

Role Title	IEQAS Scheme Manager
Purpose of the Role	To provide an External Quality Assessment (EQA) scheme service to all IEQAS and Partner Scheme members
Key Reports	IEQAS Operations Manager/ IEQAS Board of Directors
Salary	€60,612 - €70,815 pro rata
Enquiries To	Yvonne Burke, IEQAS Operations Manager. E mail: yvonne@ieqas.ie or phone: 01- 4957356
Closing Date	Friday 17 th of October 2025 at 5pm

Key Duties and Responsibilities

Professional:

- Manage and take responsibility for all aspects of the IEQAS EQA scheme design, implementation, development, audit and continuous quality improvement.
- Provide a scientific advisory service to our participating laboratories, diagnostics manufacturers, Government and regulatory bodies and other organisations.
- Initiate and participate in evidence-based research studies and be responsible for implementing change within the area and setting and monitoring standards of practice.
- Work as part of the IEQAS team and wider groups e.g. Board of Directors/ Steering Committee/ Review Groups.
- Provide a service in varied locations in line with local policy/guidelines and within appropriate time allocation (e.g., hospital laboratory sites).
- Maintain professional standards of practice and quality standards of work.
- Seek the advice of relevant personnel when appropriate / as required.

Education & Training:

- Participate in mandatory training programmes as required.
- Take responsibility for, and keep up to date with EQA practice by participating in continuing professional development such as reflective practice, self-directed learning, research, clinical audit etc.
- Assist in the organisation of the IEQAS annual conference and any other educational courses run throughout the year.

Health & Safety:

- Implement agreed policies, procedures and safe professional practice and adhere to relevant legislation, regulations and standards
- Work in a safe manner with due care and attention to the safety of self and others.
- Be aware of risk management issues, identify risks and take appropriate action
- Report any adverse incidents or near misses to the IEQAS operations manager.

Administrative:

- Actively participate in the improvement and development of the IEQAS EQA service by liaising with the operations manager and other key stakeholders.
- Gather and analyse statistics and participate in internal and external audits and Standard Operating Procedure (SOP) updates in line with standards (ISO 9001:2015 and ISO/ IEC 17043: 2023).
- Represent IEQAS at meetings and conferences as designated.
- Monitor and respond to queries in a timely manner and if required ensure preventative actions are undertaken.
- Assist in ensuring that IEQAS makes the most efficient and effective use of developments in IT.
- Keep up to date with developments within the Irish Health Service.
- Carry out other duties appropriate to the post as required from time to time by the Operations Manager.

*The above Role Profile 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.

Academic/Professional Qualifications and/or relevant Experience:

- Have a proven record of expertise in clinical laboratory medicine (any discipline) and must hold a minimum of 4 full-time or equivalent years post qualification experience (CORU registered as applicable)
- Experience in EQA scheme data analysis and interpretation.
- Knowledge and understanding of Quality Management Systems and their relationship to accreditation.
- Working knowledge of the Irish Healthcare System.
- Full driving licence and own transport.

Desirable:

- Completed a relevant Master's degree.
- Working knowledge of statistics.

Proficiency in the English language:

A high level of proficiency in the English language, written and spoken, is a requirement for this role.

Particulars of the Role:

1. The appointment to this post will be Permanent and Part Time (25 hours per week).
2. Annual Leave allowance: 25 days, pro rata based on full-time employment 35 h/week.