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Version history and amendments

Action	Date	Notes
	Nov 2023	Profile suite has been transferred onto new template. No changes to wording, scores or levels.
	July 2005	<p>*Generic profile provisions apply – see note below</p> <p>Generic Profiles</p> <p>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)</p> <p>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 by 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.</p>



Profile Suite and Label	Genetic Counsellors – Genetic Counsellor Trainee
Job Statement	<ol style="list-style-type: none"> 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

Factor		Level descriptor and example job information	JE Level	JE Score
1.	Communication & Relationship Skills	<p>Provide and receive highly complex, sensitive or contentious information; barriers to understanding; provide and receive complex, sensitive information hostile, antagonistic or highly emotive atmosphere</p> <p>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</p>	5(a)(c)	45
2.	Knowledge, Training & Experience	<p>Specialist knowledge across range of procedures underpinned by theory</p> <p>Professional knowledge acquired through relevant degree plus clinical experience and counselling training or equivalent to postgraduate diploma level</p>	6	156
3.	Analytical & Judgemental Skills	<p>Range of facts or situations requiring analysis</p> <p>Initial assessment of patient/client's family tree and history where risk factors are analysed and judgements made on testing and reporting of results</p>	3	27
4.	Planning & Organisational Skills	<p>Plan and organise straightforward activities, some ongoing</p> <p>Manages ongoing caseload of patients/clients</p>	2	15
5.	Physical Skills	<p>Highly developed physical skills, accuracy important; manipulation of fine tools, materials</p> <p>Hand eye co-ordination, accuracy required when carrying out e.g. venepuncture, microscope work</p>	3(b)	27
6.	Patient/Client Care	<p>Develop programmes of care; provide specialist clinical technical services</p> <p>Arranges appropriate screening and testing programme, counsels accordingly; interprets diagnostic test results</p>	5(a)(b)	30
7.	Policy/Service Development	<p>Follows policies in own role, may be required to comment</p> <p>Follows national and organisational policies applicable to role, may comment on departmental procedures</p>	1	5
8.	Financial & Physical Resources	<p>Personal duty of care in relation to equipment, resources</p> <p>Careful use of genetic counselling facilities</p>	1	5
9.	Human Resources	<p>Demonstrate own duties</p> <p>Demonstrates own duties to others</p>	1	5
10.	Information Resources	<p>Record personally generated information</p> <p>Maintains patient/client records</p>	1	4



11.	Research & Development	Undertake surveys and audits, as necessary to own work/ regularly undertake R&D activities Completes regular activity audits and caseload statistics/ participates in local, regional or national research projects	1-2(a)	5-12
12.	Freedom to Act	Clearly defined occupational policies, work is managed rather than supervised Works with patients/clients independently within codes of conduct and policies, work is assessed during clinical supervision	3	21
13.	Physical Effort	Combination of sitting, standing, walking Walks between clinics, sits during assessments	1	3
14.	Mental Effort	Frequent intense concentration In-depth proactive mental attention during patient/client risk assessment and counselling	5	25
15.	Emotional Effort	Frequent distressing or emotional circumstances; occasional/frequent highly distressing 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)	18-25
16.	Working Conditions	Occasional/frequent unpleasant/ occasional/ frequent highly unpleasant conditions Body odours; exposure to blood during venepuncture	2(a)-3(b) – 4(b)	7-12-18
JE Score 398-423			Band 6	



Profile Suite and Label	Genetic Counsellors – Genetic Counsellor
Job Statement	<ol style="list-style-type: none"> 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

Factor		Level descriptor and example job information	JE Level	JE Score
1.	Communication & Relationship Skills	<p>Provide and receive highly complex, sensitive or contentious information; barriers to understanding; provide and receive complex, sensitive information hostile, antagonistic or highly emotive atmosphere</p> <p>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</p>	5(a)(c)	45
2.	Knowledge, Training & Experience	<p>Specialist knowledge across range of procedures underpinned by theory</p> <p>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</p>	7	196
3.	Analytical & Judgemental Skills	<p>Complex facts or situations requiring comparison of a range of options</p> <p>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</p>	4	42
4.	Planning & Organisational Skills	<p>Plan and organise straightforward activities, some ongoing/ complex activities requiring formulation, adjustment</p> <p>Manages ongoing caseload of patients/clients/ co-ordinates multi-disciplinary case conferences</p>	2–3	15-27
5.	Physical Skills	<p>Highly developed physical skills, accuracy important; manipulation of fine tools, materials</p> <p>Hand eye co-ordination, accuracy required when carrying out e.g. venepuncture, microscope work</p>	3(b)	27
6.	Patient/Client Care	<p>Develop specialist programmes of care; provide highly specialist clinical technical services</p> <p>Arranges appropriate specialist screening and testing programmes, counsels accordingly; interprets complex diagnostic test results</p>	6(a)(b)	39
7.	Policy/Service Development	<p>Follows policies in own role, may be required to comment/Implement policies and propose changes to practices, procedures for own area</p> <p>Follows national and organisational policies/ implements policies related to provision of genetic counselling service, proposes changes to service delivery and working practices</p>	1–2	5-12
8.	Financial & Physical Resources	<p>Personal duty of care in relation to equipment, resources</p> <p>Careful use of genetic counselling facilities</p>	1	5



9.	Human Resources	Professional, clinical supervision Supports and mentors trainees, students undertaking placements	2(b)	12
10.	Information Resources	Records personally generated information Maintains patient/client records	1	4
11.	Research & Development	Undertake surveys and audits as necessary to own work/ regularly undertakes R&D activities Completes regular activity audits and caseload statistics/ participates in local, regional, national research projects	1-2(a)	5-12
12.	Freedom to Act	Clearly defined occupational policies, work is managed rather than supervised/ broad occupational policies Works within professional guidelines/ works autonomously, lead practitioner, own caseload in the community	3-4	21-32
13.	Physical Effort	Combination of sitting, standing, walking Walks between clinics, sits during assessments	1	3
14.	Mental Effort	Frequent intense concentration In-depth proactive mental attention during patient/client risk assessment and counselling	5	25
15.	Emotional Effort	Frequent distressing or emotional circumstances; occasional/frequent highly distressing 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)	18-25
16.	Working Conditions	Occasional/ frequent unpleasant; occasional/frequent highly unpleasant conditions Body odours; exposure to blood during venepuncture	2(a) – 3(a)(b) – 4(b)	7-12-18
JE Score 469-524			Band 7	



Profile Suite and Label	Genetic Counsellors – Genetic Counsellor Principal
Job Statement	<ol style="list-style-type: none"> 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		Level descriptor and example job information	JE Level	JE Score
1.	Communication & Relationship Skills	<p>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</p> <p>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</p>	5(a)(b)(c)	45
2.	Knowledge, Training & Experience	<p>Highly developed specialist knowledge, underpinned by theory and experience</p> <p>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</p>	7	196
3.	Analytical & Judgemental Skills	<p>Complex/highly complex facts or situations requiring analysis, interpretation, comparison of a range of options</p> <p>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</p>	4–5	42-60
4.	Planning & Organisational Skills	<p>Plan and organise complex activities or programmes, requiring formulation, adjustment</p> <p>Plans and organises multidisciplinary clinics and meetings, organises student work placements</p>	3	27
5.	Physical Skills	<p>Highly developed physical skills, accuracy important; manipulation of fine tools, materials</p> <p>Hand eye co-ordination, accuracy required when carrying out e.g. venepuncture, microscope work</p>	3(b)	27
6.	Patient/Client Care	<p>Develop specialised programmes of care; provide highly specialist clinical technical services</p> <p>Arranges appropriate specialist screening and testing programme; interprets diagnostic test results and advises accordingly</p>	6(a)(b)	39
7.	Policy/Service Development	<p>Propose policy or service, impact beyond own area</p> <p>Develops policies in area of specialism which impact on other disciplines e.g. genetic testing in childhood</p>	3	21
8.	Financial & Physical Resources	<p>Personal duty of care in relation to equipment, resources</p> <p>Careful use of genetic counselling facilities</p>	1	5



9.	Human Resources	Day to day management; allocate, place, and supervise staff or students; teach/deliver specialist training/teach, devise programmes as major job responsibility Undertakes placement programmes for students; provides specialist training in area of expertise	3(a)(b)(c) – 4(c)	21-32
10.	Information Resources	Record personally generated information Maintains patient/client records	1	4
11.	Research & Development	Regularly undertake R&D activities/ major job requirement Participates in local, regional, national research projects	2(a)–3	12-21
12.	Freedom to Act	Broad occupational policies Interprets policies in relation to own specialist caseload	4	32
13.	Physical Effort	Combination of sitting, standing, walking Walks between clinics, sits during assessments	1	3
14.	Mental Effort	Frequent intense concentration In-depth proactive mental attention during patient/client risk assessment and counselling	5	25
15.	Emotional Effort	Frequent distressing or emotional circumstances; occasional/frequent highly distressing 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)	18-25
16.	Working Conditions	Occasionally/frequent unpleasant; occasional/frequent highly unpleasant conditions Body odours/ exposure to blood during venepuncture	2(a)–3(b) – 4(b)	7-12-18
JE Score 524-580			Band *8a	



Profile Suite and Label	Genetic Counsellors – Genetic Counsellor Consultant
Job Statement	<p>5. Provides expert professional advice to patients/clients, colleagues and other health professionals</p> <p>6. Acts as lead genetic Counsellor in field of expertise</p> <p>7. Collaborates with academic institutions to lead on education, research and practice development</p> <p>8. Provides specialist consultancy within organisation and externally</p>

Factor		Level descriptor and example job information	JE Level	JE Score
1.	Communication & Relationship Skills	<p>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</p> <p>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</p>	5abc	45
2.	Knowledge, Training & Experience	<p>Advanced theoretical and practical knowledge</p> <p>Professional knowledge acquired through degree, supplemented by specialist training to masters level, PhD or equivalent. Highest level of specialist knowledge in own area</p>	8a	240
3.	Analytical & Judgemental Skills	<p>Highly complex facts or situations requiring analysis, interpretation, comparison of a range of options</p> <p>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</p>	5	60
4.	Planning & Organisational Skills	<p>Plan and organise broad range of complex activities; formulates, adjusts plans or strategies</p> <p>Develops strategy, service planning</p>	4	42
5.	Physical Skills	<p>Highly developed physical skills, accuracy important; manipulation of fine tools, materials</p> <p>Hand eye co-ordination, accuracy required when carrying out e.g. venepuncture, microscope work</p>	3(b)	27
6.	Patient/Client Care	<p>Develop specialised programmes of care; provide highly specialist clinical technical services</p> <p>Arranges appropriate specialist screening and testing programme; interprets diagnostic test results and advises accordingly</p>	6ab	39
7.	Policy/Service Development	<p>Responsible for policy implementation and development for a service</p> <p>Responsible for proposing, developing and implementing policy changes for genetic counselling service</p>	4	32
8.	Financial & Physical Resources	<p>Personal duty of care in relation to equipment, resources/authorised signatory, small payments</p> <p>Careful use of genetic counselling facilities/signatory for expenses</p>	1-2d	5-12



9.	Human Resources	Teach/deliver specialist training/teach, devise training and development programmes, major job responsibility Provides specialist training & education/ develops education programmes	3c -4b	21-32
10.	Information Resources	Record personally generated information Maintains patient/client records	1	4
11.	Research & Development	R&D activity as major job requirement/co-ordinate, implement R&D activity as job requirement Involved in research projects on an ongoing basis/supervises collection of data and management of research projects	3-4	21-32
12.	Freedom to Act	General policies, need to establish interpretation Responsible for establishing how policies should be interpreted	5	45
13.	Physical Effort	Combination of sitting, standing, walking Walks between clinics, sits during assessments	1	3
14.	Mental Effort	Occasional/frequent intense concentration In-depth proactive mental attention during patient/client risk assessment and counselling	4b-5	18-25
15.	Emotional Effort	Frequent distressing or emotional circumstances; occasional/frequent highly distressing 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	3ab-4b	18-25
16.	Working Conditions	Occasional/frequent unpleasant; occasional highly unpleasant conditions Body odours/ exposure to blood during venepuncture	2a-3ab	7-12
JE Score 627-675			Band 8b-c-d	