

ST. JAMES'S HOSPITAL

<u>Job Title:</u>	Medical Laboratory Aide - Cancer Molecular Department
<u>Grade:</u>	Medical Laboratory Aide
<u>Area Of Assignment:</u>	Cancer Molecular Department
<u>Reporting Relationship:</u>	Chief Clinical Scientist, Principal Clinical Scientists, and Senior Clinical Scientists, Cancer Molecular Department
<u>Salary Scale:</u>	€39,210 - €46,088
<u>Closing Date:</u>	Sunday, 29 th September 2024
<u>Ref:</u>	000699

LABMED DIRECTORATE

The Department of Laboratory Medicine encompasses a number of laboratory departments, including, Biochemistry, Haematology, Coagulation, Transfusion Medicine, Histopathology, Cytopathology, Immunology, Microbiology, IMRL, NMRSARL, Cancer Molecular Diagnostics, Cryobiology Stem Cell Facility, and Phlebotomy.

The laboratory provides a clinical diagnostic service to St James' hospital, external hospitals throughout the country, and general practitioners, and is a Reference Laboratory for many specialties. In addition, the laboratory engages in clinical research and is actively involved in clinical audit and improvement.

PROFESSIONAL QUALIFICATIONS & EXPERIENCE

Required:

- A good general education will be required to Leaving Certificate standard.
- Previous experience in a clinical diagnostic or research laboratory is essential.

Desirable:

- Third level qualification
- Knowledge of ISO 15189 and use of a Quality Management System

MAIN ROLE, DUTIES AND RESPONSIBILITIES

- Assist laboratory staff in the performance of a limited number of pathology examinations.
- Assist laboratory staff with preparation work for examinations.
- Prepare equipment, culture media and reagents as directed by appropriate scientific staff.
- Sample handling and dispatch, to include sample receipt, sorting, labelling, aliquotting, storage and dispatch
- Requesting tests on samples received manually or electronically onto the

laboratory's information management system

- Use of centrifuge and separation equipment to separate serum, etc.
- Loading and unloading analytical instruments
- Archive and retrieve samples as required and maintain records.
- Collection, delivery, sterilizing and washing laboratories wares.
- Dispatch of blood and other samples as required.
- Using the Pneumatic Tube Transport System for the receipt and dispatch of pathology samples and carriers.
- Collect specimens from clinics when required
- Preparing, collecting and disposing of laboratory waste,
- Cleaning the laboratory and laboratory equipment as required, including the de-icing of freezers etc.
- Monitoring of supply stocks. Reporting stock shortages to senior laboratory staff and requesting stocks as appropriate.
- Taking, recording and delivering phone messages as required (excluding result related item).
- Basic use of computers and recording data on the laboratory computer system to include:
 1. Patient Data Entry
 2. Production of Bar Coded Labels
 3. Preparation of worksheets, etc.
 4. Entering examination (tests) requests
- Assisting with the compliance of Health and safety precautions against fire, accidents and other hazards.
- Attending all mandatory training and competency training as defined by laboratory management
- Complying with health and safety and security precautions of the laboratory premises.
- Other appropriate duties as may be assigned from time to time by the laboratory management
- Rotating through all sections of the laboratory as appropriate and as defined by laboratory management.
- Participate as a team member in the delivery of effective, efficient, quality assured and patient centred laboratory service.
- Develop a shared sense of commitment and participation among the staff in the development of the service.
- Achieve the goal that urgent cases are facilitated as required and a focused service is provided at all times.
- Liaise with clinicians and support service users, where appropriate and within your scope of competency.
- Achieve and maintain high standards of professional practice at all times.
- Participate and co-operate with any internal or external evaluation of the service.

Operations:

- Assist in the development of operational policies, protocols and guidelines to maximise utilisation of resources and ensure systematic audit of such usage.
- Participate in the staff development and individual performance review process (OSR).

- Implement laboratory policies and procedures to ensure a safe environment for all staff and a quality and safe service for patients.
- Identify professional training requirements and inform direct line manager.

Quality Assurance:

- Achieve compliance with high standards of laboratory practice and participate in regular monitoring through audit.
- Participate in all aspects of maintaining and enhancing the quality management system.
- Maintain good collaborative working relationships and communications with all staff grades in the laboratory and with service users, as appropriate.
- Achieve adherence to all codes and guidelines relating to professional practice including the maintenance of Quality Assurance standards.
- Support of quality initiatives both internally and externally.

Safety, Health & Welfare at Work

- Contribute to a safe working environment that is compliant with relevant Health and Safety legislation and with the Hospital Safety Statement, where staff are empowered to deliver the required service to the best of their ability
- Participate and cooperate with legislative and regulatory requirements in relation to Health and Safety as outlined in the Safety, Health and Welfare at Work Act 2005 and the Hospital Safety Statement.
- 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
- Participate and cooperate with legislative and regulatory requirements in relation to Health and Safety as outlined in the Safety, Health and Welfare Act 2005 and the Hospital Safety Statement.

PARTICULARS OF OFFICE

1. The appointment is **Specified Purpose, Full-time & Pensionable**.
2. Annual Leave allowance is **23 days per annum**.
3. The person appointed must not give less than **one month's notice**, in writing, of intention to resign.
4. Normal working hours for this post will be **39 hours per week**.
5. You will be required to work the agreed roster/on call arrangements advised to you by your line manager. Your contracted hours of work are liable to change between the hours of 8.00am – 8.00pm over seven days to meet the requirements for extended day services in accordance with the terms of the Framework Agreement.
6. Incremental credit is normally granted on appointment, in respect of previous relevant experience in the Civil Service, local authorities, health service, public service bodies and other agreed relative experience.

GENERAL

1. The Hospital Board will not be responsible for the loss or theft of personal belongings.
2. Fire orders must be observed and staff must complete fire training every 2 years
3. All accidents within the department must be reported immediately.
4. In accordance with the “Safety, Health and Welfare at Work Act 2005”, all staff must comply with all safety regulations.
5. St James’s Hospital is a Tobacco Free Campus. The use of Tobacco or Electronic Cigarettes is not permitted within the Hospital Buildings or on the grounds.
6. In the event that we receive a large number of applications and while you may meet the eligibility requirements of the competition, it may be decided at shortlisting to reduce the numbers being invited to interview. An expert board will examine the application forms against pre-determined criteria based on the requirements of the position. This is not to suggest that other candidates are necessarily unsuitable or incapable of undertaking the job, rather that there are some candidates who, based on their application, appear to be better qualified and/or have more relevant experience. It is therefore in your own interest to provide a detailed and accurate account of your qualifications and experience on the application form.

CONFIDENTIALITY

In the course of your employment you may have access to or hear information concerning the medical or personal affairs of patients and / or staff, or other health services business. Such records and information are strictly confidential and, unless acting on the instructions of an authorised officer, on no account must information concerning staff, patients or other health service business be divulged or discussed except in the performance of normal duty. In addition records must never be left in such a manner that unauthorised persons can obtain access to them and must be kept in safe custody when no longer required.

ENQUIRIES

Mr Cathal O’ Brien, Chief Clinical Scientist; Phone: 01 416 2062; Email: cpobrien@stjames.ie

Application Procedure:

To apply for this position, please complete the relevant online application form in full no later than closing date **Sunday, 29th September 2024.**

A panel may be formed from which future vacancies will be filled

St. James’ Hospital is an Equal Opportunities Employer