Dear Candidate

POST: Genetic Counsellor in Cancer Genetics
DEPARTMENT: Clinical Genetics
HOURS: 37.50
CLOSING DATE: 18/04/2014
CONTRACT TYPE: Permanent

NHS Greater Glasgow and Clyde welcomes your enquiry in connection with the above post. Please find enclosed an information pack.

Should you wish to submit an application for the above post, please ensure you do so in advance of the closing date. Late applications will not be forwarded for shortlisting. When submitting your completed application please take note of the following:

- All posts close **Friday NOON**
- Please allow **2 days** for postal deliveries
- Charges levied by The Royal Mail are based on the size of the envelope/package. It is your responsibility to ensure that the correct postage cost is paid when returning your completed application (NHS Greater Glasgow and Clyde will not pay excess postage)
- Incorrect postage amount may delay your application being delivered to NHS Greater Glasgow and Clyde by Royal Mail until after the closing date. This will result in your application not being considered for shortlisting.
- NHS Greater Glasgow and Clyde does not routinely acknowledge receipt of application forms unless the application form has been submitted electronically to nhsggcrecruitment@nhs.net

Please note that should you contact the Recruitment Service to discuss any queries regarding your application, it is advisable that you retain the job reference number as you will be asked to quote this when you call. In the meantime, I wish you success with your application and should you require any further information or wish to check the progress of your application please do not hesitate to contact the Recruitment Service on the contact telephone number shown above. You can view further information on NHS Greater Glasgow and Clyde as well as accessing details of current vacancies, by visiting our website at www.nhsggc.org.uk

Yours sincerely

Alice Vickery
Recruitment Assistant
Information pack for the post of:
Genetic Counsellor in Cancer Genetics
Based at Southern General Hospital
37.50 hours per week
Job Reference Number 0000032817N
Closing date: 18/04/2014

APPLICATION PACK CONTENTS

This Application Pack provides prospective candidates with details of the post and background information about NHS Greater Glasgow and Clyde.

- The contents of this pack are as follows:-

  a) Job Description
  b) NHS Scotland Application Form including Equal Opportunities Monitoring Form*
  c) Confirmation of Eligibility to Work in the UK Statement**
  d) General Information for candidates
  e) Terms and Conditions of Employment

*The Equal Opportunities Monitoring form is required for monitoring purposes only and will not be made available to the interview panel during any part of the recruitment process.

** We are legally required to check that all prospective employees have the right to work in the UK. Please see the Terms and Conditions for this post for further information.

HOW TO SUBMIT YOUR APPLICATION FORM

- The fastest way to return your application is by email to nhsggcrecruitment@nhs.net
- Please return your application form as soon as you have completed it and do not wait until the closing date.
- If your application is received by the closing date, it will be forwarded for short listing.
- You should note that NHS Greater Glasgow and Clyde does not acknowledge receipt of applications unless the application form is submitted by email.
- Please note that if you do not hear anything further within 6 weeks of the closing date for the post, your application has been unsuccessful on this occasion and you will receive no further correspondence.
- For further information on the application process please see the General Information for Applicants page.
Please Note:

With effect from 28th February, 2011 posts considered to be within "Regulated Work" with Children and/or "Regulated Work" with Protected Adults will require membership of the Disclosure Scotland Protection of Vulnerable Groups Scheme (PVG Scheme) as a condition of employment. The PVG Scheme is applicable to both EEA and Non EEA Nationals.

Please note:
You do not have to do anything about PVG Membership when submitting your application form for the post. Candidates selected for appointment will be advised on how to become a PVG Scheme Member prior to taking up the position.

Further information on the PVG Scheme Membership can be found at the following:- www.disclosurescotland.co.uk/pvg
NHS GREATER GLASGOW AND CLYDE GENERAL INFORMATION FOR APPLICANTS

- Decisions to shortlist candidates for interview are made ONLY on the contents of your application form. Please ensure that you read the job description carefully, complete all applicable sections of the application and that your Statement in support of your Application clearly demonstrates how you meet the requirements of the post. Please note Curriculum Vitae will NOT be accepted as part of the application process.

- You must ensure that you provide complete and appropriate employment or character reference contact details including email link. See the application form for further guidance.

- NHS Greater Glasgow and Clyde operates a NO SMOKING Policy on all premises and grounds.

- Please note that all offers of employment will be subject to the receipt of satisfactory References, Occupational Health Screening, Eligibility to Work in the United Kingdom and either, where applicable, PVG Scheme Membership or a Standard Disclosure Check.

- Like other NHS Boards across the country, demand for car parking on our hospital sites far outweighs availability. As a result, access to on-site parking is extremely limited and you will therefore need to find alternative ways of travelling to work if you are selected for the post. To help you do this we’ve introduced a number of initiatives including car share and discounted public transport schemes. For further information on these and other travel options available, including park and ride facilities, please contact the Travel Plan Office on 0141 201 4818 or email Douglas.Mcintosh@ggc.scot.nhs.uk. For further information on our car parking arrangements and details of our car parking policy visit www.nhsggc.org.uk/parking or graeme.condie@ggc.scot.nhs.uk.

- For further information on this vacancy contact Rosemary Davidson on 0141 354 9234

How to Submit Your Postal Application

- If you are unable to submit your application by email to nhsggcrecruitment@nhs.net then you can hand deliver it direct to the Recruitment Service located at the address below between the hours of 9 am to 5 pm Monday to Friday or return it by post quoting the job number and closing date on your envelope to:

  Job Reference Number 0000032817N and closing date 18/04/2014
  NHS Greater Glasgow and Clyde
  Recruitment Services, 1st Floor
  Modular Building, Gartnavel Royal Hospital
  1055 Great Western Road
  GLASGOW
  G12 0XH

Please note that when returning your completed application and any associated enclosures by Royal Mail you must ensure that the correct postage cost is paid. Applications with insufficient postage may not be delivered to the above address by the closing date.
NHS Greater Glasgow and Clyde Employee Benefits

- NHS Scotland Superannuation Pension Scheme.
- Staff Bursary Scheme to support continuing education and training.
- On-going commitment to learning and development through competency based training and individual personal development plans informed by the Knowledge and Skills Framework (summary guidance can be accessed via www.nhsggc.org.uk go to Career and Jobs, click Agenda for Change and select Knowledge and Skills Framework).
- Child care vouchers.
- Interest free loan to purchase Zonecard’s - a flexible season ticket for unlimited travel by rail, subway, most buses and even some ferries (details on public transport routes to NHS Greater Glasgow and Clyde’s sites can be found by visiting www.nhsggc.org.uk and select Transport and Parking on the home page or visit www.spt.co.uk/travelinfo.
- Cycle to Work Scheme, for staff to purchase a bicycle and any equipment needed and then repay those costs through their salary.

For more information about the benefits and discounts available to NHS Greater Glasgow and Clyde staff, visit www.nhsstaffbenefits.co.uk and www.nhsdiscounts.com

NHS GREATER GLASGOW AND CLYDE TERMS AND CONDITIONS OF SERVICE

1. Terms and Conditions of Service
   The terms and conditions applicable to this post are those of all NHS Employees.

2. Superannuation Pension Scheme
   You have the option to join the NHS Superannuation Scheme, to participate in the State Earnings Related Pension Scheme or to take out a Personal Pension. Employee’s contributions to the NHS Scheme are tiered based on your earnings and the employer’s contribution equates to 13.5% of salary. Employees in the NHS Scheme are “Contracted-out” of the State Earnings Related Pension Scheme and pay a lower rate of National Insurance contributions. Employees who choose to participate in the State Earnings Related Pension Scheme pay the higher rate of National Insurance contribution. A Stakeholder Pension is also available. For more information on the Pension Scheme visit www.sppa.gov.uk

3. Salary - £31072.00 - £40964.00 per annum (pro rata where applicable)
   Please note that in accordance with Agenda for Change NHS Terms and Conditions of Service candidates new to the NHS generally start at the entry point of the pay scale.

4. Pay Scale - This post is a Band 7

5. Annual Leave
   The annual leave entitlement in a full year commencing 1st April to 31st March is 27 days (202.5 hours), rising to 29 days (217.5 hours) after 5 years’ service and 33 (247.5 hours) days after 10 years’ service. There are 8 (60 hours) Statutory and Public Holidays in each leave year. (pro rata where applicable)

6. Hours of Duty - 37.50 Hours per week

7. Contract Type - This post is offered on a Permanent basis.
8. **Confirmation of Eligibility to Work in the UK** - NHS Greater Glasgow and Clyde has a legal obligation to ensure that its employees, both EEA and non EEA nationals, are legally entitled to work in the United Kingdom.

Before any person can commence employment within NHS Greater Glasgow and Clyde they will need to provide documentation to prove that they are eligible to work in the UK. Non EEA nationals will be required to show evidence that either Entry Clearance or Leave to Remain in the UK has been granted for the work which they are applying to do. Where an individual is subject to immigration control under no circumstances will they be allowed to commence until the right to work in the UK has been verified.

ALL applicants regardless of nationality must complete and return the Confirmation of Eligibility to Work in the UK Statement with their completed application form. You will be required provide appropriate documentation prior to any appointment being made.

9. **Rehabilitation of Offenders Act (Exclusions & Exceptions) (Scotland) Order 2003**

NHS Scotland is exempt from the 1974 Rehabilitation of Offenders Act (Exclusions & Exceptions) (Scotland) Order 2003. This means that unless otherwise stated in the job description, person specification or application pack, applicants must tell us about any previous convictions either classed as ‘spent’ for ‘unspent’ and this information will be verified by Disclosure Scotland for relevant posts.

**Disclosure Scotland Record Checks**

With effect from 28th February, 2011 posts considered to be within "Regulated Work" with Children and/or "Regulated Work" with Protected Adults will require membership of the Disclosure Scotland Protection of Vulnerable Groups Scheme (PVG Scheme) as a condition of employment.

**Please note:**

You do not have to do anything about PVG Membership when submitting your application form for the post. Candidates selected for appointment will be advised on how to become a PVG Scheme Member prior to taking up the position.

Further information on the PVG Scheme Membership can be found at the following:-

http://www.disclosurescotland.co.uk/pvg

**Standard Disclosure Check**

For other roles not considered to be within "Regulated Work with Children" and/or "Regulated Work with Protected Adults", a Standard Disclosure Check may be required and the cost of this will be met by NHS Greater Glasgow and Clyde.

Applicants who have lived outside the UK within the last five years, if offered a position, in addition to a Disclosure Scotland Check, will be required to provide a completed police record check (Certificate of Good Conduct) from the police authority in the country or countries in which they were resident.

Please note that documents in languages other than English should be accompanied by certified translations into English.

If you are offered employment, failure to disclose convictions could result in dismissal or disciplinary action. Any information you provide will be treated in the strictest confidence and considered only in relation to the post for which this application form refers.
10. Equal Opportunities

NHS Greater Glasgow and Clyde works hard to operate as an equal opportunities employer. We are committed to treating all our patients, staff and people who apply for jobs with fairness, consistency and respect. Therefore to help us to check that we are fair in how we operate, we ask you to fill in Part D of your application form as fully as you can. This part of the form is optional, and it may seem like we are asking for a lot of personal information, but everything will be kept secure and we do not pass any of this information on to managers who are shortlisting or interviewing, nor to any other third party. This data is used to check that our workforce is balanced and represents the best candidates from all parts of society regardless of age, disability, gender reassignment, marriage or civil partnership, pregnancy or maternity status, race, religion or belief, sex, sexual orientation and/or socio-economic status. For more information please visit our website www.nhsggc.org.uk or www.equalitiesinhealth.org
NHS GREATER GLASGOW & CLYDE
CONFIRMATION OF ELIGIBILITY TO WORK IN THE UK STATEMENT

PLEASE NOTE THIS DOCUMENT MUST BE COMPLETED AND RETURNED BY ALL APPLICANTS

Post Applied For: Genetic Counsellor in Cancer Genetics
Post Ref: 0000032817N
Candidate ID Number: (for office use only) {Candidates.Candidate Number}

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We need to know if you are eligible for employment in the UK. Even if you are a British Citizen, we need to confirm your eligibility. Please read all questions carefully before completing this form. We will not use the information you provide in this part of the form for the shortlisting process. It will be separated from your application form when we receive it.

1. Are you a British citizen or a European Economic Area National? [ ] Yes [ ] No
   - If you have answered NO, please answer all questions from 2 - 6 and read and sign the declaration at section 7.
   - If you have answered YES, please read and sign the declaration at section 7.

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2. Do you have right to work in the UK? [ ] Yes [ ] No

3. What is your Nationality?

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ENTRY CLEARANCE/LEAVE TO REMAIN

4. Date of Entry to the UK
   - Day: _____ Month: _____ Year: _____

5. Date Period of Entry/Leave to remain in the UK
   - Day: _____ Month: _____ Year: _____

   ceases (Visa Expiry)

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5. PLEASE INDICATE WHICH IMMIGRATION STATUS APPLIES TO YOU.

<table>
<thead>
<tr>
<th>Tier 1 General</th>
<th>Tier 1 Post Study</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tier 2 General Certificate of Sponsorship (formerly Work Permits)</td>
<td>Refugee/Asylum Seeker</td>
</tr>
<tr>
<td>Tier 4 (formerly Student Visa)</td>
<td>Clinical Attachment or Dental Observer</td>
</tr>
<tr>
<td>Spousal/Dependant of permit/visa holder</td>
<td>Tier 5 Medical Training Initiative</td>
</tr>
<tr>
<td>Other - Please Specify</td>
<td>Ancestry visa holder</td>
</tr>
<tr>
<td></td>
<td>PLAB or visitor visa holder</td>
</tr>
</tbody>
</table>

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PLEASE NOTE THAT YOU WILL BE REQUIRED TO PROVIDE APPROPRIATE DOCUMENTATION PRIOR TO ANY APPOINTMENT BEING MADE.
6. **Date period of entry to UK ceases (visa expiry)** Day: Month: Year:

If you have answered questions 2 to 6, please attach the following documentation (photocopies are acceptable):

- Passport
- Visa
- Letter of Immigration status from the Home Office (if applicable)

Documents in foreign languages must be accompanied by certified translations into English.

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I confirm that the information provided on this form is to the best of my knowledge correct. I understand that failure to enclose the required documentation will mean my application cannot be considered for shortlisting.

7. **SIGNATURE**

For Official Use Only

<table>
<thead>
<tr>
<th>CATEGORY 1:</th>
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<tbody>
<tr>
<td>CATEGORY 2:</td>
<td></td>
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</tbody>
</table>

Post Applied For: Genetic Counsellor in Cancer Genetics

Post Ref: 0000032817N

Candidate ID Number: *(for office use only) {Candidates.Candidate Number}*

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7. **DECLARATION**

- I declare that the information provided in this form is to the best of my knowledge true and complete.
- I understand that ALL applicants are required to provide proof of their Eligibility to Work in the UK.
- I understand that it is my responsibility to ensure that I complete this document correctly and that I will be required to provide proof of my Eligibility to work in the UK prior to any formal offer of employment being made.
- I understand that Applications from candidates who require a Tier 2 General Certificate of Sponsorship will only be considered if no suitable UK or EEA national is identified for this post. For further information on the UK Border Agency’s Points Based System for immigration into the UK, please visit [www.bia.homeoffice.gov.uk](http://www.bia.homeoffice.gov.uk)

**SIGNATURE** ______________________  **Date** _____________
1. JOB DETAILS

<table>
<thead>
<tr>
<th>Job Title:</th>
<th>Genetic Counsellor in Cancer Genetics</th>
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</thead>
<tbody>
<tr>
<td>Department(s):</td>
<td>West of Scotland Regional Genetics Service, Level 2A, Laboratory Medicine, Southern General Hospital, Glasgow G51 4TF</td>
</tr>
<tr>
<td>Accountable to:</td>
<td>Consultant in Clinical Cancer Genetics</td>
</tr>
</tbody>
</table>

2. JOB PURPOSE

- To provide a high quality, expert genetic counselling service to those who are concerned about a familial risk of cancer. This involves establishing and confirming family history in patients for whom there is thought to be an increased familial risk, analysing this information and formulating a management plan if the increased risk is confirmed, and referring the families for surveillance or arrange genetic testing as appropriate.
- To act within the context of a widespread multidisciplinary team, involving members of specific cancer Managed Clinical Networks, and thereby to influence the implementation of evidence based practice in line with relevant local, regional and national strategies.
3. ORGANISATIONAL POSITION

The West of Scotland Cancer Genetics Service is based in the Laboratory Medicine building at Southern General, and serves a population of 2.6 million across the West of Scotland and involving 5 Health Board areas. The clinical team comprises 5 cancer genetics counsellors (including 4 principal genetic counsellors), 1 consultant clinical geneticist (who also does general genetics), along with the postholder and secretarial and laboratory backup. Within the department, there are 7 further consultant clinical geneticists, 2 specialist trainees, 5 genetic counsellors working with other conditions (including 1 consultant counsellor) and 1 academic geneticist with honorary consultant status. There are also 2 specialty doctors working with myotonic dystrophy patients, 2 support nurses, and a research nurse.

4. SCOPE AND RANGE

The Cancer Genetics service was set up by the Scottish Executive Health Department, to provide a service to determine which patients concerned about a family history of cancer do indeed have an increased risk sufficient to require screening. The genetic counsellor works in a team with other genetic counsellors, working independently for much of the time, but seeking advice from the consultant with an interest in cancer genetics where necessary. He / she also liaises with the patient’s GP or other source of referral, and may refer to other specialists where appropriate. As part of this role, he / she will liaise with relevant Managed Clinical Networks, serve as an educational resource for other specialties, etc.
The cancer genetics team see patients referred with concerns about a family history of cancer in the clinics at SGH, and also at satellite clinics at other sites around the West of Scotland, with home visits where appropriate. Approximately 3000 patients are seen per year, by the 5 cancer genetics counsellors, and their familial cancer risk assessed and managed by reassurance, referral for surveillance to other clinics, or consideration of testing or preventive surgery depending on the level of risk. This process requires liaison with cancer registries, hospital records departments, and genealogy for confirmation of diagnoses; with other specialties to arrange surveillance or discussion of possible surgery; and with the laboratory and the clinical geneticists as well as other family members with regard to potential genetic testing.

The postholders also work within a regional and national perspective, contributing to the development of guidelines to be used by each of the 4 genetics centres across Scotland, and interacting with regional Managed Clinical Networks, to ensure equity of access to surveillance by different family members irrespective of where they live. Hence the postholder is key to coordinating the care of the individual who may be involved with multiple professionals, and to ensuring consideration is given to the needs of other members of the wider family.

5. MAIN DUTIES/RESPONSIBILITIES

Clinical
- Manage a caseload of patients and their families referred because of concerns about a family history of cancer, to clinics at SGH, satellite clinics elsewhere in the region, in GP surgeries or in their own homes as appropriate.
- Elicit and accurately document the patient’s detailed family history, along with relevant medical and psychological history and his / her own concerns and expectations.
- Confirm the diagnoses in the family where necessary by liaising with cancer registries, hospital medical records departments and genealogists, in order to interpret the family history and allow calculation of the patient’s and family’s risk of being affected by one of a number of cancer genetic syndromes.
- Use knowledge of the underlying principles of cancer genetics and current management guidelines to communicate the likely risks to the patient and family; plan an appropriate strategy for surveillance to be offered if relevant; and make the necessary referrals to other agencies for this to be carried out if the patient wishes. This process involves communicating highly complex information to families, and presenting surveillance or preventive options where there may be no clear consensus available on the best way forward. There is often a need to source and interpret complex scientific papers which may provide conflicting or inadequate information. Advise on the risks to other specified family members, and suggest how they can seek further advice.
- Maintain information on patients undergoing surveillance, and attempt to obtain outcomes to evaluate the process..
- Identify families for whom genetic testing may be appropriate, and arrange collection of appropriate samples from relatives, either through primary or secondary care, or by seeing the patients and taking blood from them at home or in the clinic. Discuss with the individual the implications of genetic testing for themselves and their families, and potential insurance implications, using non directive counselling skills, to facilitate decision making.
• Interpret and communicate normal and abnormal genetic test results to patients and other health care professionals. This involves communicating highly sensitive and potentially psychologically distressing information, eg telling a patient that she/he has inherited a condition leading to a high risk of developing various cancers.
• May, with experience, act as lead genetic counsellor in a designated area.

Communication
• Communicate complex and sensitive genetic information to patients and their families, regarding risks of developing cancer and possible surveillance, available genetic tests or preventive options including surgery (eg removal of breasts to reduce the risk of breast cancer). Face to face discussions may be supplemented by telephone calls, letters to the patient and information leaflets which the postholder may develop for local use.
• Act as a point of contact for individuals who have been seen in the clinic, in order to be updated about significant changes in the family history or emerging issues for the individuals and also to update them if new scientific information becomes available which may be of relevance to the family.
• Communication of similar genetic information and screening / testing options to the patients’ GP, and referring clinician (by letter, or where necessary by phone), and referral of patients requiring screening or discussion of preventive surgery to the appropriate surgical clinic.
• Liaison with laboratory colleagues to order and prioritise genetic tests, and to discuss the interpretation of complex test results.
• Liaison with colleagues in other genetics centres about shared families, to ensure all centres have the most up to date information available.
• Liaise nationally and internationally with other laboratories (genetics and pathology) to ensure the availability of the most up to date tests and information available.
• Take part in meetings with cancer genetics or other colleagues to discuss difficult cases where there are diagnostic or ethical concerns, and to propose and discuss potential changes to working practices within the cancer genetic clinic or the closely associated family history screening clinics. This would include participating in Managed Clinical Networks for each of the main common cancers seen, and working with colleagues involved in the network to ensure local guidelines and protocols are in line with national and regional priorities. Hence structured pathways of care may be defined, to deliver appropriate patient focused interventions.
• Participate in development of nationally agreed protocols for management of families, with colleagues from other Scottish genetics centres, screening clinics and Scottish Executive Health Department. This may involve representing the views of the professional group on committees at national level, and by this route may influence national policies for cancer genetic services.

Education / Training and Research
• Contribute to audit of cancer genetics services, to evaluate and further develop the service. The postholder may act as a lead on local audit and research projects, and will also contribute to national and international projects.
• Maintain a portfolio of multicentre collaborative trials which may be relevant to cancer genetics patients; identify patients who may be eligible and give them sufficient information to allow them to make an informed decision about participation.
• Present findings of research, audit and clinical practice to large groups of staff or members of the public within the department, regionally, nationally or internationally.
• Participate in the teaching of cancer genetics to medical and other health care
personnel, and to members of the public, by presenting at meetings and through informal teaching in the clinic setting. This may include planning teaching sessions eg study days for nursing and other health care professionals working in the cancer field.

- Prepare and present scientific articles in clinical and departmental journal clubs and at study days, and take responsibility for continuing professional development by attending meetings and study days and accessing up to date reviews in order to keep up to date with changes in the field, which is particularly fast moving.

6. SYSTEMS AND EQUIPMENT

Casenotes
- The postholder is responsible for documenting all clinical consultations, by updating electronic casenotes with (scanned) handwritten notes or typed notes, and (scanned) pedigree drawings, and ensuring electronic filing of reports etc. Letters to referring clinicians, and referrals to other agencies are dictated or typed as standard letters and copies kept in electronic casenotes. Electronic notes are currently maintained in a document management system, ‘Invu’.

Computer databases
- Patient data is recorded on patient information systems, which includes a dedicated departmental database in Microsoft Access. These are updated by the postholder, and there is a regular requirement to search the database to locate data concerning families, and a less frequent need to design queries to access summary data. The department is in the process of transferring data from the current databases to a new, customized genetics database (‘PASS’), which will take over as a focus for much of the work of the department eg standardizing making of appointments, recording clinic consultations and linking family records by electronic pedigrees.

Computer use
- Computers are used on a daily basis, to access patient information in Invu, for word processing using Microsoft Word; updating and interrogating databases using Microsoft Access; and accessing the internet using Internet Explorer to do literature searches. In future, much of the day to day work will involve using the new PASS system. Microsoft Powerpoint is used to develop presentations several times per month, and Microsoft Excel occasionally.

7. DECISIONS AND JUDGEMENTS

- The postholder is accountable for his / her own professional actions. He / she works autonomously, making complex clinical decisions regarding patient management without direct supervision. He / she manages a caseload of patients, interpreting the family history, liaising with the laboratory and other information agencies, and developing a management plan, although he/she is able to seek advice from the consultant clinical geneticist in difficult or particularly complex cases, and acts according to national and local protocols (which he/she helped to develop). However, these rarely cover all eventualities and the ability to use clinical judgement is essential.
- He / she may act as duty genetic counsellor, answering queries from patients and health professionals about cancer genetics issues.
8. COMMUNICATIONS AND RELATIONSHIPS

The postholder communicates highly complex and sensitive information on a daily basis, to patients and families, and to other health professionals. There may be barriers to understanding if the patients are very anxious, if they have little appreciation of biology, if there are language barriers or for other cultural or psychological reasons. The information may be potentially distressing, not only to the patient but also to (or on behalf of) other family members, and many conflicting emotions may be evoked. Also, different individuals will have different preferences for how much information they want or can deal with. Hence sensitive handling and expert knowledge of counselling techniques is required.

9. DEMANDS OF THE JOB

Physical
- A degree of manual dexterity is required for venepuncture and keyboard use.
- The postholder is required to travel to satellite clinics or to visit patients in their homes on a regular basis, several times per month. This would usually involve driving.

Mental
- Frequent concentration is required during clinics (30-40 minute session per patient), analysis of family history information, and education sessions. The work pattern means this is not always predictable, eg answering ad hoc phone enquiries from patients, relatives and other health care professionals.
- Critical analysis skills are needed to analyse the family histories in the context of the available, sometimes conflicting, literature on cancer genetics.

Emotional
- The postholder meets patients and family members who may be distressed about their cancer diagnosis or that of other relatives, who may have lost relatives to cancer, and may find their familial risk of cancer or genetic status difficult to cope with. Listening to and supporting individuals relaying distressing stories of multiple cancer diagnoses among their close family can be upsetting for the postholder, as can seeing healthy at risk family members they have followed up for some time develop cancer themselves.
- The postholder may be giving genetic test results to the patient, potentially telling them they have a very high risk of developing cancer.

10. MOST CHALLENGING/DIFFICULT PARTS OF THE JOB

Working with families can raise many difficult issues, as there can be complex interpersonal dynamics which may impact on who comes forward, psychological issues surrounding decisions whether to undergo genetic testing and coping with knowledge of increased risk status, and challenges to maintaining confidentiality where different family members may not all have access to the same family information.
11. KNOWLEDGE, TRAINING AND EXPERIENCE REQUIRED TO DO THE JOB

The postholder may come from a scientific or a nursing background. Hence, he / she may have either:

- A first degree in a relevant subject (such as molecular genetics, biological sciences) and an MSc in Genetic Counselling OR
- A professional qualification, such as RGN or social work, and a relevant first degree or MSc in a related field. At least 5 years post registration experience, to include 2 years professional clinical experience in a health or social care setting, consistent with NMC level 3 senior registered practitioner status.

In addition, the postholder would be expected to have experience of working in genetics for at least 2 years, during which time a knowledge of genetics and of cancer genetics, obtained through graduate or postgraduate courses, would be gained. Familiarity with database and word processing and phlebotomy skills is also necessary. He/she may have gained the status of Registered Genetic Counsellor, or be working towards this. (As part of this process, a further requirement is counselling training of at least 90 guided learning hours.)

Should a candidate have fulfilled the entry requirements to genetics but not yet have experience in a clinical post, nor be ready to apply for registration, they may be considered for the post under Annexe U of Agenda for Change.
PERSON SPECIFICATION FORM

Job Title:- Genetic counsellor in Cancer Genetics

Department:- Clinical Genetics, Laboratory Medicine building, Southern General Hospital

<table>
<thead>
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<th>Qualifications</th>
<th>Essential (✓)</th>
<th>Desirable (✓)</th>
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<tbody>
<tr>
<td>MSc in Genetic Counselling (GCRB approved course)</td>
<td>✓</td>
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<tr>
<td>OR</td>
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<tr>
<td>Professional qualification eg RGN, and relevant first degree or MSc in related field. Evidence of post registration professional clinical experience in a health or social care setting at a senior level.</td>
<td>✓</td>
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<tr>
<td>Evidence of completion of at least 90 hours of guided learning hours of counselling training</td>
<td>✓</td>
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<tr>
<td>Knowledge of human genetics through MSc as above, or through a graduate / postgraduate course (minimum 30 hours)</td>
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<thead>
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<th>Desirable (✓)</th>
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<td>Two years’ clinical experience in clinical genetics (for band 7 post)</td>
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<td>Experience of working in a multidisciplinary setting / liaising with other health care professionals</td>
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</tr>
<tr>
<td>Experience of working with individuals and families who are distressed</td>
<td></td>
<td>✓</td>
</tr>
<tr>
<td>Experience of working with individuals and families affected by genetic conditions (for annex U candidates)</td>
<td></td>
<td>✓</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Behavioural Competencies</th>
<th>Essential (✓)</th>
<th>Desirable (✓)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ability to work autonomously and manage an independent clinical caseload</td>
<td>✓</td>
<td></td>
</tr>
<tr>
<td>Commitment to working with AGNC Code of Ethics</td>
<td>✓</td>
<td></td>
</tr>
<tr>
<td>Ability to recognise limitations of own experience and</td>
<td>✓</td>
<td></td>
</tr>
<tr>
<td>Requirement</td>
<td>Essential (✓)</td>
<td>Desirable (✓)</td>
</tr>
<tr>
<td>-----------------------------------------------------------------------------</td>
<td>---------------</td>
<td>---------------</td>
</tr>
<tr>
<td>Seek advice as appropriate</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Ability to analyse research findings to inform practice development</td>
<td>✓</td>
<td></td>
</tr>
<tr>
<td>Familiarity with databases and word processing</td>
<td></td>
<td>✓</td>
</tr>
<tr>
<td>Other</td>
<td></td>
<td></td>
</tr>
<tr>
<td>GCRB Eligibility certificate</td>
<td></td>
<td>✓</td>
</tr>
<tr>
<td>Full driving licence</td>
<td></td>
<td>✓</td>
</tr>
<tr>
<td>Able to perform phlebotomy or willingness to undergo relevant training</td>
<td></td>
<td>✓</td>
</tr>
</tbody>
</table>