

JOB DESCRIPTION

1 Job Title	2 Location	3 Record Filename
Medical Scientist	Haematology Laboratory	MF-HAE-JD-03

4 Organizational Chart

See MF-HAE-015 Organisational Relationship of the Haematology Department

5 Purpose of the job

- Perform routine, specialised and research/development work to the highest professional standards, as determined by the Laboratory Management Team.
- 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

6 Main duties and responsibilities

- Maintain throughout the Hospital awareness of the primacy of the patient in relation to all Hospital activities.
- Participate in implementing the Haematology Laboratory service that supports the clinical needs of our patients and is consistent with the mission, vision, values and strategic plan of the Hospital.
- Comply with the requirements of the relevant EU Directives, ISO 15189 and ISO 228700
- To read and acknowledge the hospital's Impartiality Policy (QP-GEN-002) and confidentiality policy (QP-GEN-003) and to act at all times in the best interest of the laboratory's activities, in accordance with ISO15189-2022 std 6.2.1(b)
- Participate in training staff as required.
- Participate in the implementation of the operational processes to the standard of 'best practice' in order to optimise use of resources.
- Participate in the implementation of a 'quality management' programme, which are patient centered, and which measures and audits performance and client satisfaction.

- Actively participate in and promote continuing education and research activities consistent with the position.
- Promote open communications throughout the hospital.
- Demonstrate behaviour consistent with the values of the hospital
- Report to the Chief Medical Scientist within Haematology. However, you may be required to report on a day-to-day basis to designated senior staff e.g. Senior Medical Scientist.
- Ensure all laboratory processes are completed competently

7 General responsibilities

In co-operation with the Consultant Head of the Haematology Department, Chief Medical Scientist and other designated senior staff, participate in the introduction of new ideas and methods according to hospital policy.

- Participate as required in the registration, custody and stock levels of the reagents and materials held in the Laboratory.
- Receive and record details concerning mishaps, complaints and defects in supplies and equipment, investigate the circumstances with appropriate team members and take the necessary actions and report the findings as required, and as determined by the Chief Medical Scientist.
- Ensure that policy relating to Laboratory's record keeping is followed.
- Co-operate in research projects.
- Facilitate arrangements, where appropriate, to introduce professional and/or other visitors to the Laboratory.
- Co-ordinate and carry out the Major Emergency Plan for isolated incidents or multiple traumas according to Laboratory Management Team policy.
- Participate with the Chief Medical Scientist in the facilitation of relevant courses in the appropriate colleges.
- Facilitate arrangements in the Laboratory for education and training undergraduates, interns and post-graduate students.
- Ensure, in co-operation with the Consultant Head of Department, Chief Medical Scientists and designated senior staff, appropriate compliance with International and National guidelines and standards for the provision of services and actively participate in internal and external quality control and quality assurance.

- Participate in the provision of appropriate statistical and management information.
- Make the most effective and efficient use of developments in information technology for both patient care and administrative support in a manner, which integrates well with systems throughout the organisation.

7.1 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 Hospitals 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.

8 Mater performance achievement

In co-operation with the Chief Medical Scientist, participate in the Mater Performance Achievement review to consider (minimum twice a year):

- stated objectives and plans of the laboratory
- job description of the staff member
- personal objectives of the staff member
- training and development needs of the staff member

Job holder's signature		Date:	
Manager's signature		Date:	

NOTE: the extent and speed of change in the delivery of health care is such that adaptability is essential in this position. The incumbent will be required to maintain and enhance their professional 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.

PERSON SPECIFICATION

QUALIFICATIONS

Candidates for appointment must:

(i) Be registered, or be eligible for registration, on the Medical Scientists Register maintained by the Medical Scientists Registration Board at CORU.

OR

(ii) Applicants who satisfy the conditions set out in Section 91 of the Health and Social Care Professionals Act 2005 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.

AND

(iii) Have the requisite knowledge and ability (including a high standard of suitability and professional ability) for the proper discharge of the duties of the office.

AND

(iv) Provide proof of Statutory Registration on the Medical Scientists Register maintained by the Medical Scientists Registration Board at CORU before a contract of employment can be issued. Applicable to Section 38 applicants only.

PROFESSIONAL KNOWLEDGE AND EXPERIENCE

- Demonstrate sufficient theoretical, practical, and clinical knowledge of Haematology to carry out the duties and responsibilities of the role.
- Demonstrate up-to-date knowledge of best practice in delivering a quality laboratory service in accordance with relevant ISO and Laboratory SOPs.
- Demonstrate evidence of computer skills and a willingness to develop IT skills relevant to the role.
- Demonstrate commitment to continuous professional development.