



FSS an Iarthair agus an Iarthuaiscirt
HSE West and North West



Job Specification & Terms and Conditions

Job Title and Grade	Medical Laboratory Aide, Galway University Hospitals, Sainchabhraí Saotharlainne Míochaine, Ospidéal na hOllscoile, Gaillimh Grade code: 4077
Campaign Reference	G12269
Applications	Applications must be submitted via Rezoomo only. Applications received in any other way will not be accepted. There will be no exceptions made
Remuneration	The salary scale for the post at (01/06/2026) is: €42,033 €43,117 €44,273 €45,382 €46,569 €47,790 €49,050 Salary Scales are updated periodically and the most up to date versions can be found here: https://healthservice.hse.ie/staff/benefits-services/pay/pay-scales.html 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. As per HR Circular 012/25 Please note that previous experience working in the public service counts only where the individual was employed directly by the relevant Civil Service/Public Body. It does not apply for temporary assignments with those bodies while engaged as an agency worker and employed by a private sector employment agency. Exemptions can be found at the following link. HSE Guidelines on Terms and Conditions of Employment provides additional information. https://www2.healthservice.hse.ie/organisation/national-pppgs/guidelines-on-terms-and-conditions-of-employment/
Closing Date	
Proposed Interview Date (s)	Interviews will be held as soon as possible after the closing date. Candidates will normally be given at least one week's notice of interview. The timescale may be reduced in exceptional circumstances.
Taking up Appointment	To be agreed at job offer stage.
Organisational Area	HSE West & North West.
Location of Post	Galway University Hospital. The following vacancy is currently available: Medical Laboratory Aide, Department of Clinical Biochemistry, Galway University Hospital. Specified Purpose - Immediate start up to June 2027, 1 WTE 39hours A panel may be formed as a result of this campaign for Medical Laboratory Aide from which current and future, permanent and specified purpose vacancies of full or part-time duration may be filled.

Informal Enquiries	Martina Doheny, Chief Medical Scientist, Galway University Hospitals. martina.doheny@hse.ie 091 544499 We welcome enquiries specific to the role.
Details of Service	HSE West and North West is responsible for the provision of all acute and community services across the 6 counties of Galway, Mayo, Roscommon, Sligo, Leitrim and Donegal and is operationally divided into 4 Integrated Health Areas (IHAs) – Galway Roscommon IHA, Mayo IHA, Sligo/Leitrim/West Cavan/South Donegal IHA and Donegal IHA. Each managed by an Integrated Health Area (IHA) Manager. To support the delivery of high quality, consistent care, Networks of Care are being developed across the region which are multidisciplinary clinically led regional structures, which will provide leadership, set the strategy for the relevant clinical/care area, support quality, risk and safety structures/processes, and help support the regional leadership team in the assurance processes related to the relevant services. The establishment of Networks of Care (NoC) across HSE West and North West, will support the sharing of clinical/specialty/programme expertise, strengthen the operational resilience, and ensure sustainable safe and quality services. Key components for the NoCs include: • The provision of a regional wide clinical/care service under an integrated governance framework and providing the care group lens across the region/nationally. • A standard system of governance; policies, audit meetings, quality assurance, incident reporting, incident management, risk management, oversight of regulation etc., across services in the Region. • Risk stratification of patients to ensure that higher risk patients are dealt with at the most appropriate facility within the NoC. • Quality assurance on the basis of one integrated service, although operating at different geographical sites; this will require data to be pooled across the NoC. • A integrated approach to service delivery which ensures that each Integrated Health Area (IHA) delivers care appropriate to the resources, facilities and services available in that area. • Accountable structures to support high quality education and clinical research, and active engagement with evolving regional academic structures. An integrated approach to service delivery which ensures that each IHA in the Region delivers care appropriate to the population needs, resources, facilities and services available. The NoC will work closely with all stakeholders relevant to Network.
Our Mission	Our mission is to ensure that the people of West and North West: • are supported by accessible health and social care services to live healthier lives, • have access to safe, high quality, compassionate, and integrated care, delivered by highly skilled and valued staff, • can be confident that we will deliver the best health outcomes and value through a culture that supports continuous improvement, excellence in clinical practice, teaching, research and innovation
Our Values	The HSE's values of Care, Compassion, Trust and Learning, influence everything the Health Regions do. All HSE Health Regions encourage a culture where all staff live by

	these values every day, as they interact and deal with colleagues and members of the public.
Reasonable Accommodations	Candidates who require a Reasonable Accommodation/s to support their participation, at any stage, in the recruitment and selection process, should email recruit.GUH@HSE.ie , Recruitment Department.
Reporting Relationship	The Medical Laboratory Aide will report to the Departmental Chief Scientist / Senior Scientist and/or the Laboratory Manager as appropriate.
Key Working Relationships	The post holder will work closely with the Chief Medical Scientist, Specialist Medical Scientist, Senior Medical Scientists, department Quality Manager and Medical Scientists as part of a team. The post holder on occasion will also work with Consultant with Administrative Responsibility (CAR) and members of the departmental clinical team. They will also regularly work with clerical and administrative staff, medical laboratory aides and central sample reception co-ordinator within GUH laboratories.
Purpose of the Post	To provide administrative support and carry out assigned laboratory duties, tests and checks as appropriate. To perform appropriate assigned tasks under supervision using established procedures for which training will be provided.
Principal Duties and Responsibilities	• The post holder will support the principle that 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 awareness of the primacy of the patient in relation to all hospital activities. • Performance management systems are part of the role and you will be required to participate in the Group's performance management programme. All duties will be performed according to written laboratory procedures and after appropriate training by a designated supervisor. <u>Administrative</u> <i>The Medical Laboratory Aide will:</i> • Participate in mandatory training programmes. • Monitor and maintain up-to-date personal training / retraining records in accordance with Laboratory policy. • Participate in annual joint review to consider: stated objectives and plans of the laboratory; roles and responsibilities of the staff member; personal objectives of the staff member; training and development needs of the staff member. <u>Technical</u> <i>The Medical Laboratory Aide will:</i> • Sort, identify and separate specimens received. • Verify that samples adhere to the minimum acceptance criteria. • Register patient details and tests required on the Laboratory Information System (LIS). • Prepare samples for analysis where appropriate. • Perform preparatory work on specimens that are due for processing, e.g., numbering and centrifugation. • Safely process and dispose of waste material from the laboratory. • Use and operate equipment such as centrifuges and computer terminals and other similar appropriate instrumentation as instructed from time to time.

- Maintain Laboratory equipment; keep work areas tidy and clean shelves, bench tops and sinks.
- Prepare and package samples for referral to outside laboratories
- Deal with incoming deliveries of reagents and consumables
- Undertake any other task responsibly, which may reasonably be allocated by a designated supervisor.
- Prepare and package samples for referral to outside laboratories.
- Engage with clinicians and GPs via telephone in accordance with departmental sop's.
- Work in a Cleanroom environment if designated to that area

Accreditation / Standards / Regulatory

The Medical Laboratory Aide will:

- Participate in the Pathology Quality Management System
- Demonstrate behaviour consistent with the values of the Hospital.
- Be responsible for the quality of work undertaken and carry out duties in accordance with Hospital Policy.
- Lead by example by setting high standards of working and commitment.

Confidentiality / impartiality

The Medical Laboratory Aide will:

- Respect information obtained in the course of duties performed and refrain from disclosing such information without the consent of the employee/patient, or person entitled to act on their behalf, except where disclosure is required by law or by order of the court, or is necessary in the public interest.
- As a member of the laboratory staff, will operate impartially and not engage in activities which might conflict with its independence of judgement and integrity in relation to the laboratories testing activities.

KPI's

- The identification and development of Key Performance Indicators (KPIs) which are congruent with the Hospital's service plan targets.
- The development of Action Plans to address KPI targets.
- Driving and promoting a Performance Management culture.
- In conjunction with line manager assist in the development of a Performance Management system for your profession.
- The management and delivery of KPIs as a routine and core business objective.

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.

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.

Risk Management, Quality, Health & Safety

- Adequately identifies, assesses, manages and monitors risk within their area of responsibility.
- Have a working knowledge of the 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. and comply with associated HSE protocols for implementing and maintaining these standards as appropriate to the role. - Support, promote and actively participate in sustainable energy, water and waste initiatives to create a more sustainable, low carbon and efficient health service. Education & Training - Engage in the HSE performance achievement process in conjunction with your Line Manager and staff as appropriate. The above Job Description is not intended to be a comprehensive list of all duties involved and consequently, the post holder may be required to perform other duties as appropriate to the post which may be assigned to him/her from time to time and to contribute to the development of the post while in office.
Eligibility Criteria Qualifications and/or experience	Professional Qualifications, Experience, etc Eligible applicants will be those who on the closing date for the competition: (i) Have previous experience of work in a hospital laboratory or science laboratory. Or (ii) Be currently employed with no less than twelve months experience in the publicly funded Irish Health Service. Or (iii) Hold a qualification to minimum standard of Quality & Qualifications Ireland Level 5 (or higher) in Laboratory Skills. And (a) Candidates must have the personal competence and capacity to properly discharge the duties of the role. Age Age restriction shall only apply to a candidate where s/he 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 application forms 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 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	Candidates must demonstrate:

	• Sufficient depth and breadth of experience of working in a laboratory, healthcare or similarly regulated environment to enable them to safely and effectively undertake the duties of a Medical Laboratory Aide. • Experience of working as part of a team in a busy service environment where accuracy, attention to detail and adherence to defined procedures are essential. • The ability to safely and accurately undertake duties associated with the receipt, identification, preparation, handling and processing of patient specimens, following appropriate training and competency assessment. • The ability to prioritise workload and work effectively in a busy environment where there may be competing demands and time-sensitive specimens.
Other requirements specific to the post	Flexibility with regard to service provision.
Skills, competencies and/or knowledge	Candidates must demonstrate: Professional Knowledge and Skills • An understanding of the role of the Medical Laboratory Aide within a clinical laboratory service and the importance of working within defined procedures and under appropriate supervision. • An understanding of the importance of correct patient and specimen identification and the potential impact of errors on patient care. • An understanding of the importance of confidentiality, infection prevention and control, health and safety and the safe handling of biological specimens. • The ability to follow standard operating procedures, instructions and laboratory policies accurately and consistently. • Sufficient computer literacy to use laboratory information systems and other relevant IT systems following appropriate training. Planning, Organisation and Attention to Detail • The ability to organise and prioritise own workload effectively in a busy laboratory environment. • A methodical and accurate approach to work, with particular attention to patient identification, specimen labelling, data entry and specimen handling. • The ability to work efficiently while maintaining accuracy and adhering to established procedures. • The ability to recognise when an issue is outside their area of responsibility and escalate appropriately. • Flexibility and the ability to adapt to changing workload and service requirements. Team Working • The ability to work effectively as part of the multidisciplinary laboratory team and to contribute positively to the delivery of the service. • The ability to work collaboratively with Medical Scientists, Medical Laboratory Aides and other laboratory and healthcare staff. • Reliability and an understanding of the importance of their individual role in maintaining an efficient laboratory service. Communication and Interpersonal Skills

	• Effective verbal and written communication skills, including the ability to receive, understand and accurately follow instructions. • The ability to communicate clearly and professionally with laboratory colleagues, hospital staff and other service users, including by telephone. • The ability to appropriately communicate and escalate specimen, workload or service-related issues to the relevant member of staff. Commitment to Quality and Patient Safety • A commitment to providing a high-quality laboratory service and an understanding that laboratory processes directly contribute to patient care and patient safety. • The ability to work consistently in accordance with laboratory procedures, quality requirements and health and safety standards. • An understanding of the importance of accuracy, traceability and confidentiality when handling patient specimens and information. • A willingness to undertake required training and competency assessment and to maintain competency in the duties assigned to the role.
Additional eligibility requirements:	Citizenship requirements Eligible candidates must be: (i) EEA, Swiss, or British citizens OR (ii) Non-European Economic Area citizens with permission to reside and work in the State Read Appendix 2 of the Additional Campaign Information for further information on accepted Stamps for Non-EEA citizens resident in the State, including those with refugee status. To qualify candidates must be eligible by the closing date of the campaign.
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.
Diversity, Equality and Inclusion	The HSE is an equal opportunities employer. Employees of the HSE bring a range of skills, talents, diverse thinking and experience to the organisation. The HSE believes passionately that employing a diverse workforce is central to its success – we aim to develop the workforce of the HSE so that it reflects the diversity of HSE service users and to strengthen it through accommodating and valuing different perspectives. Ultimately this will result in improved service user and employee experience. The HSE is committed to creating a positive working environment whereby all employees inclusive of age, civil status, disability, ethnicity and race, family status, gender, membership of the Traveller community, religion and sexual orientation are

	respected, valued and can reach their full potential. The HSE aims to achieve this through development of an organisational culture where injustice, bias and discrimination are not tolerated. The HSE welcomes people with diverse backgrounds and offers a range of supports and resources to staff, such as those who require a reasonable accommodation at work because of a disability or long-term health condition. For further information on the HSE commitment to Diversity, Equality and Inclusion, please visit the Diversity, Equality and Inclusion web page at https://www.hse.ie/eng/staff/resources/diversity/
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 temporary and whole time. The post is pensionable. A panel may be created from which permanent and specified purpose vacancies of full or part time duration may be filled. The tenure of these posts will be indicated at “expression of interest” stage. 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: €42,033 €43,117 €44,273 €45,382 €46,569 €47,790 €49,050 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 weekly working hours of attendance for your grade are 39 hours per week. Your normal weekly working hours are 39 hours. Contracted hours that are less than the standard weekly working hours for your grade will be paid pro rata to the full time equivalent. You are required to work agreed roster/on-call arrangements advised by your Reporting Manager. Your contracted hours are liable to change between the hours of 8.00am and 8.00pm over seven days to meet the requirements for extended day services in accordance with the terms of collective agreements and HSE Circulars.
Annual Leave	The annual leave associated with the post will be confirmed at contracting 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.
Age	The Public Service Superannuation (Age of Retirement) Act, 2018* set 70 years as the compulsory retirement age for public servants. <i>* Public Servants not affected by this legislation:</i> Public servants joining the public service or re-joining the public service with a 26 week break in service, between 1 April 2004 and 31 December 2012 (new entrants) have no compulsory retirement age. Public servants, joining the public service or re-joining the public service after a 26-week break, after 1 January 2013 are members of the Single Pension Scheme and have a compulsory retirement age of 70.

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.
Protection of Children Guidance and Legislation	The welfare and protection of children is the responsibility of all HSE staff. You must be aware of and understand your specific responsibilities under the Children First Act 2015, the Protections for Persons Reporting Child Abuse Act 1998 in accordance with Section 2, Children First National Guidance and other relevant child safeguarding legislation and policies. All Mandated Persons under the Children First Act 2015, within the HSE, are appointed as Designated Officers under the Protections for Persons Reporting Child Abuse Act, 1998. Mandated Persons such as line managers, doctors, nurses, physiotherapists, occupational therapists, speech and language therapists, social workers, social care workers, and emergency technicians have additional responsibilities. You should check if you are a Mandated Person and be familiar with the related roles and legal responsibilities. Visit HSE Children First for further information, guidance and resources.
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. and comply with associated HSE protocols for implementing and maintaining these standards as appropriate to the role.
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 a training needs assessment (TNA) is undertaken for employees, facilitating their attendance at statutory OSH training, and ensuring records are maintained for each employee.

¹ A template SSSS and guidelines are available on the National Health and Safety Function/H&S web-pages

	• 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.
--	---

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