

Circular 29/99

4 June, 1999

Chief Executive Officer
Each Voluntary Hospital, Dublin Area.
Eastern Health Board

**DEPARTMENT
OF HEALTH AND
CHILDREN**
AN ROINN
SLÁNTE AGUS IÉANAÍ

Shining a
Light on the Future

Revision of Remuneration of Medical Laboratory Aides

A Chara,

I am directed by the Minister for Health and Children to refer to the recent agreement reached with regard to Medical Laboratory Aides.

The Minister's sanction may be assumed for the payment of the revised remuneration, set out in Appendix 1. You should ensure that arrangements are made for the payment of the revised remuneration, including retrospection to 1st July 1997, as soon as possible.

It should be noted that these increases also apply to pensioners from this grade.

It is understood that documentation in relation to the agreement, including productivity/flexibility elements, has already been issued to you by the Health Service Employers Agency.

Any queries in relation to the implementation of this Circular or the productivity / flexibility arrangements should be addressed to the Health Service Employers Agency at (01) 6626966.

Yours sincerely,

Dave Maguire
Personnel Management and Development

MEDICAL LABORATORY AIDES

01/07/97	01/04/98	01/07/98	01/07/99
9,376	9,376	9,587	9,731
9,887	9,887	10,109	10,261
10,397	10,397	10,631	10,790
10,905	10,910	11,155	11,322
11,404	11,422	11,679	11,854
11,902	11,932	12,200	12,383
12,402	12,445	12,725	12,916
12,901	12,956	13,248	13,447
13,400	13,467	13,770	13,977
13,900	13,980	14,295	14,509

19th February 1999

Mr. M Merrigan
National Industrial Secretary
SIPTU
Liberty Hall
Dublin 1

7/100-1 22
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Re: Laboratory Aids

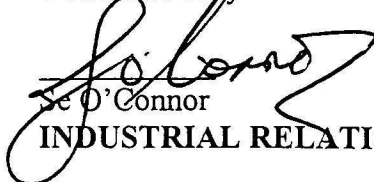
Dear Mr. Merrigan

I refer to previous discussion regarding the above group of staff. The following is the position of the management and is contingent on agreement in full to the introduction of the revised job description:

1. It is agreed that the scale applicable to the grade of Laboratory Aid will equate to points one to ten (1-10) of the Clerical Officer scale.
2. They will continue to be included in the non-nursing grade classifications.
3. The revised rate will be implemented from 1/7/97, with assimilation to the revised scale being on the basis of next nearest point plus one increment.
4. The revised job description as agreed in appendix 1, will be amended to reflect any future changes to the duties/responsibilities of the Laboratory Aid which may accrue from the outcome of the Laboratory Services review and the Expert Group currently examining the role of Laboratory Technicians.
5. It must be agreed that the structure of this offer is unique to Laboratory Aids and cannot be quoted as precedent for any other group of workers.

The management would welcome your response to this offer and are available to meet if required.

Yours sincerely


Se O'Connor
INDUSTRIAL RELATIONS EXECUTIVE

MI/s o'c/0164

General

- The person shall be trained on-site in the required duties by local personnel.
- The hours are 39 hour week, with flexibility (regarding actual hours worked) to suit local work practices and demands.
- The appointee will be required to rotate through all sections of the laboratory as defined by the local management.
- The appointee may be required to work within the Hospital or its affiliated institutions from time to time.
- The appointee will be required to maintain confidentiality regarding patient information and other hospital data.
- A good general education will be required to at least Junior Certificate standard.

Assisting Role in the Laboratory

- Assist laboratory staff in the performance of a limited number of pathology tests.
- Assist laboratory staff with the preparation work for tests.
- Prepare equipment, culture media and reagents as directed by appropriate scientific/ technical laboratory staff.

Specimen Handling

- Receive and record specimens, ensuring that samples and request forms are correctly matched.
- Use of centrifuge and separation equipment to separate serum, etc.
- File and store samples as required and maintain records.

General Laboratory Work

- Collection, delivery, sterilising and washing glassware.
- Dispatch of blood and other samples as required.
- Collection and delivery of specimens, reports and samples throughout the hospital as required.
- Preparing, collecting and disposing of all laboratory waster, excess tissue, etc.
- Cleaning of laboratory and laboratory equipment as required, including the de-icing of freezers, etc.
- Monitoring of supplies stocks. Reporting stock shortages to senior laboratory staff and requesting stocks as appropriate.
- Assisting with filing specimens, slides, etc.
- Taking, recording and delivering phone messages as required.

Data Entry/IT Related Duties

- Basic use of mainframe computers and recording of data on the laboratory/hospital computer system to include: patient data entry; production of bar-coded labels; preparation of worksheets, etc.

Other Duties

- Assisting with the compliance of safety precautions against fire, accidents and other hazards.
- Helping in security of laboratory premises.
- Other appropriate duties as may be assigned from time to time by the hospital.