**Anatomical Pathology Technician (APT)**

**Job Specification & Terms and Conditions**

|  |  |
| --- | --- |
| **Job Title, Grade Code** | **Anatomical Pathology Technician (APT)** Teicneoir Paiteolaíochta Anatamaíche (APT)  (Grade Code 4645) |
| **Remuneration** | The Salary Scale (as at 01/03/2025) for the post is: €37,239 - €39,070 - €40,217 - €40,813 - €41,767 - €42,707 - €43,647 - €44,588 - €45,530 - €46,474 - €47,418 - €48,358 - €49,209 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. |
| **Campaign Reference** | SLIGO 0548 |
| **Closing Date** | 12 noon 03rd June 2025  **Only fully completed application forms submitted via Rezoomo by the closing date and time will be accepted. No exceptions will be made.**  **\*\*\*CV's not accepted for this campaign\*\*\***  https://www.rezoomo.com/job/79685 |
| **Proposed Interview Date (s)** | Candidates will normally be given at least two 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. |
| **Location of Post** | Sligo University Hospital. Ospideal Ollscoile Shligigh  Histopathology Department  There is currently one permanent whole-time vacancy available in Histopathology Department  A panel may be formed as a result of this campaign for Anatomical Pathology Technician from which current and future, permanent and specified purpose vacancies of full or part-time duration may be filled. |
| **Informal Enquiries** | We welcome enquiries about the role.  **Name:** Liam O’Grady, Laboratory Manager, Sligo University Hospital  **Tel:** 0719174560  **Email:** [liam.ogrady@hse.ie](mailto:liam.ogrady@hse.ie) |
| **Details of Service** | HSE West and Northwest Group provides acute and specialist hospital services to the West and North West of Ireland – counties Galway, Mayo, Roscommon, Sligo, Leitrim, Donegal and adjoining counties.  **HSE West and Northwest Strategy** .  We are committed to ensuring that our patients are at the centre of all service design, development and delivery. Over the five years of the strategy we will further develop our services, both clinical and organisational based around seven key themes: Quality and Patient Safety; Patient Access; Governance and Integration; Skilled Caring Staff; Education Research and Innovation; eHealth and Infrastructure. These will be our key areas of focus to enable us to meet the future needs of our patients.  We continue to work very closely with our colleagues in the community both Community Healthcare West and Community Health Organisation 1 in the North West to deliver more streamlined care to our patients in line with the national focus of bringing services closer to patients.  While the tertiary referral centre for the Group is University Hospital Galway, it is essential that all our hospitals work more closely together in delivering services to address the challenges facing us across our region.  A key theme of our 5-year strategy is the development of Managed Clinical and Academic Networks (MCAN).  These networks will ensure that specialities in individual hospitals will no longer work in isolation but as a networked team which will improve clinical quality and patient safety. It will also support collective learning/sharing of expertise and will be supported by education, training, research and audit programmes. It will result in safer, standardised and more sustainable services for our patients. |
| **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.  **OUR VISION STATEMENT**  Our Vision is to build on excellent foundations already laid, further developing and integrating our Group, fulfilling our role as an exemplar, and becoming the first Trust in Ireland.  **OUR GUIDING VALUES**  **Respect** - We aim to be an organisation where privacy, dignity, and individual needs are respected, where staff are valued, supported and involved in decision-making, and where diversity is celebrated, recognising that working in a respectful environment will enable us to achieve more.  **Compassion** - we will treat patients and family members with dignity, sensitivity and empathy.  **Kindness** - whilst we develop our organisation as a business, we will remember it is a service, and treat our patients and each other with kindness and humanity.  **Quality** – we seek continuous quality improvement in all we do, through creativity, innovation, education and research.  **Learning** - we will nurture and encourage lifelong learning and continuous improvement, attracting, developing and retaining high quality staff, enabling them to fulfil their potential.  **Integrity** - through our governance arrangements and our value system, we will ensure all of our services are transparent, trustworthy and reliable and delivered to the highest ethical standards, taking responsibility and accountability for our actions.  **Teamworking** – we will engage and empower our staff, sharing best practice and strengthening relationships with our partners and patients to achieve our Mission.  **Communication** - we aim to communicate with patients, the public, our staff and stakeholders, empowering them to actively participate in all aspects of the service, encouraging inclusiveness, openness, and accountability.  *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.* |
| **Reporting Relationship** | The post holder will:   * Senior Anatomical Pathology Technician and Chief Medical Scientist, Histopathology & Cytology * Consultant Histopathologist and the Pathology Laboratory Manager |
| **Purpose of the Post** | APT’s provide an essential service to Consultant Histopathologist’s via assistance at post mortem examinations / autopsies, and direct support / cover for the Senior Anatomical Pathology Technician, as appropriate. |
| **Principal Duties and Responsibilities** | **Clinical Practice**  *The Anatomical Pathology Technician will:*   * 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 Hospital awareness of the primacy of the patient in relation to all hospital activities. * Receive, identify and store bodies/deceased in secure and hygienic conditions. * Keep accurate records of the deceased and their property in the Mortuary Register and deal with certificates required for disposal and cremation. * Prepare and reconstruct bodies to agreed standards after ‘Post Mortem’ examination. * Arrange for relative and Police/Gardai to identify and view the deceased, and deal sympathetically with bereaved persons. * Assist with the discharge of the deceased to authorised Funeral Directors in accordance with the law. * Establish and maintain liaison with Hospital staff, relatives, Funeral Director’s, Police/Gardai and Medical staff. * Perform the cleaning, disinfection and care of the Mortuary to ensure that it is hygienic, safe and efficient at all times. * Clean, Sterilise and maintain equipment and instruments required by the Pathologists. * Receive store and transmit specimens taken for analysis and Laboratory   examination.   * Perform ‘Special Autopsy Techniques’ as taught and instructed. * Be familiar with the management and disposal of pre-24 week pregnancy loss. * Participate in the training of junior/student/trainee APTs including participation in Anatomical Pathology Technology courses under the auspices of the Royal Institute of Public Health and Hygiene or appropriate bodies. * Educate other groups on Mortuary procedures, as required. * Document appropriate training received and ongoing education of Mortuary procedures, as appropriate. * Participate in professional development of Mortuary/Staff with support from the Hospital through self-learning and formal courses, or informal ‘on the job’ training. * Engage in educating and training undergraduates, interns and post-graduate students, as required. * Ensure that policy’s relating to Sligo University Hospital, Department of Pathology are followed. * Ensure appropriate compliance with International and National guidelines and actively participate in appropriate quality control and quality assurance. * Ensure the provision of written procedures for all techniques performed under the supervision of the senior APT. * Maintain documented policies and procedures including those related to technical processes associated with the Mortuary. * Maintain Health & Safety standards in the Mortuary work area, including observing Code of Practice for Fire & Accident polices. * Maintain strict Confidentiality at all times. * Knowledge of Quality management systems. * Participate in the Major Emergency Plan according to Health Service Executive policy for deaths, multiple trauma or isolated incidents. * 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. * To support, promote and actively participate in sustainable energy, water and waste initiatives to create a more sustainable, low carbon and efficient health service.   **Safety, Health & Welfare at Work**  *The Anatomical Pathology Technician will:*   * Adhere to effective safety procedures that are in place to comply not only with the Safety, Health and Welfare at Work Act, but according to the Hospital Laboratory Safety Statement. * Ensure that every effort is made to implement the Safety Policy of the Laboratory.   **PLEASE NOTE THE FOLLOWING GENERAL CONDITIONS**   * Employees must attend fire lectures annually 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 Act, 2005 all staff must comply with all safety regulations and audits. * In line with the Public Health (Tobacco) (Amendment) Act 2004, smoking within the Hospital Building is not permitted. * Hospital uniform code must be adhered to. * Provide information that meets the need of Senior Management.   **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 Hospitals 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. * It is the post holders’ specific 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 responsibility of the post holder to be aware of and comply with the HSE Health Care Records Management / Integrated Discharge Planning (HCRM / IDP) Code of Practice.   **The above Job Specification 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** | **In exercise of the powers conferred on me by section 22 of the Health Act 2004, I hereby approve the qualifications, as set out hereunder, for the appointment and continuing as pathology Technician in the Health Service Executive.**     1. **Professional Qualifications, Experience, etc**   (a) Eligible applicants will be those who on the closing date for the competition:  (i) Possess the Certificate in Mortuary Hygiene and Technology awarded by the  Royal Society for Public Health, London (formerly the Royal Institute of Public  Health & Hygiene, London) (www.rsph.org.uk) or an equivalent qualification.  **Or**  (ii) Possess the Level 3 Diploma in Anatomical Pathology Technology (APT)  awarded by the Royal Society for Public Health, London (formerly the Royal Institute of Public Health & Hygiene, London) (www.rsph.org.uk) or an  equivalent qualification.  **Or**  (iii) Are currently working in the Irish Health System as a Pathology Technician.  **And**  (b) Candidates must possess the requisite knowledge and ability, including a high standard of suitability, for the proper discharge of the duties of the office.  .   1. **Age**   Age restriction shall only apply to a candidate where s/heis 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 recieveing completed application forms for the office occurs.   1. **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.   1. **Character**   Each candidate for and any person holding the office must be of good character. |
| **Post Specific Requirements** | Demonstrate depth and breadth of experience of working in the area of the mortuary as relevant to the role. |
| **Other requirements specific to the post** | * Access to transport is necessary. * May be required to work weekends/out of hours. * Travel (for APT Training) and to other hospital sites may be a requirement. |
| **Skills, competencies and/or knowledge** | ***Candidates must demonstrate:***  **Professional Knowledge and Experience**   * Professional expertise, skills and knowledge to carry out the duties of the role, including a good knowledge and understanding of the job. * Commitment to developing own knowledge and expertise * Demonstrate evidence based clinical knowledge in making decisions regarding implementing new techniques and equipment into the laboratory service. * Demonstrate an understanding of clinical audit. * Demonstrate an understanding the importance of Health & Safety. * Demonstrate evidence of good computer skills including a working knowledge of laboratory IT systems, both PC packages and LIS. * Demonstrate an awareness of the importance of compliance with regulatory standards at all times.   **Planning & Organising**   * Planning, organising and time management skills, including an ability to work on his/her own initiative in a methodical manner. * Demonstrate evidence of effective planning and organising skills including awareness of resource management and importance of value for money. * Demonstrate the ability to manage deadlines and effectively manage multiple tasks. * Demonstrate the ability to plan and manage change - show skills in meeting the changing need of today’s clinical environment by being adaptable and flexible.   **Leadership & Teamwork**   * Effective team skills. * Team work skills including the ability to work as part of a multidisciplinary team. * Motivation and an innovative approach to the job within a changing working environment * Flexibility and willingness to adapt, positively contributing to the implementation of change. * Demonstrate leadership and team management skills.   **Commitment to a Quality Service**   * A strong commitment to providing a quality service. * Demonstrate the ability and competence to develop, maintain, monitor and evaluate   new and emerging trends in the scientific area.   * Demonstrate a commitment to providing a quality service including an awareness of the laboratory user and the importance of the patient/client at all times. * An awareness and appreciation of the service user. * A commitment to promoting and maintaining high work standards. * Innovative and open to change in striving to ensure high standards in service delivery * Monitors and reviews own work to ensure its accuracy and quality.   **Evaluating Information, Problem Solving & Decision Making**   * Problem solving and decision making skills. * Demonstrate the ability to evaluate information from a variety of sources, using initiative, innovation and creativity in resolving problems and making decisions. * Demonstrate the ability to develop, implement and monitor Key performance indicators. * The ability to appropriately analyse and interpret information, develop solutions and contribute to decisions quickly and accurately as appropriate. * Recognises when it is appropriate to refer decisions to a higher level of management. * A capacity to develop new proposals and recommend decisions on a proactive basis.   **Communication & Interpersonal Skills**   * Effective communication and interpersonal skills, including an ability to deal sympathetically with families/ next of kin. * Demonstrate good interpersonal skills including the ability to manage conflict and crisis situations. * Demonstrate effective communication skills including the ability to present information in a clear and concise manner and the ability to communicate effectively with other staff. * The ability to build and maintain relationships with colleagues and other stakeholders to assist in performing the role |
| **Campaign Specific Selection Process**  **Ranking/Shortlisting / Interview** | A ranking and or shortlisting exercise may be carried out on the basis of information supplied in your application form. The criteria for ranking and or shortlisting 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.  Failure to include information regarding these requirements may result in you not progressing to the next stage of the selection process.  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.  Read more about the HSE’s commitment to [Diversity, Equality and Inclusion](https://www.hse.ie/eng/staff/resources/diversity/diversity.html) |
| **Code of Practice** | The Health Service Executive will run this campaign in compliance with the Code of Practice prepared by the Commission for Public Service Appointments (CPSA).  The CPSA is responsible for establishing the principles to be followed when making an appointment. These are set out in the CPSA Code of Practice. The Code outlines the standards to be adhered to at each stage of the selection process and sets out the review and appeal mechanisms open to candidates should they be unhappy with a selection process.  Read the [CPSA Code of Practice](https://www.cpsa.ie/pdf/?file=https://assets.cpsa.ie/media/275828/b88e3648-c663-4293-9471-d2d75bd1d685.pdf). |
| The reform programme outlined for the health services may impact on this role, and as structures change the Job Specification may be reviewed.  This Job Specification 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. | |

**Anatomical Pathology Technician (APT)**

**Terms and Conditions of Employment**

|  |  |
| --- | --- |
| **Tenure** | The current vacancy available is permanent 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 Appointments) Act 2004 and Public Service Management (Recruitment and Appointments) Amendment Act 2013. |
| **Working Week** | The standard working week applying to the post is to be confirmed at job offer stage.  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 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.  ***\* Public Servants not affected by this legislation:***  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.  Some staff have additional responsibilities such as Line Managers, Designated Officers and Mandated Persons. You should check if you are a Designated Officer and / or a Mandated Person and be familiar with the related roles and legal responsibilities.  Visit [HSE Children First](https://www.hse.ie/eng/services/list/2/primarycare/childrenfirst/resources/) 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/service[[1]](#footnote-2), 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. * Ensuring that all incidents occurring within the relevant department/service are appropriately managed and investigated in accordance with HSE procedures[[2]](#footnote-3). * 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. |

1. A template SSSS and guidelines are available on [writing your site or service safety statement](https://healthservice.hse.ie/staff/health-and-safety/safety-statement/).

   2 Structures and processes for effective [incident management](https://www2.healthservice.hse.ie/organisation/qps-incident-management/incident-management/) and review of incidents. [↑](#footnote-ref-2)
2. [↑](#footnote-ref-3)