continually employed in the public service post from the 1st April 2004 and you have not had a break in service of more than 26 weeks, you will be included in the Voluntary Hospital Superannuation Scheme (New Entrant) with a Minimum Retirement Age of 65. There is no Maximum Retirement Age.
- (c) If you have commenced employment in the public service as a new entrant or you are a former public servant, returning to the public service after a break of more than 26 weeks, you will be included in the Single Public Service Pension Scheme effective from the 1st January 2013 with a minimum retirement age of 66 (rising to 67 and 68 in line with state pension changes). The maximum retirement age under this scheme will be age 70.

The person appointed will be required to join the relevant Superannuation Scheme and will be required to contribute to the employing authority at the appropriate rate of gross annual superannuable remuneration as determined by the Minister responsible for the Scheme.

Pension benefits made to part-time staff will be on a pro-rata basis.

Pension Arrangements and Retirement Age:

For existing Public Servants (i.e. those who have entered the public service on or before the 31st March 2004). The Public Service Superannuation (Age of Retirement) Bill 2018 provides for an increase in the compulsory retirement age of most pre-2004 public servants from age 65 to 70 years.

However, candidates should note that changes have been made in the superannuation provisions and retirement ages for public servants who take up duty with effect from 1st April 2004.

In this context, new entrants, within the meaning of the Public Service Superannuation (Miscellaneous Provisions) Act 2004, to the public service should note:

The minimum pension age has been increased to 65 years for most new entrants to the public service. The compulsory retirement age of 65 has been removed

Pension benefits for new entrants will accrue on a standard basis (i.e., one year's credit for one year's service up to a maximum of 40 years' service) while normal abatement of pension provision will apply to all public sector posts.

With effect from 1st January 2013, it is a condition of the appointment of new entrants to the public service* that you be a member of the Single Public Service Pension Scheme. Please see information booklet enclosed

If you have commenced employment in the public service as a new entrant or you are a former public servant, returning to the public service after a break of more than 26 weeks, you will be included in the Single Public Service Pension Scheme effective from the 1st January 2013 with a minimum retirement age of 66 in 2018 (rising to 67 in 2021 and 68 in 2028 in line with state pension changes). The maximum retirement age under this scheme will be age 70.

*A former public servant returning to the public service after a break of more than 26 weeks is considered a new entrant.

Health & Safety

- All employees must comply with the Safety, Health and Welfare at Work Act, 2005.

- Comply and enact Health and Safety responsibilities as outlined in Hospital policies, protocols and procedures relevant to your area.
- Take reasonable care to protect your own safety, health and welfare and that of any other person who may be affected by your acts or omissions at work.
- Ensure that personal protective equipment is worn while on duty
- Correct use of equipment

Information Technology

Ensure that you make the most effective and efficient use of developments in technology for both patient care and IT support in a manner, which integrates well with systems throughout the organisation, actively assisting in the integration of new technology and systems.

Hygiene/Infection Control

All employees have responsibility for Hygiene awareness. Hygiene is defined as “The practice that serves to keep people and environments clean and prevent infection.” All employees also have a responsibility under their terms of employment to prevent transmission of infection and to follow the hospital infection control policies and guidelines as outlined in the Infection Control Manual. All employees must be aware that they work in an area where there is potential for transmission of infection. All employees have a responsibility to follow hand hygiene guidelines as this is the single most important intervention to prevent the transmission of infection.

Confidentiality

In the course of the post holder’s employment he/she may have access to or have information concerning the personal affairs of staff or other confidential information. Such information is strictly confidential and unless acting on the instruction of an authorised officer, on no account must information concerning staff or other service business be divulged or discussed, except as appropriate in the performance of normal duty. In addition, information, records, files must never be left in such a manner that unauthorized persons can obtain access to them. No records, documents or property of the Hospital may be removed from the premises of the Hospital without prior authorisation. You must return to the Hospital upon request and, in any event, upon the termination of your employment, all documents or other property of the Hospital which are in your possession or under your control.

Data Management

Ensure compliance with the obligations required by the Data Protection Regulation (GDPR) and Data Protection Acts 1988-2018

Trust in Care Policy

The Coombe Women’s Hospital is committed to the principles of the Trust in Care Policy and all employees have a duty to report concerns for the safety and welfare of patients with in the procedures detailed in this policy.

Children First: National Guidance for the Protection and Welfare of Children Act 2015

The Hospital is committed to the principles of the Children First Act 2015 all employees must fully comply with Procedures and Practices including relevant legislation and Codes of Practice.

DEVELOPMENT OF HOSPITAL GROUPS

The Hospital Structure is currently under review and, therefore, reporting relationships may change. The development of Hospital Groups may require the post-holder to adopt a different reporting relationship and additional accountabilities. Full consultation will take place in advance of any such change

Note: 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.

The extent and speed of change in the delivery of health care is such that adaptability is essential at this level of appointment. The incumbent will be required to maintain, enhance and develop their knowledge, skills and aptitudes necessary to respond to a changing situation. The Job Description 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.

Short-listing

Applicants will be subject to short listing based on information provided in their application, whereby only those who meet set criteria shall be called to interview.

Application Details

Intending applicants should submit an updated Curriculum Vitae and letter of application to www.coombe.ie or www.rezooom.com. Applications should be submitted ***before the closing date of 12pm Friday 25th September.***

Informal enquiries for this post can be made to Rebecca Kelly, Grade V Admin lead for Data Entry NCSL. RKelly@coombe.ie .

Applications must be submitted as a Microsoft Word or PDF document format only.

All candidates should note that, in order to maintain a timely process, the closing date and time for receipt of applications will be strictly adhered to.