

KSF Outline for Genetic Counsellor Principal Band 8a - Clinical

KSF DIMENSION, LEVEL AND INDICATOR						
	No.	Dimension	Foundation Gateway (Subset Outline)		Second Gateway (full Outline)	
			Level	Indicators	Levels	Indicators
Core Dimension	1	Communication	4	all	4	all
	2	Personal & People Development	3	all	3	all
	3	Health, Safety & Security	3	all	3	all
	4	Service Improvement	3	a,b,	3	all
	5	Quality	3	all	3	all
	6	Equality & Diversity	3	a,e	3	all
Specific Dimension	HEALTH AND WELLBEING					
	HWB1	Promotion of health & Wellbeing & prevention of adverse effects to health & wellbeing				
	HWB2	Assessment & care planning to meet people's health & wellbeing needs	4	a,b,c,d,e,f,h	4	all
	HWB3	Protection of health & wellbeing				
	HWB4	Enablement to address health & wellbeing needs				
	HWB5	Provision of care to meet health & wellbeing needs				
	HWB6	Assessment & treatment planning	4	a,b,c,d,f,i	4	all
	HWB7	Interventions & treatment	3		4	all
	HWB8	Biomedical investigation & intervention				
	HWB9	Equipment & devices to meet health & wellbeing needs				
	HWB10	Products to meet health & wellbeing needs				
	ESTATES AND FACILITIES					
	EF1	Systems, vehicles & equipment				
	EF2	Environments & buildings				
	EF3	Transport & logistics				
	INFORMATION AND KNOWLEDGE					
	IK1	Information processing				
	IK2	Information collection & analysis				
	IK3	Knowledge & information resources				
	GENERAL					
	G1	Learning & development				
	G2	Development & innovation				
	G3	Procurement & commissioning				
	G4	Financial management				
	G5	Services & project management - include if Service Development Lead	3	All	4	all
	G6	People management - include if Team Leader	3	All	3	all
	G7	Capacity & capability				
	G8	Public relations & marketing				

KSF Profile Genetic Counsellor Principal Band 8a – Clinical

Job Purpose: Clinical – either Service Development project lead, or Team Leader.

To lead a high quality Clinical Genetics Service for the population of [Insert location]. To help individuals and families deal with a known or suspected genetic condition. This is achieved by counselling the individuals and their families to:

- Understand the role of the Clinical Genetics Service
- Understand the information about the genetic condition
- Appreciate the inheritance pattern and risk of recurrence
- Understand the options available
- Make decisions appropriate to their personal and family situation
- Make the best possible adjustment to the disorder or risk

The Genetic Counsellor will manage a clinical caseload of new and follow-up cases, and provide an independent Genetic Counselling service or arrange and participate in [Insert e.g. Joint-Geneticist co counselling appointments with medical and genetic counselling colleagues].

To act as a significant educational resource both to the wider health care system and trainees in clinical genetics and genetic counselling. To act as Student Supervisor for those undertaking MSc Genetic Counselling Course, and be prepared to supervise placements for non genetic colleagues requiring experience at various levels e.g. non-participant observation, participant observation, etc within Clinical Genetics.

Core Dimensions

See Band 7 Genetic Counsellor KSF profile

Specific Dimensions

HWB2	See Band 7 Genetic Counsellor KSF profile – Whole person
HWB6	See Band 7 Genetic Counsellor KSF profile – Assess risk
HWB7	See Band 7 Genetic Counsellor KSF profile – Action – the counselling process

Specific Dimension G5 Service and Project Management

Foundation Level	Level 3	All indicators
Second Gateway	Level 4	All indicators

Level 3 Indicators

- a) identifies and assesses for operational planning:
 - i.) the ways in which services / projects contribute to the achievement of organisational / partnership direction, aims and objectives
 - ii.) what needs to be achieved in services / projects
 - iii.) the inter-relationships between different parts including critical paths

- iv.) who needs to be involved in the planning and implementation of services / projects
- v.) potential risks
- vi.) priorities and targets
- vii.) the impact of legislation, policies, procedures
- viii.) methods and processes for reporting, controlling and communicating
- b) enables people delivering services / projects to understand their role and its relationship to others
- c) provides advice and support to people on day-to-day priorities, risks and issues
- d) gathers enough information to monitor the delivery of the service / project against overall plans and promptly identifies and investigates any issues
- e) determines and implements the most appropriate ways of addressing issues taking account of any relevant factors
- f) gains feedback on how to improve service / project delivery and uses it to improve future practice
- g) provides information to the people who hold overall responsibility for services / projects when they appear to be ineffective or inefficient in meeting requirements

Level 4 Indicators

- a) works with others to identify and produce plans that contain all the necessary detail for managing and delivering services and/or projects and that are:
 - i.) consistent with legislation, policies and procedures
 - ii.) supportive of the organisation's / partnership's direction, strategy and objectives
- b) negotiates and agrees with others how to put in place sufficient supporting mechanisms to ensure that services and/or projects are managed and delivered effectively
- c) works with others to put in place methods, processes and systems for implementing service / project plans
- d) monitors the delivery and management of services and/or projects in order to:
 - i.) evaluate performance against plans
 - ii.) identify issues
 - iii.) predict future needs and shortfalls
 - iv.) identify trends and developments
 - v.) assess capacity to meet future needs
- e) reviews plans, methods, processes and systems for managing services and/or projects and modifies them to improve effectiveness
- f) provides appropriate support to others to improve their knowledge and understanding of service and/or project management.

Examples of Application

1. Services and projects

- assessment, diagnosis care and intervention
- service provision and patient pathways
- service effectiveness
- multidisciplinary working

2. Who needs to be involved in the planning and implementation- might include:

- individuals and teams involved in delivery of the service
- individuals and teams in interconnected services
- service users/support and focus groups

3. Legislation policies and procedures

- Data protection
- Financial resources
- Specific health, social and legal guidelines

4. Monitoring the delivery of the service might include

- Auditing against set standards
- Patient satisfaction survey
- Effectiveness of service in meeting defined needs
- Efficiency in relation to time and financial resources

5. Ways of addressing issues

- Developing services to meet the needs of new and current users
- Improving guidance/information/support to the people involved
- Request or access specialist assistance
- Adjusting protocols
- Advising on the need for changes in strategy

6. Factors may include

- Time and resources
- Changing priorities
- New developments in genetics or related fields
- Compatibility/impact on other services

Specific Dimension G6 People Management (for Team Leaders)

Foundation Gateway	Level 3	All indicators
Second Gateway	Level 3	All indicators

Level 3 Indicators

- a) suggests workforce requirements to meet team and organisational objectives
- b) selects individuals for posts using agreed methods and based on objective assessments against agreed criteria
- c) gives team members clear information on, and opportunities to influence, work objectives, planning and organisation, in a way which inspires commitment and enthusiasm
- d) plans and coordinates work:
 - i.) prioritising and reprioritising activities to respond to changing circumstances
 - ii.) managing multiple processes simultaneously whilst enabling teams and individuals to focus on their own specific objectives
- e) delegates authority to people and monitors them against the required outcomes, agreeing with them:
 - i.) clear, explicit and achievable targets and timescales

- ii.) ways in which their development will be supported
- iii.) how progress and performance will be monitored and reviewed
- f) allocates and provides sufficient resources and support for delegated work and reviews progress and outcomes with people as agreed
- g) gives people support and opportunities to meet their personal development objectives
- h) agrees with people appropriate courses of action to address any issues with their work

Examples of Application

1. Workforce requirements may include

- Staffing levels
- Knowledge and skill mix

2. People and team members might be

- Specific group of genetic counsellors for whom the team leader has line management responsibility
- Individuals for whom the TL provides professional leadership
- Individuals may be based within the department or externally

3. Legislation policies and procedures

- Employment
- Equality and diversity
- Health and safety
- Security
- Working time