

IEQAS is seeking an Operations & Quality Manager

This is a great opportunity for someone who has clinical laboratory experience and is seeking to move into an office-based, management level role in Ireland's national external quality assessment (EQA) scheme. The role is flexible and may be redefined based on the specific skills of the candidate. It may appeal to those seeking a part-time/job share position.

IEQAS is a national not-for-profit organisation that assesses and seeks to improve the quality of patient sample testing in Ireland. We provide external quality assessment schemes for clinical laboratories and other testing sites, including Near-Patient Testing and pharmacies. Our schemes are educational (rather than regulatory), and provide a means of external audit, thus helping participants to achieve their aim of continuous quality improvement.

IEQAS collaborates with other national and international initiatives that have the objective of improving quality of analysis in laboratory medicine. We are a member of EQALM, which presents the opportunity to work with, and learn from, colleagues from EQA providers in other countries.

A panel may be formed as a result of this campaign from which IEQAS current and future vacancies may be filled.

Requirements (essential):

- A Biomedical Science degree or an equivalent professional qualification
- At least 5 years' experience in clinical laboratory medicine (any discipline)
- Excellent organisational skills
- Excellent written and verbal communication skills
- Problem-solving and decision-making skills
- Ability to multi-task and prioritise projects effectively
- Full driving licence and own transport

Experience which is considered advantageous:

- People management
- Co-ordination of EQA within a clinical laboratory setting
- Quality management (including audit)
- Software for data/statistical analysis
- Financial management

Location: IEQAS Office, B06 Nutgrove Enterprise Park, Nutgrove Way, Rathfarnham, Dublin 14

Role: To manage the operational aspect of IEQAS and act as the Quality Manager.

Responsibilities include:

- Effective management of the small team of IEQAS scientific and technical staff to ensure the provision and assessment of EQA schemes for testing sites in Ireland
- As Quality Manager and formal Quality Documentation Controller (QDC) to:
 - ensure that all operations at IEQAS conform to the appropriate quality standards
 - ensure that the appropriate quality management system is established, implemented and maintained
- Actively participate in the improvement and development of services

- Financial control, including budgeting, wages, PAYE, PRSI
- Organise the Annual Participants' Conference (with support of other IEQAS staff and Steering Committee).
- Actively participate in continuing professional development appropriate to the development of the team at IEQAS

Work conditions:

- As the role is flexible, it may be redefined based on the specific skills of the candidate
- 35h/week, 25 days annual leave (or pro-rata, to be confirmed at job offer stage)
- Generally flexible work pattern, including occasional work-from-home options, but within the limitations of the workload (e.g. Annual Conference period; cover during colleagues' annual leave/illness)

Further information is available (in confidence) from:

Anne Kane, Scheme Manager

anne@ieqas.ie

Please submit your CV, along with a covering letter explaining how you could contribute to the team at IEQAS.

The deadline for applications is October 6th 2023.

Irish External Quality Assessment Scheme CLG

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