

Job Description and Person Specification

Senior Medical Scientist - Microbiology

Permanent Vacancies

Reference: HR25E227

Closing Date for Applications: Monday, September 22nd 2025

In Person Interview Date: To Be Confirmed

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

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

Job title / Grade: Senior Medical Scientist Microbiology

Reports to: Chief Medical Scientist, Microbiology Department

Overview:

The post holder will:

- Work as part of the management team in co-operation with the Consultant Head of Department, Chief Medical Scientist and Laboratory Manager to ensure the performance of the Microbiology Laboratory is professional, efficient and operates as cost effectively as possible.
- Actively contribute to the operation of the quality management system in pathology and microbiology. This quality management system complies with ISO 15189 (2022) and provides the governance framework for all processes in the department.
- Identify and promote ways of raising the quality of service to patients.

Key Duties and Responsibilities:

Specific:

Service

- Be responsible for the quality of their work and perform routine work to the highest standards, as determined by the Laboratory Management Team, in accordance with ISO 15189 (2022) standards.
- To support the implementation and maintenance of the quality management system in place in the laboratory.
- Be responsible for an area of the laboratory as determined by the Chief Medical Scientist, but also demonstrate flexibility by working in other areas of the laboratory in accordance with the needs of the service.
- Write/update SOPs in the area for which they are responsible, perform regular audits in the area, ensure IQC and EQA in that area is performing correctly and address non-compliance issues effectively.
- Provide training to new staff in their responsible area, ensuring training records are signed off as trainee progresses through the bench. Update training records accordingly if any changes are implemented on the bench.

- Be responsible for the registration, batch acceptance/ quality control checks and the stock level of kits/reagents and consumables in their area and in other areas across the laboratory.
- Ensure appropriate compliance with international/national guidelines and standards for the provision of the laboratory services in the area in which they are responsible.
- In co-operation with the Consultant Head of Department, Chief Medical Scientist and other designated senior staff, participate in the introduction of new ideas and methods according to ISO 15189 standards and hospital policy.
- Co-operate in evaluating/verifying assays, equipment, consumable items and research projects and actively engage in departmental quality objectives and quality initiatives.
- Be actively involved in the change management processes.
- Actively participate in internal and external quality control and quality assurance programmes.
- Supervise and direct medical scientists, laboratory aides and trainee staff in laboratory activities as required.
- In co-operation with the Chief Medical Scientist and other senior colleagues, help co-ordinate rosters and assign duties to staff within all sections of the laboratory.
- Co-ordinate with other senior colleagues the training plans for staff across the laboratory.
- Be aware of the department's KPIs and perform work in such a way to ensure KPI targets are met.
- Promote good working relationships and open communication.
- Observe the strictest confidence when dealing with all aspects of patient or Hospital information.
- Ensure that policy relating to the Microbiology Laboratory record keeping is followed.
- Participate with the Chief Medical Scientist in facilitating the training of students from relevant college courses.
- Facilitate arrangements in the Microbiology Laboratory area for educating and training undergraduates, microbiology registrars and other post-graduate students.
- Participate as required in the provision of appropriate statistical and management information.

- Participate as required in developing the laboratory information system for the Department.
- Participate in the Major Emergency Plan for isolated incidents or multiple trauma, according to Laboratory Management Team policy.
- Participate in the maintenance of the department's contingency plan in co-operation with the Chief Medical Scientist.
- Engage and comply with mandatory training as per hospital policy.
- Participate in Continuance Professional Development (CPD)

General

- Maintain throughout the Hospital awareness of the primacy of the patient in relation to all hospital activities.
- Participate in developing the Microbiology service to meet the clinical needs of our patients and ensuring that the service is consistent with the mission, vision values and strategic plan of the Hospital.
- Participate in leading and training a team of skilled staff, creating and promoting healthy working relationships
- Participate in the implementation of operational processes to the standards of 'best practice', in order to optimise use of resources.
- Participate in the implementation of a 'quality management' programme, which is patient centred and which measures and audits performance and client satisfaction.
- Actively participate in and promote continuing education and research activities consistent with the values of the Hospital.
- Promote open communications throughout the Hospital.
- Demonstrate behaviour consistent with the Values of the Hospital.

Health & Safety

- Participate in ensuring that effective safety procedures are in place to comply not only with the Safety, Health and Welfare at Work Act but also within the spirit of the Hospital's mission, vision and values, and that they are known and followed.
- Assist and co-operate with the Laboratory Management Team in developing procedures to be followed in preventing and managing accidents occurring in the Laboratory area.

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.

Note:

The extent and speed of change in the delivery of health care is such that adaptability is essential in this position. The incumbent will be required to maintain and enhance their professional knowledge, skills and aptitudes necessary to respond to a changing situation. The Hospital is at the development stage and therefore, the job description 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 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:

Ms. Orla Donoghue, Interim Chief Medical Scientist, Microbiology; Phone: +353 1 221 4450.

Email: ODonoghue@svhg.ie

Person Specification

Factors	Essential	Desirable
Qualifications	<p>Recognised Department of Health Qualification for a Senior Medical Scientist:</p> <p>Candidates for appointment must:</p> <p>(i) Be registered on the Medical Scientists Register maintained by the Medical Scientists Registration Board at CORU.</p> <p>OR</p> <p>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>AND</p> <p>(iii) Possess one 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> <ul style="list-style-type: none"> - MSc Clinical Laboratory Science, MSc Clinical Laboratory Science, Dublin Institute of Technology (DIT). 	

	<ul style="list-style-type: none"> - MSc Clinical Laboratory Science, Technological University Dublin (TU Dublin). - MSc Clinical Chemistry, University of Dublin, Trinity College (TCD). - MSc Biomedical Science, University of Ulster (UU) - MSc Biomedical Science, Cork Institute of Technology (CIT)/University College Cork (UCC). - MSc Biomedical Science, Munster Technological University (MTU)/University College Cork (UCC). - MSc Molecular Pathology, Dublin Institute of Technology (DIT)/University of Dublin, Trinity College (TCD). - MSc Medical Science, Atlantic Technological University (ATU) <p>OR</p> <p>(iv) An equivalent qualification at minimum Level 9 validated by the Academy of Clinical Science and Laboratory Medicine (ACSLM).</p> <p>OR</p> <p>(v) Possess Fellowship of the Academy of Clinical Science and Laboratory Medicine awarded before July 2018.</p> <p>OR</p> <p>(vi) Have attained the Fellowship examination of the Institute of</p>	
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	<p>Biomedical Science (Awarded prior to 1999)</p> <p>AND</p> <p>(vii) Provide proof of Statutory Registration on the Medical Scientists Register maintained by the Medical Scientists Registration Board at CORU before a contract of employment can be issued. (Applicable to Section 38 applicants only).</p> <p><u>Annual registration* (Applicable to Section 38 Applicants only*)</u></p> <p>(i) On appointment practitioners must maintain annual registration on the Medical Scientists Register maintained by the Medical Registration Board at CORU</p> <p>AND</p> <p>(ii) Practitioners must confirm annual registration with CORU to the HSE by way of the annual Patient Safety Assurance Certificate (PSAC).</p>	
Experience (length and type)	<p>Possess four years full time clinical experience (or an aggregate of four years full time clinical experience) as a medical scientist in a clinical diagnostic laboratory since qualifying as a medical scientist.</p> <p>AND</p> <p>Demonstrate evidence of Continuous Professional Development.</p> <p>AND</p>	<p>Worked in an ISO 15189 accredited laboratory. Have a thorough working knowledge of Q-Pulse or similar related software.</p>

	Have the requisite knowledge and ability (including a high standard of suitability and professional ability) for the proper discharge of the duties of the office	
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	
Health	Candidates 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	Candidates for and any person holding the office must be of good character.	

Note 1*

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.

Note 2*

For information in relation to the type of applicants – please click on this link:

[What kind of applicant am I? - Coru](#)

Particulars of Office:

The appointment is: Wholetime, Part-time, Permanent, Pensionable

Annual Salary: €67,334 - €88,901, Medical Scientist, Senior as at 01/08/2025, pro rata

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

Panel: A panel may be formed to fill temporary and permanent vacancies that may arise in the next 6 months.

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

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 \(stvincents.ie\)](http://www.stvincents.ie/ProtectedDisclosures)

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 week's 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.

St Vincent's University Hospital buildings and grounds are smoke-free.

Date: September 2025