

# NATIONAL PROFILES FOR GENETIC COUNSELLORS

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\*Generic profile provisions apply – see note below

### Generic Profiles

**The following generic profile note extracted from the Second Edition of the Job Evaluation Handbook explains the position in cases where the minimum score falls below the relevant grade boundary: (See para 5.2 Section 7)**

The band for jobs covered by this generic profile is band e.g. 4. The minimum total profile score falls below the band 4 grade boundary. This is the result of using a single generic profile to cover a number of jobs of equivalent but not necessarily similar factor demand. It is not anticipated that any job will be assessed at the minimum level of every possible factor range. If this were the case it indicates that the job should instead be matched against a band 3 profile. If this is not successful, the job must be locally evaluated.

**Profile Label:**  
**Job Statement:**

**Genetic Counsellor Trainee**

1. Undertakes genetic counselling under the guidance of a more senior counsellor and maintains relevant records
2. Attends genetic counselling clinics and carries out home visits
3. Working towards registration with professional body

<b>Factor</b>	<b>Relevant Job Information</b>	<b>JE Level</b>
<b>1. Communication and Relationship Skills</b>	<b>Provide and receive highly complex, sensitive or contentious information; barriers to understanding; provide and receive complex, sensitive information hostile, antagonistic or highly emotive atmosphere</b> Elicits highly sensitive information relating to e.g. prenatal carrier testing, inherited genetic testing where there is resistance to the notion of genetic inheritance and a need to reassure and empathise with the patient/client; communicates sensitive information where patients/clients may be hostile	5(a)(c)
<b>2. Knowledge, Training &amp; Experience</b>	<b>Specialist knowledge across range of procedures underpinned by theory</b> Professional knowledge acquired through relevant degree plus clinical experience and counselling training or equivalent to postgraduate diploma level	6
<b>3. Analytical &amp; Judgemental skills</b>	<b>Range of facts or situations requiring analysis</b> Initial assessment of patient/client's family tree and history where risk factors are analysed and judgements made on testing and reporting of results	3
<b>4. Planning &amp; Organisational Skills</b>	<b>Plan and organise straightforward activities, some ongoing</b> Manages ongoing caseload of patients/clients	2
<b>5. Physical Skills</b>	<b>Highly developed physical skills, accuracy important; manipulation of fine tools, materials</b> Hand eye co-ordination, accuracy required when carrying out e.g. venepuncture, microscope work	3(b)
<b>6. Responsibility for Patient/Client Care</b>	<b>Develop programmes of care; provide specialist clinical technical services</b> Arranges appropriate screening and testing programme, counsels accordingly; interprets diagnostic test results	5(a)(b)
<b>7. Responsibility for Policy/Service Development</b>	<b>Follows policies in own role, may be required to comment</b> Follows national and organisational policies applicable to role, may comment on departmental procedures	1
<b>8. Responsibility for Financial &amp; Physical Resources</b>	<b>Personal duty of care in relation to equipment, resources</b> Careful use of genetic counselling facilities	1
<b>9. Responsibility for Human Resources</b>	<b>Demonstrate own duties</b> Demonstrates own duties to others	1
<b>10. Responsibility for Information Resources</b>	<b>Record personally generated information</b> Maintains patient/client records	1
<b>11. Responsibility for Research &amp; Development</b>	<b>Undertake surveys and audits, as necessary to own work/ regularly undertake R&amp;D activities</b> Completes regular activity audits and caseload statistics/ participates in local, regional or national research projects	1-2(a)
<b>12. Freedom to Act</b>	<b>Clearly defined occupational policies, work is managed rather than supervised</b> Works with patients/clients independently within codes of conduct and policies, work is assessed during clinical supervision	3
<b>13. Physical Effort</b>	<b>Combination of sitting, standing, walking</b> Walks between clinics, sits during assessments	1
<b>14. Mental Effort</b>	<b>Frequent intense concentration</b> In-depth proactive mental attention during patient/client risk assessment and counselling	5
<b>15. Emotional Effort</b>	<b>Frequent distressing or emotional circumstances; occasional/frequent highly distressing</b> Counselling the terminally ill or bereaved where there is a need for genetic testing/ dealing with challenging family situations e.g. paternity identification, morbidity/mortality risk assessment	3(a)(b)-4(b)
<b>16. Working Conditions</b>	<b>Occasional/frequent unpleasant/ occasional/ frequent highly unpleasant conditions</b> Body odours; exposure to blood during venepuncture	2(a)-3(b)-4(b)
<b>JE Score/Band</b>	<b>JE Score 398-423</b>	<b>Band 6</b>

**Profile Label:**  
**Job Statement:**

**Genetic Counsellor**

1. Assesses and provides genetic counselling to patients/clients
2. Manages a caseload and maintains patient/client records
3. Provides support and guidance to students and less experienced counsellors

<b>Factor</b>	<b>Relevant Job Information</b>	<b>JE Level</b>
<b>1. Communication and Relationship Skills</b>	<b>Provide and receive highly complex, sensitive or contentious information; barriers to understanding; provide and receive complex, sensitive information hostile, antagonistic or highly emotive atmosphere</b> Elicits highly sensitive information relating to e.g. prenatal carrier testing, inherited genetic testing where there is resistance to the notion of genetic inheritance and a need to reassure and empathise with the patient/client; communicates sensitive information where patients/clients may be hostile	5(a)(c)
<b>2. Knowledge, Training &amp; Experience</b>	<b>Specialist knowledge across range of procedures underpinned by theory</b> Knowledge of genetic counselling procedures and techniques acquired through relevant degree plus clinical experience and counselling training plus further specialist training to master's level equivalent	7
<b>3. Analytical &amp; Judgemental skills</b>	<b>Complex facts or situations requiring comparison of a range of options</b> Initial assessment of patient/client's family tree and complex history where risk factors are analysed and judgements made on testing, reporting of results and referral to specialist	4
<b>4. Planning &amp; Organisational Skills</b>	<b>Plan and organise straightforward activities, some ongoing/ complex activities requiring formulation, adjustment</b> Manages ongoing caseload of patients/clients/ co-ordinates multi-disciplinary case conferences	2-3
<b>5. Physical Skills</b>	<b>Highly developed physical skills, accuracy important; manipulation of fine tools, materials</b> Hand eye co-ordination, accuracy required when carrying out e.g. venepuncture, microscope work	3(b)
<b>6. Responsibility for Patient/Client Care</b>	<b>Develop specialist programmes of care; provide highly specialist clinical technical services</b> Arranges appropriate specialist screening and testing programmes, counsels accordingly; interprets complex diagnostic test results	6(a)(b)
<b>7. Responsibility for Policy/Service Development</b>	<b>Follows policies in own role, may be required to comment/Implement policies and propose changes to practices, procedures for own area</b> Follows national and organisational policies/ implements policies related to provision of genetic counselling service, proposes changes to service delivery and working practices	1-2
<b>8. Responsibility for Financial &amp; Physical Resources</b>	<b>Personal duty of care in relation to equipment, resources</b> Careful use of genetic counselling facilities	1
<b>9. Responsibility for Human Resources</b>	<b>Professional, clinical supervision</b> Supports and mentors trainees, students undertaking placements	2(b)
<b>10. Responsibility for Information Resources</b>	<b>Records personally generated information</b> Maintains patient/client records	1
<b>11. Responsibility for Research &amp; Development</b>	<b>Undertake surveys and audits as necessary to own work/ regularly undertakes R&amp;D activities</b> Completes regular activity audits and caseload statistics/ participates in local, regional, national research projects	1-2(a)
<b>12. Freedom to Act</b>	<b>Clearly defined occupational policies, work is managed rather than supervised/ broad occupational policies</b> Works within professional guidelines/ works autonomously, lead practitioner, own caseload in the community	3-4
<b>13. Physical Effort</b>	<b>Combination of sitting, standing, walking</b> Walks between clinics, sits during assessments	1
<b>14. Mental Effort</b>	<b>Frequent intense concentration</b> In-depth proactive mental attention during patient/client risk assessment and counselling	5
<b>15. Emotional Effort</b>	<b>Frequent distressing or emotional circumstances; occasional/frequent highly distressing</b> Counselling the terminally ill or bereaved where there is a need for genetic testing/dealing with challenging family situations e.g. paternity identification, morbidity or mortality risk assessment	3(a)(b)-4(b)
<b>16. Working Conditions</b>	<b>Occasional/ frequent unpleasant; occasional/frequent highly unpleasant conditions</b> Body odours; exposure to blood during venepuncture	2(a) – 3(a)(b)-4(b)
<b>JE Score/Band</b>	<b>JE Score 469-524</b>	<b>Band 7</b>

**Profile Label:**  
**Job Statement:**

**Genetic Counsellor Principal**

1. Assesses and provides specialist genetic counselling to patients/clients
2. Manages a specialist caseload and maintains patient/client records
3. Maintains a knowledge of the scientific, medical and psychological aspects of clinical genetics and provides support and guidance to students, genetic counsellors and other health professions
4. Provides specialist training; may lead a specialist team

Factor	Relevant Job Information	JE Level
1. Communication and Relationship Skills	<b>Provide and receive highly complex, sensitive or contentious information; barriers to understanding; present complex, sensitive or contentious information to large groups; provide and receive complex, sensitive information hostile, antagonistic or highly emotive atmosphere</b> Elicits highly sensitive information relating to e.g. prenatal carrier testing, inherited genetic testing where there is resistance to the notion of genetic inheritance and a need to reassure and empathise with the patient/client; gives presentations at conferences; communicates sensitive information where patients/clients may be hostile	5(a)(b)(c)
2. Knowledge, Training & Experience	<b>Highly developed specialist knowledge, underpinned by theory and experience</b> Knowledge of genetic counselling procedures and techniques acquired through relevant degree plus clinical experience and counselling training plus further specialist training to master's level equivalent	7
3. Analytical & Judgemental skills	<b>Complex/highly complex facts or situations requiring analysis, interpretation, comparison of a range of options</b> Initial assessment of patient/client's family tree and history where complicated risk factors are analysed, test results interpreted and judgements made/ expert opinions may differ	4-5
4. Planning & Organisational Skills	<b>Plan and organise complex activities or programmes, requiring formulation, adjustment</b> Plans and organises multidisciplinary clinics and meetings, organises student work placements	3
5. Physical Skills	<b>Highly developed physical skills, accuracy important; manipulation of fine tools, materials</b> Hand eye co-ordination, accuracy required when carrying out e.g. venepuncture, microscope work	3(b)
6. Responsibility for Patient/Client Care	<b>Develop specialised programmes of care; provide highly specialist clinical technical services</b> Arranges appropriate specialist screening and testing programme; interprets diagnostic test results and advises accordingly	6(a)(b)
7. Responsibility for Policy/Service Development	<b>Propose policy or service, impact beyond own area</b> Develops policies in area of specialism which impact on other disciplines e.g. genetic testing in childhood	3
8. Responsibility for Financial & Physical Resources	<b>Personal duty of care in relation to equipment, resources</b> Careful use of genetic counselling facilities	1
9. Responsibility for Human Resources	<b>Day to day management; allocate, place, and supervise staff or students; teach/deliver specialist training/teach, devise programmes as major job responsibility</b> Undertakes placement programmes for students; provides specialist training in area of expertise	3(a)(b)(c)-4(c)
10. Responsibility for Information Resources	<b>Record personally generated information</b> Maintains patient/client records	1
11. Responsibility for Research & Development	<b>Regularly undertake R&amp;D activities/ major job requirement</b> Participates in local, regional, national research projects	2(a)-3
12. Freedom to Act	<b>Broad occupational policies</b> Interprets policies in relation to own specialist caseload	4
13. Physical Effort	<b>Combination of sitting, standing, walking</b> Walks between clinics, sits during assessments	1
14. Mental Effort	<b>Frequent intense concentration</b> In-depth proactive mental attention during patient/client risk assessment and counselling	5
15. Emotional Effort	<b>Frequent distressing or emotional circumstances; occasional/frequent highly distressing</b> Counselling the terminally ill or bereaved where there is a need for genetic testing/dealing with challenging family situations e.g. paternity identification, morbidity or mortality risk assessment	3(a)(b)-4(b)
16. Working Conditions	<b>Occasionally/frequent unpleasant; occasional/frequent highly unpleasant conditions</b> Body odours/ exposure to blood during venepuncture	2(a)-3(b)-4(b)
JE Score/Band	<b>JE Score 524*-580</b>	<b>Band *8a</b>

\* Generic job grade boundary provisions apply – see cover page note

**Profile Label:**  
**Job Statement:**

**Genetic Counsellor Consultant**

1. Provides expert professional advice to patients/clients, colleagues and other health professionals
2. Acts as lead genetic Counsellor in field of expertise
3. Collaborates with academic institutions to lead on education, research and practice development
4. Provides specialist consultancy within organisation and externally

Factor	Relevant Job Information	JE Level
1. Communication and Relationship Skills	<b>Provide and receive highly complex, sensitive or contentious information; barriers to understanding; present complex, sensitive or contentious information to large groups; provide and receive complex, sensitive information hostile, antagonistic or highly emotive atmosphere</b> Elicits highly sensitive information relating to e.g. prenatal carrier testing, inherited genetic testing where there is resistance to the notion of genetic inheritance and a need to reassure and empathise with the patient/client; gives presentations at conferences ;communicates sensitive information where patients/clients may be hostile	5(a)(b)(c)
2. Knowledge, Training & Experience	<b>Advanced theoretical and practical knowledge</b> Professional knowledge acquired through degree, supplemented by specialist training to masters level, PhD or equivalent. Highest level of specialist knowledge in own area	8(a)
3. Analytical & Judgemental Skills	<b>Highly complex facts or situations requiring analysis, interpretation, comparison of a range of options</b> Initial assessment of patient/client's family tree and highly complex history where complicated risk factors are analysed, test results interpreted and judgements made in unique situations or where opinion differs	5
4. Planning & Organisational Skills	<b>Plan and organise broad range of complex activities; formulates, adjusts plans or strategies</b> Develops strategy, service planning	4
5. Physical Skills	<b>Highly developed physical skills, accuracy important; manipulation of fine tools, materials</b> Hand eye co-ordination, accuracy required when carrying out e.g. venepuncture, microscope work	3(b)
6. Responsibility for Patient/Client Care	<b>Develop specialised programmes of care; provide highly specialist clinical technical services</b> Arranges appropriate specialist screening and testing programme; interprets diagnostic test results and advises accordingly	6(a)(b)
7. Responsibility for Policy/Service Development	<b>Responsible for policy implementation and development for a service</b> Responsible for proposing, developing and implementing policy changes for genetic counselling service	4
8. Responsibility for Financial & Physical Resources	<b>Personal duty of care in relation to equipment, resources/authorised signatory, small payments</b> Careful use of genetic counselling facilities/signatory for expenses	1-2(d)
9. Responsibility for Human Resources	<b>Teach/deliver specialist training/teach, devise training and development programmes, major job responsibility</b> Provides specialist training & education/ develops education programmes	3(c)-4(b)
10. Responsibility for Information Resources	<b>Record personally generated information</b> Maintains patient/client records	1
11. Responsibility for Research & Development	<b>R&amp;D activity as major job requirement/co-ordinate, implement R&amp;D activity as job requirement</b> Involved in research projects on an ongoing basis/supervises collection of data and management of research projects	3-4
12. Freedom to Act	<b>General policies, need to establish interpretation</b> Responsible for establishing how policies should be interpreted	5
13. Physical Effort	<b>Combination of sitting, standing, walking</b> Walks between clinics, sits during assessments	1
14. Mental Effort	<b>Occasional/frequent intense concentration</b> In-depth proactive mental attention during patient/client risk assessment and counselling	4(b)-5
15. Emotional Effort	<b>Frequent distressing or emotional circumstances; occasional/frequent highly distressing</b> Counselling the terminally ill or bereaved where there is a need for genetic testing/dealing with challenging family situations e.g. paternity identification, morbidity or mortality risk assessment	3(a)(b)-4(b)
16. Working Conditions	<b>Occasional/frequent unpleasant; occasional highly unpleasant conditions</b> Body odours/ exposure to blood during venepuncture	2(a)-3(a)(b)
<b>JE Score/Band</b>	<b>JE Score 627 - 675</b>	<b>Band 8b-c-d</b>