

Job Title & Grade	Senior Genetic Counsellor
Campaign Reference #	45400
Closing Date	Friday 7 th April 2023 by 5pm
Duration of Post	<p>We are currently seeking to fill Permanent full-time and part-time and Specified Purpose, part-time contracts from this campaign.</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.</p>
Specific T&C's of post	<p>35-hour standard working week (full-time) 30 days Annual Leave Grade Code: 3019 as of 01/10/2022. Point 1 €63,803; rising in increments annually to €65,622; €67,443; €69,262; €71,081; €72,900; €73,596.</p>
Location of post	CHI Crumlin
Reporting Arrangements	This post will report to the Principal Genetic Counsellor or their nominee, and to the Clinical Lead, Department of Clinical Genetics.
Key Working Relationships	<p>The post holder will work closely with:</p> <ul style="list-style-type: none"> • Clinical Lead • Principal Genetic Counsellor • Consultant Clinical Geneticists • Senior and Basic grade Genetic Counsellors • Administrative colleagues • Laboratory Colleagues <p><i>Please note that this list is not exhaustive and key working relationships will change as the project moves from service development, construction completion, commissioning & transitioning to steady state.</i></p>



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<p>Purpose of the Role</p>	<p>The purpose of this post is to contribute to the provision of a comprehensive, high quality, genetic counselling service for the Republic of Ireland by carrying out the duties and responsibilities of a Genetic Counsellor:</p> <ul style="list-style-type: none"> • Comprehend the medical facts of a patient's case, including the diagnosis, probable course of the disorder, and the available management • Appreciate the way in which heredity contributes to the disorder, and the risk of recurrence in specified relatives • Understand the options for dealing with the risk of recurrence, playing a vital role in providing one off and ongoing support to patients and their families, in choosing the course of action most appropriate to them • Support patients/families in making the best possible adjustment to the disorder/risk of the disorder
<p>Principal Duties and Responsibilities</p>	<p>Professional Duties and Responsibilities:</p> <ul style="list-style-type: none"> • The post holder will be expected to live CHI values and be child-centered, compassionate, progressive and will act with respect, excellence and integrity. <p>Clinical- Direct patient care</p> <ul style="list-style-type: none"> • Deliver specialist and non-specialist genetic counselling clinics for families, in clinics at the DCG, or regional clinics in the Republic of Ireland, or using telemedicine • Manage an individual caseload, consulting with the designated Consultant Clinical Geneticist as appropriate • Participate in joint consultant -genetic counsellor clinics, and co-counselling genetic counsellor clinics as appropriate • Participate in multidisciplinary clinics • Calculate risks of patients and families being affected by various genetic disorders, the risks of recurrence and the carrier risks. This can involve making decisions where expert opinion differs or some information is unavailable. In order to do this, sourcing and interpreting complex scientific papers and genetic test results, and review with colleagues in clinical discussions may be needed. • Order genetic and biochemical tests as clinically appropriate and according to agreed departmental guidelines • Arrange relevant prenatal diagnostic tests and referrals, consulting with the designated Consultant Clinical Geneticist as appropriate • Discuss complex scientific, counselling or ethical cases with colleagues at weekly clinical meetings • Ensure the best possible standard of work by applying scientific and clinical understanding and counselling expertise to unique clinical situations • Assess patients to determine where there is need for specialist therapeutic counselling, psychiatric assessment or screening, and make appropriate referrals • Work within Genetic Counsellor competency frameworks and recognise when to refer to appropriate healthcare specialists

- Develop a programme of care for the patient. This may involve referring to multiple specialities.
- Provide information on the care of other family members, identify at-risk relatives and advise on how they could obtain genetic counselling or screening
- Act as duty genetic counsellor, on a rotational basis, for enquiries from patients and external colleagues
- Support consultant colleagues with referral triage where appropriate
- Document patient contact in the genetics records and departmental genetics IT system accurately and in a timely fashion
- Prepare letters to patients summarising clinic discussions and giving test results
- Ensure that the views of patients, or those speaking on their behalf, are well received; and that complaints, both formal and informal, are received courteously and responded to promptly according to departmental and hospital guidelines

Communication with patient and families

- Elicit and accurately document patient's detailed family history
- Elicit patient's concerns and expectations
- Interpret medical, family and psychological history
- Confirm medical and diagnostic information
- Communicate genetic information to patients and their relatives
- Communicate highly complex and possibly conflicting information
- Identify and respond to emerging issues for the patient or family
- Identify changes of risk within the family
- Take responsibility for communicating and applying new scientific information for the benefit of the family
- Interpret and communicate normal and abnormal genetic test results to patients and health care professionals
- Provide advice on factors that reduce and influence risk
- Use non-directive and other counselling skills to counsel patients about various testing options and to facilitate decision-making
- Communicate with patients who are bereaved and provide support
- Use counselling skills to facilitate decision making and promote adjustments in patient and relatives
- Use counselling skills to communicate sensitively in the presence of language, cultural and/or medical issues
- Expertly communicate highly sensitive and potentially distressing information to patients and relatives about their genetic status with implications for biological and social family relationships
- Facilitate effective support to patients who have great difficulty accepting and/or understanding a clinical diagnosis or a genetic test result

Communication with colleagues

- Work closely with departmental colleagues
- Liaise with laboratory and external colleagues to ensure all necessary information to inform a patient's consultation is available in clinic
- Liaise with laboratory colleagues to communicate clinical information necessary to ensure appropriate genetic testing is carried out and to discuss complex test results that are difficult to interpret
- Attend weekly departmental clinical meetings to participate in discussion and feedback on clinical cases
- Attend multidisciplinary meetings as required to participate in discussion and feedback on clinical cases
- Liaise with other users of the service and laboratory colleagues to ensure continuity of care for patients
- Liaise with colleagues in other genetic centres to obtain and provide information and to establish understanding and co-operation
- Liaise and defer to medical colleagues and other health specialists about issues that have diagnostic or clinical complexity
- Seek medical and other allied healthcare expertise as required on behalf of patients attending clinic where appropriate
- Advise colleagues on issues around informed consent
- Act as patient advocate and educate other health professionals in situations where new testing or technology may be pertinent for patient care and/or service development
- Ensure effective liaising with administrative colleagues

Planning and organisation

- Undertake an equitable proportion of the total genetic counsellors' workload whilst maintaining an appropriate quality of work
- Manage workload based on clinical prioritisation and referral date
- Attend regular Genetic Counsellor and service meetings
- Participate in quality assurance assessments and assurance of Clinical Governance
- Work with data managers on collation of clinical data
- Maintain confidentiality of information about patients, staff and other health service users
- Utilise in-house patient databases, standard letters and protocols to ensure effective liaison with clinicians and patients.
- Maintain good filing practice in accordance with the departmental systems
- Support the activities of the genetic counsellor team and assume responsibility for various related tasks according to personal interest and the needs of the team
- Maintain a full, accurate, up-to-date and legible record of clinical workload undertaken in both manual and computerised records and preserve their confidentiality

Education and training

- Contribute to training for Basic Grade Genetic Counsellors, student Genetic Counsellors and Specialist Registrars where appropriate
- Share in organising and delivering educational sessions for patients and professionals
- Mentor pre-registration Genetic Counsellors towards professional registration
- Prepare and present scientific articles in departmental clinical and educational meetings

Self-Development:

- Work within the ethical and professional frameworks of any professional organisation to which the post holder may belong e.g. the Association of Genetic Nurses and Counsellors' code of ethics, AHCS Good Scientific Practice, GCRB Code of Conduct, GCRB Scope of Practice, GCRB Standards of Proficiency
- Maintain annual professional registration
- Keep up to date with departmental, hospital and national training requirements
- Take personal responsibility for continuing professional self-development and keep up-to-date with changes in the practice of genetic counselling. It is expected this will include regular attendance at local, regional, national, and occasionally international events.
- Participate in appraisal processes
- Attend regular counselling supervision sessions to discuss difficult cases and enhance counselling skills

Policy and Service Development:

- Propose changes to working practices within the genetic clinics team where appropriate
- Within area(s) of specialty lead and contribute to the development of protocols and policies and information leaflets in conjunction with team members.
- Optimise data recording and collation in collaboration with other members of the unit, using templates and databases
- Lead and participate in service development projects, as required

Research

- Lead and contribute to annual audit of clinical genetics to maintain clinical governance and audit profile of department
- Participate in original research where appropriate to extend knowledge and understanding of genetic conditions and their impact on families



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	<ul style="list-style-type: none"> • Contribute to research studies within the department or in collaboration with other departments <p>Other</p> <ul style="list-style-type: none"> • Undertake any other duties within the context of this job description and appropriate grade of the post, necessary for the changing needs of an effective and efficient patient service. This will include cover of appropriate duties during the absence of colleagues. <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 them 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> <p>Candidates must on the latest date for receiving completed applications, possess:</p> <ul style="list-style-type: none"> • An Approved Master of Science degree in Genetic/Genomic Counselling <p style="text-align: center;">OR</p> <ul style="list-style-type: none"> • Attainment of the NHS Scientific Training Programme (STP) in Genomic Counselling <p style="text-align: center;">OR</p> <ul style="list-style-type: none"> • A qualification recognised for professional registration via the grandfather clause by the GCRB/AHCS or an equivalent overseas Genetic Counselling Board/Regulatory Body AND hold current registration with that Genetic Counselling Board/Regulatory Body <p style="text-align: center;"><u>AND</u></p> <ul style="list-style-type: none"> • Have 3 years relevant post qualification experience • Maintain live registration on the AHCS register (attained via the Genetic Counsellor Registration Board) or an equivalent overseas Genetic Counselling Board/Regulatory Body <p><u>Desirable Criteria:</u></p> <ul style="list-style-type: none"> • Experience in General, Cancer and Prenatal genetics • Demonstrate evidence of recent formal continuing professional development relevant to the required area of specialism, in the form of post-graduate qualifications or relevant courses



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	<ul style="list-style-type: none">• Experience of supervising junior staff, trainees or students• Experience in delivering genetics education
Competition Specific Selection Process	Applications for this post <u>must be accompanied by a cover letter</u> , setting out relevant experience that illustrates how the essential criteria listed above is met.
How to Apply & Informal Enquiries	<p>The criterion for short listing is based on the requirements of the post, as outlined in the eligibility criteria.</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 cover letter is Friday 7th April 2023 by 5pm. Applications must be completed through the advertised post on CHI.jobs by clicking 'Apply for Job'.</p> <p>Applications will not be accepted through direct email or any other method.</p> <p>For informal enquiries for this specialty/department, please contact Claire Giffney, Principal Genetic Counsellor, 01 428 2803</p> <p>For other queries relating to this recruitment process, please contact Rachel.Sheridan1@nchg.ie</p>
Information on "Non-European Economic Area Applicants" is available from https://dbe.gov.ie/en/	
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.	