



Chief Laboratory Manager - Department of Clinical Genetics
Permanent Full Time
Children's Health Ireland
Job Specification and Terms & Conditions

Job Title & Grade	Chief Genetics Laboratory Manager – Department of Clinical Genetics
Closing Date	Friday 10 th April 2020 at 5.00pm
Duration of Post	Permanent Full Time
Location of Post	<p>Children's Health Ireland (CHI), comprises of the three children's hospitals at CHI at Crumlin, Dublin 12, CHI at Temple Street, Dublin 1 and CHI at Tallaght, Dublin 24 and the Paediatric Outpatients (OPD) and Urgent Care Centre (UCC), CHI at Connolly Hospital, Dublin 15. The new OPD and UCC in Tallaght is due to open in 2020.</p> <p>CHI's Programme Office, CHI Herberton is located in Rialto, Dublin 8 adjacent to the new children's hospital which is on the campus shared with St James's Hospital. This role is based at CHI at Crumlin</p>
Context/ Background	<p>Children's Health Ireland (CHI) operates as a single service across the existing Dublin children's hospitals, Crumlin, Temple Street and Tallaght. Also, the paediatric outpatients and urgent care centres, Connolly which opened in July 2019 and Tallaght which is due to open in 2020. CHI governs and operates local paediatric services for the Greater Dublin Area and all national paediatric specialist services, some of which are on an all-island basis.</p> <ul style="list-style-type: none"> • 25% of our population are children under 18 years of age. The majority are healthy, however 1/4 of these are three-year olds who are obese, 16% of our children have a chronic disease, such as, diabetes, allergies and asthma. 2% are acutely ill or have complex care needs • CHI currently has a staff of 3,600 delivering care annually to 334,500 children, young people and their families through 39 clinical specialties and 442 in-patient & day care beds • 2019 activity: In-patients 24,500; Day cases 33,500; Outpatients 147,500; ED 129,000 <p>Ireland will have a world class new children's hospital that is purpose built to deliver the best care and treatments that are available for future generations to come. The new children's hospital, which will open in 2023 will bring together the three children's hospitals into a world class building on a campus shared with St James's Hospital. This will be a leading campus in healthcare and research in Ireland, a leading adult teaching hospital, a children's hospital and in time, a new maternity hospital, when the Coombe Women and Infants University Hospital is relocated on the campus.</p> <p>CHI is leading on the clinical and operational transformation on how children's healthcare will be delivered in the future to deliver better, safer and more sustainable healthcare in the</p>



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	<p>future. The new hospital is planned as the first 'Digital Hospital' in the system with the implementation of an Electronic Healthcare Record, as well as, other evidence based standards, such as, 100% single rooms.</p> <p>Children's Hospital Programme is a major programme of work led by CHI, focused on transformative service change to enhance services for children, young people and their families, to integrate the three existing hospitals, while maintaining existing and new services, ensuring patient safety and quality until transition is complete.</p> <p><i>For further information about CHI, check out the 'About Us' section of our recruitment website https://chi.jobs/</i></p>
<p>Reporting Arrangements</p>	<p>This post will have dual reporting to the Lead Clinician / Head of Department of Clinical Genetics with responsibility for both of the Genetics Laboratories (transitioning to Clinical Director for integrated Laboratories, CHI) and to the Director of Operations or nominated representative.</p>
<p>Key Working Relationships</p>	<p>The post holder will work closely with the Lead Clinician Head of Department of Clinical Genetics and the Director of Operations or nominated representative.</p> <p><i>Please note that this list is not exhaustive and key working relationships may change as the project moves from service development, construction completion, commissioning & transitioning to steady state.</i></p>
<p>Purpose of the Role</p>	<p>A National Genetics and Genomic Medicine Network (NGGMN) is to be established by the HSE in Ireland. This will be in a hub and spoke construct (as set out in the Smith Report, 2015). This network will facilitate development of a nationally coordinated service for Genetics and Genomics which will be founded on evidence based practice and ensure equity of access to high quality care. Central to this new model of care, will be the existing and evolving Department of Clinical Genetics based at CHI. This is an exciting time for the development of Clinical Genetic and Genomic services in Ireland.</p> <p>An opportunity has arisen for the Lead role of Chief Genetic Laboratory Manager who will take overall responsibility for all scientific leadership, management and development of all aspects of the Genetics Laboratories encompassing both Molecular and Cytogenetics Laboratories. The Chief Genetic Laboratory Manager will lead/chair the Genetics Laboratory management group, which sets service and quality objectives for the Genetics laboratories and monitors KPIs and progress towards these objectives, including maintaining accreditation to ISO 15189.</p> <p>The Chief Genetic Laboratory Manager will provide an essential leadership role, being a leading member of the Department of Clinical Genetics Management Team, which sets policy and manages the operations of the Centre within the transitioning period.</p>



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	<p>The Chief Genetic Laboratory Manager with the Lead Clinician is responsible for the overall running of the Molecular and Cytogenetic Laboratories within the Clinical Directorate structure.</p> <p>The Chief Genetic Laboratory will have a demonstrable track record and expertise within the field of Genetics. The post holder must be able to demonstrate leading scientific expertise, strong organisational, management, leadership, resilience, and values as set out by the Children's Health Ireland.</p> <p>The National Network for Genomic Medicine will include the development of a model of care for:</p> <ul style="list-style-type: none"> ▪ Inherited disorders, both rare and complex; ▪ Sporadic genetic disorders; ▪ Screening, where genetic/genomic methodology is required; ▪ Acquired disorders and cancer ▪ Stratified/personalised or Precision Medicine including Pharmacogenomics. <p>The Department of Clinical Genetics whilst housed at CHI at Crumlin is a single integrated centre for excellence providing integrated clinical and laboratory genetic services to families affected by or at risk of a genetic disorder regardless of age nationally</p>
<p>Principal Duties and Responsibilities</p>	<p>Professional Duties and Responsibilities:</p> <p><u>Duties:</u></p> <ul style="list-style-type: none"> • To lead the team, service and the overall management of the Genetics Laboratory (molecular and cytogenetics). • To provide a comprehensive genetics laboratory service of the highest quality, including ongoing strategic development in collaboration with clinicians, managers and users of the service. • To be involved in the recruitment, selection and interviewing of new staff members • Be the primary link with the clinical genetics service. • To write grants/business plans for service focused research and development initiatives. • To ensure that the needs and requirements of service users are met against evidence based care • Ensure the laboratory has clearly defined turnaround times and adheres to these times. There is a requirement to provide assurance on these delivery times through audit. • Establish fair and transparent departmental policies, operational procedures, training schedules and safety protocols and oversee their practice within the department • Empower and enable the development of the team within the department to ensure the delivery of a safe and effective service • To ensure that there are appropriate numbers of staff with the required education, training and competence to provide a service that meets the needs and requirements of the users • To ensure that all staff participate in appropriate educational programmes



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- To ensure the safety of all members of staff, visitors and patients
- To select and monitor referral laboratories for quality of service
- To provide advice to users regarding the choice, use and interpretation of the examinations provided
- To provide and oversight and assurance of the quality of the services provided
- To monitor all work performed in the laboratory to determine that reliable information is being generated
- To address complaints, requests or suggestions from staff and/or users of the service
- To provide effective and efficient administration including budget planning and financial management and relate to senior management within the parent organisation
- To plan and direct research and development
- To design and implement contingency plans to ensure that essential services are available at all times
- To relate and function effectively with applicable accrediting and regulatory agencies, appropriate administrative officials, the healthcare community and the patient population served.
- To participate in continuing education & training (including Continuing Professional Development schemes).
- Establish and maintain adequate quality control/assurance programmes.
- Responsible for monitoring and producing data on Key Performance Indicators (KPIs) in order to ensure the laboratories meet the specified performance targets. This will include responsibility for ensuring that the Laboratory meets all reporting times, and that samples are processed and reported in a timely manner according to clinical urgency of testing.
- Be a lead for patient safety, risk, and governance for the genetics laboratories.
- Establish and develop policies and procedures for equipment and techniques and ensure that they are implemented
- Facilitate service orientated research and development and implement appropriate practices to maintain and improve the standard of the laboratory/service as an expert referral centre.
- Workforce planning of the genetics laboratories to ensure sufficient staffing at the right skill level, at the right time and right place to deliver the service
- Monitor the performance of all non-medical staff attached to the genetics laboratories and take corrective action when necessary.
- Monitor expenditure and provide financial information to the hospital.
- Implement hospital personnel policies particularly for risk management, supplies and finance. Foster links with the hospital's administration, scientific and clinical departments.
- Provide an oversight on the contracts functions and service level agreements and an assurance that contracts are met.
- Liaising with the Operations Finance, HR Business Partners in the establishment of budget priorities.
- Maintain complete personnel records e.g. annual leave, sickness reports, accident reports etc.
- Responsible for ensuring performance development appraisal of staff following hospital policy.



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	<ul style="list-style-type: none"> • Perform such other duties appropriate to the post as may be assigned from time to time by the Laboratory Director, DCG and Management. • Teaching at undergraduate/postgraduate level as required • Attend national and international conferences • Acquire and maintain knowledge with regards laboratory procedures and the interpretation and reporting of complex data and results which must be constantly refreshed as practice, guidelines and new scientific literature become available • Must deliver service improvements often driven by national initiatives or guidelines, which may not attract additional staffing or financial resources. • Ensure all laboratory staff adhere to hospital policies and procedures. <p><i>The above 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.</i></p>
<p>Eligibility criteria, qualifications and experience</p>	<p><u>Essential Criteria:</u></p> <ul style="list-style-type: none"> • PhD, or MD. FRCPath, and / or • Certification by the American Board of Medical Genetics, and / or • State Registration as a Clinical Molecular Geneticist/Cytogeneticist in the United Kingdom or other European Union country and/ or Certification by the American Board of Medical genetics / Cytogenetics. • Previous experience of working in an accredited laboratory, preferably for Medical Laboratories. • A minimum of 7 years' experience in the field of Clinical Genetics, 5 of which working at a Senior Management level, including strategy, training and management of high performing scientific and technical team of staff. • Recognised nationally and internationally as a leader in the field • Peer reviewed publications • Practical clinical experience in the application of exome and genome analysis in the diagnosis and management of individuals and families with rare genetic disorders. <p>Registration: State Registration of Clinical Scientist by CORU (Ireland's multi-professional health regulator). The post holder will be required to join the appropriate Professional Register once established by CORU</p> <p><u>Desirable Criteria</u></p> <ul style="list-style-type: none"> • Experience in Lecturing/Teaching • National Strategy formulation in respect of Genetics • Experience in managing organisational and professional change. • Risk Management and experience in implementation of quality initiatives



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<p>Internal Applications</p>	<p>Children's Health Ireland employees, who hold a permanent contract, are eligible to apply for fixed term and specified purpose competitions across the five Children's Health Ireland sites. Employees who take up specified purpose or fixed term posts will retain their permanent substantive grade.</p>
<p>Knowledge, Skills & Competencies</p>	<p>Leadership & Direction</p> <ul style="list-style-type: none"> • Develops networks and communications systems to ensure that they are fully informed in a dynamic and challenging environment. • Is an effective leader and a positive driver for change; transforms the vision into a framework and structures for moving forward. • Understands the challenges of leading complex systems change. • Balances change with continuity – continually strives to improve service delivery, to create a work environment that encourages creative thinking and to maintain focus, intensity and persistence even under increasingly complex and demanding conditions. <p>Working With & Through Others - Influencing to Achieve</p> <ul style="list-style-type: none"> • Has significant experience in engaging with healthcare organisations. • Demonstrates the ability to work independently as well as work with a wider multidisciplinary / multi-agency team in a complex and changing environment. • Is persuasive and effectively sells the vision; commands attention and inspires confidence. • Sets high standards for the team and puts their work and the work of the organisation into meaningful context. • Has excellent influencing and negotiation skills. <p>Managing & Delivering Results</p> <ul style="list-style-type: none"> • Places strong emphasis on achieving high standards of excellence. • Commits a high degree of energy to well directed activities and looks for and seizes opportunities that is beneficial to achieving organisation goals. • Perseveres and sees tasks through. • Champions measurement on delivery of results and is willing to take personal responsibility to initiate activities and drive objectives through to a conclusion. <p>Critical Analysis & Decision Making</p> <ul style="list-style-type: none"> • Has the ability to rapidly assimilate and analyse complex information; considers the impact of decisions before taking action; anticipates problems. • Recognises when to involve other parties at the appropriate time and level. • Is willing to take calculated risks in the interests of furthering the reform agenda. • Makes timely decisions and stands by those decisions as required.

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	<p>Building Relationships / Communication</p> <ul style="list-style-type: none"> • Possesses the ability to explain, advocate and express facts and ideas in a convincing manner, and actively liaise with individuals and groups internally and externally. • Is committed to building a professional network to remain up-to-date with and influence internal and external politics. • Is committed to working co-operatively with and influencing senior management colleagues to drive forward the reform agenda. • Has strong results focus and ability to achieve results through collaborative working. <p>Personal Commitment and Motivation</p> <ul style="list-style-type: none"> • Is personally committed and motivated for this complex role. • Demonstrates a strong willingness and ability to operate in the flexible manner that is essential for the effective delivery of the role. • Demonstrates a commitment to further education in health services management.
<p>Quality, Risk & Safety Responsibilities</p>	<p><i>It is the responsibility of all staff to:</i></p> <ul style="list-style-type: none"> • Participate and cooperate with legislative and regulatory requirements with regard to Quality, Risk and Safety. • Participate and cooperate with Children's Health Ireland Quality and Risk and Safety initiatives as required. • Participate and cooperate with internal and external evaluations of hospital structures, services and processes as required, including but not limited to: <ul style="list-style-type: none"> ➤ National Standards for Safer Better Healthcare ➤ National Standards for the Prevention and Control of Healthcare Associated Infections ➤ HSE Standards and Recommended Practices for Healthcare Records Management ➤ HSE Standards and Recommended practices for Decontamination of Reusable Invasive Medical Devices (RIMD) ➤ Safety audits and other audits specified by the HSE or other regulatory authorities. • To initiate, support and implement quality improvement initiatives in their area which are in keeping with the hospitals continuous quality improvement programme. <p><i>It is the responsibility of all managers to ensure compliance with regulatory requirements for Quality, Safety and Risk within their area/department</i></p>
<p>Health & Safety</p>	<p>These duties must be performed in accordance with the hospital health and safety policy. In carrying out these duties the employee must ensure that effective safety procedures are in place to comply with the Health, Safety and Welfare at Work Act. Staff must carry out their duties in a safe and responsible manner in line with the Hospital Policy as set out in the appropriate department's safety statement, which must be read and understood.</p>



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<p>Specific Responsibility for Best Practice in Hygiene</p>	<p>Hygiene in healthcare is defined as <i>“the practice that serves to keep people and the environment clean and prevent infection. It involves preserving one’s health, preventing the spread of disease and recognizing, evaluating and controlling health hazards.”</i></p> <ul style="list-style-type: none"> • It is the responsibility of all staff to ensure compliance with hospital hygiene standards, guidelines and practices. • Department heads/ managers have overall responsibility for best practice in hygiene in their area. • It is mandatory to attend hand hygiene and sharps awareness workshops yearly.
<p>Competition Specific Selection Process</p> <p>How to Apply & Informal Enquiries</p>	<p>Applicants will be shortlisted based on information supplied in the CV and covering letter submitted. Applications for this post must be accompanied by a covering letter, setting out relevant experience that illustrates how the essential criteria listed above is met. The criteria for short listing are based on the requirements of the post as outlined in the eligibility criteria and/or the knowledge, skills and competencies section of this job specification.</p> <p>* Please note that you must submit a cover letter with your CV, this forms part of your application and CV’s will not be accepted without a detailed cover letter.</p> <p>The closing date for submissions of CV’s and letter of application is Friday 10th April 2020 by 5pm. Applications must be completed through the advertised post on CHI.jobs by clicking ‘Apply for Job’.</p> <p>Applications must be made online through https://chi.jobs/ and will not be accepted through direct email or any other method</p> <p>For informal enquiries, please contact: Ms. Liz Masterson, Directorate Operations Manager Email: liz.masterson@olchc.ie</p>
<p>Panel/s</p>	<p>A panel may be created from which permanent, fixed term and specified purpose vacancies of a full or part time duration may be filled across the five Children’s Health Ireland locations. The tenure of these panels will be indicated at offer stage.</p>
<p>Information on “Non-European Economic Area Applicants” is available from https://dbei.gov.ie/en/</p>	
<p>The programme outlined for Children’s Health Ireland may impact on this role and as structures change the job description may be reviewed. Children’s Health Ireland is an equal opportunities employer.</p>	

Terms and Conditions of Employment
Chief Laboratory Manager – Department of Clinical Genetics

Duration of post	This is a Permanent Fulltime role.
Remuneration	Remuneration is in accordance with the salary scale approved by the Department of Health: Current salary scale with effect from 1st September 2019: [Grade, Code 3832]. Rising in increments annually from point 1: €101,687 to €116,698 incl. LSIs).
Annual Leave	Annual Leave entitlement is 30 days per annum
Working Week	<p>The hours allocated to this post are 37 with 7.4 as a standard working day. The allocation of these hours will be at the discretion of the Department Head and in accordance with the needs of the service.</p> <p>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).</p>
Probation	<p>All employees will be subject to a probationary period as per the probation policy. This policy applies to all employees irrespective of the type of contract under which they have been employed. A period of 6 months’ probation will be served:</p> <ul style="list-style-type: none"> • On commencement of employment • Fixed term to permanent contract • Permanent employees commencing in promotional posts will also undertake a probationary period relating to their new post.
Pension	<p>Employees of Children’s Health Ireland are required to be members of the Hospitals Superannuation Scheme. Deductions at the appropriate rate will be made from your salary payment.</p> <p>If you are being rehired after drawing down a public service pension your attention is drawn to Section 52 of the Public Services Pension (Single and</p>



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	Other Provisions) Act 2012. The 2012 Act extends the principle of abatement to retired public servants in receipt of a public service pension who secure another public service appointment in any public service body.
Place of work/location	Children's Health Ireland (CHI) at Crumlin
Age	Age restrictions shall only apply to a candidate where he/she is not classified as a new entrant (within the meaning of the Public Service Superannuation Act, 2004). A candidate who is not classified as a new entrant must be under 65 years of age.
Maternity Leave	Maternity leave is granted in accordance with the terms of the Maternity Protection Acts 1994 and 2001.
Payment of sick leave	Children's Health Ireland operates a Sickness Absence Management policy in line with the new Public Service Sick Leave Scheme as introduced in 31 st March 2014.
Pre-Employment Assessment Health	Prior to commencing in this role a person will be required to complete a form declaring their health status which is reviewed by the hospital's Occupational Health Service and if required undergo a medical assessment with this department. Any person employed by Children's Health Ireland 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.
Validation of Qualifications & Experience	Any credit given to a candidate at interview, in respect of claims to qualifications, training and experience is provisional and is subject to verification. The recommendation of the interview board is liable to revision if the claimed qualification, training or experience is not proven.
References	Children's Health Ireland will seek up to three written references from current and previous employers, educational institutions or any other organisations with which the candidate has been associated. The hospital also reserves the right to determine the merit, appropriateness and relevance of such references and referees.
Garda Vetting	Children's Health Ireland will carry out Garda vetting on all new employees. An employee will not take up employment with the hospital until the Garda Vetting process has been completed and the hospital is satisfied that such an appointment does not pose a risk to clients, service users and employees.
Ethics in Public Office 1995 and 2001	Positions remunerated at or above the minimum point of the Grade VIII salary scale (€68,310 as at 01.09.2019) are designated positions under Section 18 of the Ethics in Public Office Act 1995. Any person appointed to a designated

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Positions remunerated at or above the minimum point of the Grade VIII salary scale (€68,310 as of 01.09.2019)

position must comply with the requirements of the Ethics in Public Office Acts 1995 and 2001 as outlined below;

A) In accordance with Section 18 of the Ethics in Public Office Act 1995, a person holding such a post is required to prepare and furnish an annual statement of any interests which could materially influence the performance of the official functions of the post. This annual statement of interest should be submitted to the Chief Executive Officer not later than 31st January in the following year.

B) In addition to the annual statement, a person holding such a post is required, whenever they are performing a function as an employee of the HSE and have actual knowledge, or a connected person, has a material interest in a matter to which the function relates, provide at the time a statement of the facts of that interest. A person holding such a post should provide such statement to the Chief Executive Officer. The function in question cannot be performed unless there are compelling reasons to do so and, if this is the case, those compelling reasons must be stated in writing and must be provided to the Chief Executive Officer.

C) A person holding such a post is required under the Ethics in Public Office Acts 1995 and 2001 to act in accordance with any guidelines or advice published or given by the Standards in Public Office Commission. Guidelines for public servants on compliance with the provisions of the Ethics in Public Office Acts 1995 and 2001 are available on the Standards Commission's website <http://www.sipo.gov.ie/>