

Job Description and Person Specification

Chief Medical Scientist - Haematology Permanent Vacancy

Reference: HR25E223

Closing Date for Applications: Friday, 19th September 2025

Date for In Person Interviews: Friday, 10th October 2025

HR Business Services,
St Vincent's University Hospital,
Elm Park,
Dublin 4.

Contact: +353 (1) 221 6062 or recruitment@svuh.ie

Accountability and Working Relationships

Title: Chief Medical Scientist Haematology

Reports to: Laboratory Manager

Responsible to: Consultant Head of Haematology Department

Main Purpose of the Role:

The person will be required to take responsibility for the operational management of the Haematology Laboratory to ensure that the service provided meets the needs of the users.

Key Duties and Responsibilities

MANAGEMENT

- Lead and co-ordinate scientific staff within the Haematology Department. Ensure that the team is allocated according to patients needs and achieve maximum delegation compatible with overall Hospital Policy.
- Co-operate with the relevant staff in developing and leading the introduction of new ideas and technologies according to Hospital Policy.
- Supervise and delegate the registration and custody of Laboratory stocks.
- Receive and record details concerning mishaps, complaints and defects in supplies and equipment, investigate the circumstances, take the necessary actions and report findings as required.
- Ensure that policy in relation to the retention and control of quality and process records is followed.
- Co-operate with medical and scientific staff in evaluating equipment, consumable items and research projects.
- Facilitate arrangements, where appropriate, to introduce professional visitors to the Laboratory.
- Develop with the Laboratory Team procedures to be followed in preventing and managing accidents occurring in the Laboratory area.

- Ensure, in consultation with the Laboratory Manager and the appropriate colleagues that relevant courses are facilitated and co-ordinated in accordance with College Guidelines.
- Facilitate arrangements in the Haematology Department area for educating and training undergraduates, interns and post graduate students.
- Encourage professional Development of team members, through promoting self-learning and formal courses or informing on-the-job training.
- Participate on Pathology/ external committees as required.
- Ensure that the ISO 15189 quality management system is fully implemented in Haematology. There is also a requirement to ensure that the department is compliant with the requirement of the JCI accreditation process.

FINANCIAL

- Together with the Consultant Head of the Haematology Department, Laboratory Manager participate in the:
- Management of departmental budgets ensuring most effective use of available resources
- Control of expenditure within agreed limits and in compliance with the Hospital's financial and service plans.
- Assist in the preparation of annual budget estimates including a planned programme for replacing capital equipment
- Maintain an asset register of appropriate equipment, in conjunction with the asset Register of the Hospital.
- Ensure that appropriate statistical and management information is provided as needed.
- In conjunction with the Consultation Head of Department help produce a departmental report for the annual Hospital's Report.

STAFF MANAGEMENT

- Participate in the management of staff resources to ensure that staffing levels and skill mix are appropriate and within the resources allocated.

- The recruitment, selection and training of the laboratory team, with support and professional advice from the HR Department.
- Lead by example a professional, punctual and dedicated team promoting good open communications.
- Create and promote healthy working relationships and stimulate initiative among laboratory staff.
- Motivate team members, by agreeing goals and objectives, through annual performance reviews.
- Maintain teamwork, and only when necessary, take action in accordance with the Hospital's disciplinary policy.

INFORMATION TECHNOLOGY

- In association with the Information Technology Department, maintain a computer-integrated management system for the department.
- Ensure that laboratory staff make the most effective and efficient use of developments in information technology for both patient care and administrative support in a manner which integrates well with systems throughout the organisation.
- Collect, interpret and present data and information on Departmental activity, staffing and expenditure according to the Hospital's reporting needs.

HEALTH AND SAFETY

In conjunction with the Consultant Head of Department and other senior staff, ensure that all procedures are performed in a manner consistent with staff and patient safety and with relevant hospital and national policies and that staff attend safety training programmes.

To contribute to the review of safety documentation as required.

Professional Development

Achievement of Laboratory and personal objectives are reviewed annually as part of the Personal Development Planning (PDP) process, which forms the basis for the staff annual joint review meeting with the line manager.

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. This document must be regarded as an outline of the major areas of accountability at the present time, which will be reviewed and assessed on an on-going basis.

The Hospital Structure is currently under review and therefore, reporting relationships may change.

Informal Enquiries or Role Specific Enquiries: Mr Donal Murphy, Laboratory Manager, Tel: (01) 221 4510, Email: D.Murphy@st-vincent.ie

Person Specification

Factors	Essential	Desirable
Qualifications	<p>Candidates for appointment must:</p> <p>(i) Be registered, or be eligible for registration, on the Medical Scientists Register maintained by the Medical Scientists Registration Board at CORU.</p> <p style="text-align: center;"><u>OR</u></p> <p>(ii) Applicants who satisfy the conditions set out in Section 91 of the Health and Social Care Professionals Act 2005, (see note 1 below*), must submit proof of application for registration with the Medical Scientists Registration Board at CORU. The acceptable proof is correspondence from the Medical Scientists Registration Board at CORU confirming their application for registration as a Section 91 applicant was received by the 30th March 2021.</p> <p style="text-align: center;"><u>AND</u></p> <p>(iii) Possess <u>one</u> of the following NFQ Level 9 post graduate qualifications or equivalent qualification at minimum Level 9 validated by the Academy of Clinical Science and Laboratory Medicine;</p>	Management Qualification

	<p>MSc Clinical Laboratory Science, Dublin Institute of Technology (DIT).</p> <p>MSc Clinical Laboratory Science, Technological University Dublin (TU Dublin).</p> <p>MSc Clinical Chemistry, University of Dublin, Trinity College (TCD).</p> <p>MSc Biomedical Science, University of Ulster (UU)</p> <p>MSc Biomedical Science, Cork Institute of Technology (CIT)/University College Cork (UCC).</p> <p>MSc Biomedical Science, Munster Technological University (MTU) / University College Cork (UCC).</p> <p>MSc Molecular Pathology, Dublin Institute of Technology (DIT) / University of Dublin, Trinity College (TCD).</p> <p>MSc Medical Science, Atlantic Technological University (ATU).</p> <p style="text-align: center;"><u>OR</u></p> <p>(i) An equivalent qualification at minimum Level 9 validated by the Academy of Clinical Science and Laboratory Medicine (ACSLM).</p> <p style="text-align: center;"><u>OR</u></p> <p>(ii) Possess Fellowship of the Academy of Clinical Science and Laboratory Medicine awarded before July 2018.</p> <p style="text-align: center;"><u>OR</u></p> <p>(iii) Have attained the Fellowship examination of the Institute of Biomedical Science (Awarded prior to 1999).</p>	
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	<p><u>AND</u></p> <p>Demonstrate evidence of Continuous Professional Development.</p> <p><u>AND</u></p> <p>Candidates must have the requisite knowledge and ability (including a high standard of suitability, management, leadership and professional ability) for the proper discharge of the duties of the office.</p> <p><u>AND</u></p> <p>Provide proof of Statutory Registration on the Medical Scientists Register maintained by the Medical Scientists Registration Board at CORU <u>before a contract of employment can be issued (applicable to Section 38 applicants only).</u></p> <p><u>Annual Registration</u></p> <p>On appointment practitioners must maintain annual registration on the Medical Scientists Register maintained by the Medical Registration Board at CORU.</p> <p><u>AND</u></p> <p>Practitioners must confirm annual registration with CORU to the HSE by way of the annual Patient Safety Assurance Certificate (PSAC).</p> <p><u>Note 1*</u></p> <p><i>Section 91 candidates are individuals who qualified before 31st March 2019 and have been engaged in the practice of the profession in the Republic of Ireland for a minimum of 2 years fulltime (or an aggregate of 2 years fulltime), between 31st March 2014 and 31st March 2019 are considered to be Section 91 applicants under the Health and Social Care Professionals Act 2005.</i></p>	
Experience (length and type)	<p>Possess at least seven years' full time clinical experience (or an aggregate of seven years' full time clinical experience) as a medical scientist in a clinical diagnostic laboratory since qualifying as a medical scientist, two years of which were spent in a promotional post (e.g. Medical Scientist, Senior or Medical Scientist, Specialist).</p>	<p>Relevant Haematology experience</p> <p>Experience with the use of Business Information / Statistical systems</p>

		related to Pathology
Core Competencies	Planning & Managing Resources Decision Making & Judging Situations Setting Standards & Ensuring Quality Influencing People and Events Managing Individual Performance Being the communication channel Creating Team Spirit Being a Leader & Role Model Embracing the Change & Service Development	

Particulars of Office:

The appointment is: Wholetime, Permanent and Pensionable

Annual Salary: as at 01/08/2025 (grade 3876), pro rata

MEDICAL SCIENTIST, CHIEF

** with quals set out in DoH Circular 2/2024 **

(applies to those currently in post, new appointees or for pension benefit calculations for retirements from 1.1.24 only)

1	2	3	4	5	6	7	8	9
€81,560	€85,454	€90,275	€95,083	€99,912	€104,725	€110,062	€113,616	€117,193

These particulars are subject to change in line with overall public pay policy.

Candidates should expect to be appointed on the minimum of the salary range and in accordance with the Department of Finance guidelines.

Probationary Period: The appointee shall hold office for a probationary period of six months – The Hospital's Probation and Induction policy will apply.

Pension Scheme: The candidate will be entered into one of the Hospital Superannuation Schemes.

Working Hours: The person appointed will work a basic 35 hour week. 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 8am – 8pm over seven days to meet the requirements for the extended day services in accordance with the terms of the Framework Agreement. (Reference HSE HR Circular 003/2009). Flexibility on hours of attendance in response to service needs will be a requirement.

Annual leave entitlement: 30 working days per annum pro rata. Annual leave accrued must be taken within the duration of the contract or calendar year and as agreed between the candidate and the Head of Department.

Additional Information

Confidentiality:

During the course of employment staff may have access to, or hear information concerning the medical or personal affairs of patients, students, staff and / or other health service business. Such records and information are strictly confidential and unless acting on the instruction of an authorised officer, such information must not 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.

Hygiene:

During the course of employment staff are required to ensure that the hospital's hygiene and infection control policies are adhered to at all times. All employees have responsibility to prevent transmission of infection by adhering to and implementing optimal hand hygiene and adhering to the Hospital's Hygiene processes. Hygiene is a fundamental component of St Vincent's University Hospital's quality system to ensure the safety and well-being of its patients and staff and plays a role in the prevention and control of healthcare associated infection.

Policies / Legislation:

All Hospital policies and procedures form an integral part of an employment contract and may be subject to update and revision, from time to time, in consultation with union representatives as appropriate. Employees are required to comply with all hospital policies, procedures (e.g. Dignity at Work, Trust in Care, Computer Usage Policy) and the Hospital's ethical codes of practice. Employees are required to abide by the hospital's code of behaviour and the code of practice as defined by their relevant professional body.

Protected Disclosure Policy:

See link below for more information on our Protected Disclosure Policy as per the Protected Disclosure (Amendment) Act 2022;

[Protected Disclosures - St. Vincent's University Hospital \(stvincents.ie\)](https://www.stvincents.ie/protected-disclosures)

Please note the following:

- The Hospital Board is not responsible for loss or theft of personal belongings
- Fire orders must be observed and staff must attend the fire lectures periodically
- All accidents within the department must be reported immediately.
- In line with the Safety, Health and Welfare at Work Act (2005), smoking within the Hospital Building is not permitted.
- All staff are advised to avail of Hepatitis B Vaccination with Occupational health
- The use of personal mobile phones is prohibited.
- St. Vincent's University Hospital buildings and grounds are **smoke-free**.

Application Process: St. Vincent's University Hospital is an equal opportunities employer and is committed to promoting an environment free from discrimination in accordance with the Employment Equality Acts 1998 and 2004. The Hospital values diversity and recognises the benefits of having a workforce that reflects the community we serve. We are committed to equality of access to positions within the Hospital. All recruitment activity and documentation will encourage applications from all potential candidates without discrimination.

Interested candidates should apply for vacancies of interest by visiting the Hospital Careers pages: <http://www.stvincents.ie/Home/Careers.html>

- Note the closing date(s) for the submission of on-line applications are specified on the list of vacancies. St. Vincent's University Hospital are not able to accept late applications.
- It is the applicant's responsibility to ensure that they apply well in advance of the closing date.
- Any applications which are still in progress but have not been submitted after the closing date will not be registered by our Web Recruitment System.
- Applications for St. Vincent's University Hospital job vacancies will only be accepted through our Web Recruitment System.
- St. Vincent's University Hospital may only take into account technical issues raised by an applicant if advised to our Human Resources Department prior to the advertised closing date.

Non-European Economic Area Applicants: While St. Vincent's University Hospital is an equal opportunities employer, in line with current Department of Jobs, Enterprise and Innovation Employment Permit requirements, applications from non European Economic Area (EEA) will only be considered in the event that an EEA citizen cannot be found to fill the vacancy. Please note that if you are a NON-EEA applicant and are unable to supply documents (listed on www.djei.ie), you are not entitled to participate in this recruitment competition. This is in accordance with the EU Community Preference Rule. Further information is available at www.djei.ie.

Former Public Service employees: Eligibility to compete may be affected where applicants were formerly employed by the Irish Public Service and previously availed of an Irish Public Service Scheme including:

- Incentivised Scheme for Early Retirement (ISER)
- Department of Health and Children Circular (7/2010)

- Collective Agreement: Redundancy Payments to Public Servants

Applicants should ensure that they are not precluded from re-engagement in the Irish Public Service under the terms of such Schemes. This is a non-exhaustive list and any queries should be directed to an applicant's former Irish Public Service Employer in the first instance.

Persons in receipt of a pension from specified Superannuation Schemes: Former Health Service and Public Sector Employees must adhere to the relevant prohibition of re-employment provisions where they have previously availed of a Public Service Voluntary Early Retirement or Ill Health Retirement Pension from any of the following Pension schemes:

- Local Government Superannuation Scheme (LGSS)
- Health Service Executive Employee Superannuation Scheme
- Voluntary Hospitals Superannuation Scheme (VHSS Officers/Non Officers)
- Nominated Health Agencies Superannuation Scheme (NHASS)
- Other Public Service Superannuation Scheme

Among the Voluntary Early Retirement Schemes referred to above are the following:

- Incentivised Scheme of Early Retirement (ISER)
- Voluntary Early Retirement Scheme 2010 (VER)

Prospective candidates must satisfy themselves as to their eligibility to be employed applying / competing for posts to be filled through this recruitment campaign.

Abatement of Pension (Section 52 of Public Service Pensions Act 2012): Where a person who is in receipt of a Public Service Pension (e.g. retired on voluntary age grounds) is subsequently appointed to another Public Service post, the Abatement of Pension Regulations apply. This means that in a situation where the total of a person's pension combined with their salary from their new post, exceeds the uprated (current) salary of the position from which they retired, his/her pension is reduced by any such excess amount. This provision applies irrespective of whether the relevant pension was accrued in the same Pension Scheme which applies to the new appointment, or in another Public Service Pension Scheme.

Shortlisting: Shortlisting will be carried out on the basis of information supplied on your curriculum vitae. The criteria for shortlisting are based on the requirements of the post as outlined in the Person Specification. Failure to include information regarding these requirements on your CV may result in you not being called forward to the next state of the recruitment process.

All overseas qualifications must be validated. No candidate can work in the Hospital without validated qualifications. If professional registration is also a requirement, candidates must provide documentation of same.

Canvassing will automatically disqualify.

Please note that you will be contacted mainly by mobile phone and email. It is important that your mobile phone number, postal address and email address are correct. It is your responsibility to ensure that you have access to your mobile voice mails and emails. We recommend that you use an email address that you have regular access to.

Competency based interviews follow the shortlisting stage of the recruitment process. Credit is awarded by the interview panel to candidates who demonstrate at interview that they possess the experience, competencies and skills listed in the person specification. Candidates will normally be given at least one weeks' notice of interview. Interviews are held in person only, no subsequent or alternative dates to dates given will be offered to candidates. All interviews are held in the HR Department of St. Vincent's University Hospital, Elm Park, Dublin 4 unless it is specifically noted otherwise in the Job Description. All posts are located in St. Vincent's University Hospital, Elm Park, Dublin 4 unless it is specifically noted otherwise in the Job Description.

Disability: Please let us know if you need any special assistance at interview, e.g. if you have difficulty in moving up or down stairs or have hearing or speech difficulties.

Candidates are notified of the result of their interview at the earliest possible date after the interview. The recommendation of the interview panel does not constitute a job offer. The process continues after the interview and includes clearance checks such as references, Garda clearance, occupational health clearance, validation of qualifications and experience. A job offer is made pending satisfactory clearances. SVUH reserves the right to remove candidates from specific recruitment panels and retract job offers if satisfactory clearances cannot be obtained or are deemed unsatisfactory.

** If you lived in any country for 6 months or more from the date of your 16th birthday other than the Republic of Ireland or Northern Ireland you will be required to provide security clearance for each jurisdiction in which you have resided. Your security clearance must be dated AFTER you left that country and cover the entire period of your residence. Seeking security clearances from other countries are the responsibility of the candidate. It is a process which can take an amount of time. Therefore, we would strongly advise that you commence seeking international security clearances now.*

For some recruitment competitions a panel of successful candidates may be formed as a result of the interviews. Candidates who obtain a place on the panel may, (within the life of the panel), be considered for subsequent approved vacancies. Candidates are placed on a panel in order of merit. A panel is typically live for 6 months.

It is normal procedure that candidates be placed on the first point of the relevant salary scale in accordance with the Department of Finance guidelines.

Declaration: Please read your application carefully and check for any errors or omissions. False declaration or omission in support of your application will disqualify you from appointment.

This document must be regarded as an outline of the major areas of accountability at the present time, which will be reviewed and assessed on an on-going basis.

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September 2025