Medical Laboratory Aide (Supplementary Campaign)

**Medical Laboratory Aide**

**Supplementary Campaign**

**Job Specification & Terms and Conditions**

|  |  |
| --- | --- |
| **Job Title, Grade Code** | Medical Laboratory Aide, Cúntóir Saotharlainne Leighis  Grade code: 4077 |
| **Remuneration** | The Salary scale (as at 01/03/2025) for the post is  €40,710 - €41,772 - €42,906 - €49,993 - €45,156 - €46,353 - €47,588  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 0566 |
| **Closing Date** | 12 Noon on 1st July 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/80972/ |
| **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  Pathology Central Reception Laboratory  There is currently one fixed term whole-time vacancy available in Pathology Cental Reception Laboratory Department  A panel may be formed as a result of this campaign for Medical Laboratory Aides 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** | The Pathology Central Reception Laboratory is the processing hub for the receipt and preparation of a wide variety of biological specimens. The department performs important pre analytical checks on diagnostic specimens for Clinical Biochemistry, Haematology, Infectious Serology and Clinical Microbiology. The Central Reception team provides a key role in the testing pathway. Specimen integrity checks and patient demographic entries are pivotal in ensuring that the right result is reported on the right patient at the right time. The laboratory serves the clinical wards and departments of Sligo University Hospital, community hospitals, private healthcare facilities and a large number of primary care centres in Sligo, Leitrim, East Mayo, South Donegal and West Cavan.  The department operates within a strict quality focused environment and aligns itself to the ISO 15189:2012 accreditation standard.  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** | Reports to the Senior and Chief Medical Scientists or other designated person. |
| **Key Working Relationships** | Working as part of the wider Pathology team interacting with Scientific, clinical and clerical teams and interacting as required with Pathology service users and suppliers. |
| **Purpose of the Post** | To work under supervision in the Pathology Laboratory to assist with the preparation of clinical specimens for analysis. To perform appropriate assigned tasks and training under supervision using established procedures ensuring the achievement of agreed targets and standards. Performance of duties in accordance with the departmental standard operating procedures where attention to detail and accuracy is highly significant. Strict adherence to departmental health and safety guidance and GLP is required at all times  The fundamental philosophy guiding this position is to preserve the Sligo University Hospital mission, values and ethos |
| **Principal Duties and Responsibilities** | * 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   All duties will be performed according to written laboratory procedures and after appropriate training by a designated supervisor.  *The Medical Laboratory Aide will:*  **Administrative**   * Participate in mandatory training programmes. * Monitor and maintain up-to-date personal training/ retraining records in accordance with Laboratory policy. * Have previous experience working with computers and participate in training for Laboratory Information Systems as necessary. * 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.   **Technical**   * Receive specimens into laboratory, log into Laboratory Information Systems, cross check details from request forms, sort, identify, prioritise and separate specimens received as deemed necessary. * Verify that samples adhere to the minimum acceptance criteria. * Be responsible for set up and maintenance of equipment in designated work area. * Ability to rotate between other clinical laboratory areas as required. * Disseminate Goods Inwards and follow procedure for same. * Perform stocktake and stock rotation for the department. * Prepare specimens for dispatch to external referral laboratories in accordance with standard operating procedures. * Safely process and dispose of specimens and waste material from the laboratory. * Keep work areas tidy and clean shelves, bench tops and sinks. * Working and supporting Medical Scientists when required. * Working and supporting the Senior APT and APT staff in the Mortuary when required * Undertake any other task responsibly, which may reasonably be allocated by a designated supervisor.   **Accreditation/ Standards/ Regulatory**   * 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 and procedures of the Laboratory. * Lead by example by setting high standards of working and commitment.   **Confidentiality/ impartiality**   * 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. * Comply with all aspects of current GDPR legislation. * 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. * Work in a safe manner with due care and attention to the safety of self, patient and others. * At all times comply with the requirements of the Laboratory Safety Statement. * Participate in risk assessments, identify risks, propose and implement appropriate remedial measures. * Report incidents and near misses as appropriate. * Cooperate with staff attendance at fire training lectures and observation of fire orders. * Dispose of contaminated materials including sharps in a safe manner as per health and safety protocols. * 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. * 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 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** | Candidates must on the closing date:  **Professional Qualifications, Experience, etc**   1. Eligible applicants will be those who on the closing date for the competition: 2. Have previous experience of work in a hospital laboratory or science laboratory.   **Or**   1. Be currently employed with no less than twelve months experience in the publicly funded Irish Health Service.   **Or**   1. Hold a qualification to minimum standard of Quality & Qualifications Ireland Level 5 (or higher) in Laboratory Skills.   **And**   1. Candidates must have the personal competence and capacity to properly discharge the duties of the role.   **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 experience in a Laboratory environment including experience in sample receipt and sample preparation as relevant to the role. |
| **Other requirements specific to the post** | Flexibility with regard to service provision. |
| **Skills, competencies and/or knowledge** | ***Candidates must demonstrates the following****:*  **Professional Knowledge**   * Demonstrate good theoretical and practical knowledge of Clinical Biochemistry / Blood Transfusion/ Haematology as appropriate. * Demonstrate evidence of relevant experience in a medical laboratory. * Demonstrate up-to-date knowledge of Best Practice in delivering a quality diagnostic service. * Demonstrate understanding of the role of Pathology in the healthcare system. * Demonstrate knowledge of laboratory accreditation; participate in the development and authorship, and/or review and revision of SOP’s. * Demonstrate understanding of the role of quality assurance, quality management and process improvement principles in laboratory operation and planning. * Demonstrate understanding of the major features of a laboratory information system. * Demonstrate commitment to continuing professional development * Demonstrate evidence of computer skills and a willingness to develop IT skills relevant to the role   **Planning & Organising**   * Demonstrate evidence of effective planning and organising skills * Demonstrate the ability to manage self in a busy working environment * Demonstrate the ability to evaluate information, solve problems and make effective decisions. * Demonstrate the ability to identify and resolve system failures and anomalies * Demonstrate ability to manage deadlines   **Commitment to Quality Service**   * Demonstrate a strong commitment to the provision of a quality service * Demonstrate up-to-date knowledge of best practice in delivering a Quality Laboratory Service * Demonstrate motivation and an innovative approach to job and service developments * Demonstrate awareness and appreciation of the service user and the patient * Demonstrate flexibility and openness to change.   **Team Skills**   * Demonstrate ability to work to your own initiative, work independently and as part of a team.   **Communication & Interpersonal Skills**   * Demonstrate interpersonal skills in functioning as a member of a Health Care Team.   Demonstrate principles of confidentiality with all information.  ***Candidates must demonstrate:***   * A good theoretical knowledge of Laboratory Services. * 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. * The ability to work as a member of team and make positive contributions to that team. * Initiative, flexibility and problem solving skills especially with regard to working in the changing environment of the Laboratory and Health Services. * Effective communication skills including the ability to present information in a clear and concise manner.   Effective communication and interpersonal skills including telephone skills. |
| **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.  Failure to include information regarding these requirements may result in you not being called forward 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. | |

**Medical Laboratory Aide (Supplementary Campaign)**

**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 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 |
| **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)