

Job Description

Post Title: Genomic Associate

Band: 4

Accountable To: Lead Consultant Genetic Counsellor

Department: Genomic Medicine

Base: Liverpool Women's Hospital

Job Purpose:

The Genomic Associate team is part of the Liverpool Centre for Genomic Medicine.

The post holder will be responsible for a specific group of patients who have been triaged as needing the collection of further information prior to and following an appointment with a clinician. Information will include any medical information, medical records, laboratory reports, cancer registry information and will involve contact with other relevant bodies as determined by the clinician.

Making direct contact with the patient, the post holder will draw up family pedigrees (family trees) and ensure information is ready for the clinical team to make an assessment prior to an appointment.

Duties and Responsibilities

Elicit and accurately document client's detailed family history, by telephone contact and/or from written proforma/family history questionnaires, using the departmental pedigree (family tree) drawing software.

Elicit and accurately document a medical and developmental history for paediatric clients, by telephone contact, using the departmental proforma.

Obtain consent to access medical information and confirm diagnostic information for patients and their relatives using departmental standard letters via post or email.

Follow correct legal guidance and best ethical practice regarding next of kin consent for a variety of situations (requesting tumour sample for immunohistochemistry analysis, DNA samples for transfer).

Work alongside clinicians to receive information from cancer registries.

*The **best people**, giving the **safest care**, providing **outstanding experiences***

Be aware that information communicated to patients may be of a sensitive, distressing or complex nature and may include communicating with patients who are bereaved. Use basic counselling skills to support when necessary (i.e. listening, validating, paraphrasing, and normalising). Identify when a patient should be in telephone contact with a genetic counsellor for advanced counselling support when necessary. Understand professional limitations and boundaries.

Contribute to the development and utilisation/updating of patient information leaflets used within the department.

Liaise with the clinical team to facilitate an effective service for patients.

Liaise with colleagues in other clinical genetics centres, both nationally and internationally to obtain relevant information.

Liaise regionally, nationally and internationally with laboratories, departments of histology, surgery, screening and other relevant bodies as determined by the clinician, to obtain information for the patient pathway.

Attend departmental meetings as appropriate.

Work alongside the clinicians to calculate risks for patients and their relatives with a family history of cancer, using departmental risk calculation software.

Complete the allocated triage work/information gathering in a timely fashion to facilitate the smooth running of the service and to meet waiting time directives.

Refer patients with urgent clinical queries to the clinical team as appropriate.

Must be able to work semi-autonomously, using initiative to identify tasks within the limits of the role.

Work alongside the clinical team to audit practices, evaluate and develop the service.

Take personal responsibility for continuing skills development relevant to the post.

Values Based Behaviours:

Care: we show we care about people	<p>Listens and acts to the concerns of others to bring about improvements for people (patients and staff).</p> <p>Shows empathy to others and a caring attitude to people (staff, patients and the public)</p>
Ambition: we want the best for people	<p>Motivates and coaches others to support them to develop their own capabilities and skills.</p> <p>Links individual development needs with service goals.</p> <p>Has the resilience to keep going in adversity and shows a can do attitude to deliver improvements for others.</p> <p>Strives to ensure the role or service they deliver is the best</p>
Respect: we value the differences and talents of people	<p>Notice the suggestions of others even if you may not agree.</p> <p>Provide constructive feedback.</p> <p>Show appropriate professional standards at all time.</p> <p>Concentrates on what is right rather than who is right.</p>
Engage: we involve people in how we do things	<p>Seeks feedback and input into decision making and service improvement for all people involved (patients, staff and the public).</p> <p>Actively takes others views into account.</p> <p>Shows a positive outlook to delivering the best service possible, and leads others by example.</p>
Learn : we learn from people, past, present and future	<p>Checks outcomes against plan.</p> <p>Uses evidence and experience of others to inform improvements to services for patients and staff</p> <p>Values, generates and uses evidence to lead future improvements</p>

Mandatory Statements:

1. This post is subject to an enhanced DBS check.
2. Liverpool Women's NHS Foundation Trust is committed to achieving equal opportunities in employment and has an Equality and Diversity Policy. You are expected to observe this policy in your behaviour towards: patients, work colleagues and the public.
3. Liverpool Women's NHS Foundation Trust has a responsibility and is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and for ensuring that they are protected from harm. Every employee of the Trust has a responsibility and is duty bound always to act in the best interest of a child or adult about whom we may have concerns.
4. In the course of your duties you may acquire or have access to confidential information which must not be disclosed to any other person unless in the pursuit of your duties or with specific permission given on behalf of the Trust.
5. You must ensure that you handle personal information in accordance with the requirements of the Data Protection Act 1998.
6. You must make yourselves aware of the responsibilities placed on you by the Health and Safety at Work Act [1974] to ensure that the agreed safety procedures are carried out to maintain a safe environment for other members of staff and visitors. You will have at all times a duty to conduct yourself and to undertake your work, in a safe manner, so not to endanger yourself and others around you. The degree of such responsibilities carried out by a particular individual will depend on the nature and extent of your work.
7. Should you feel concerned over any safety aspect of your work, it should be brought to the attention of your manager/supervisor, Health and Safety Manager and/or Trade Union Safety Representative. You must adhere to the health and safety rules and procedures of the Trust to ensure that the Trust meets its statutory requirements. Employees have a legal duty to use safety devices and safety equipment provided.
8. In the interests of your development you will be expected to take a positive role in the Performance and Development Review (PDR) Process.
9. You must ensure that you adhere to the Trust Infection Control policies and procedures at all times. You have a duty of care under the Health Care Act to prevent the spread of infection.

10. Within the NHS, good patient care is reliant on the availability of complete, accurate, relevant and timely data. The quality of information will limit the capability to make operational decisions about the way care is planned, managed and undertaken. Poor information quality leads to poor decision making and may put service users at risk. High quality information means better, safer patient care. Where you are required to record data on any system, regardless of the type of media, you must ensure that it is up to date, accurate, complete and timely. Ensure that you feel sufficiently knowledgeable about the system you are asked to use and what is required of you in order to fulfil your task accurately. Where an error is created or discovered by yourself on any system which you cannot rectify, you must contact the relevant helpdesk / system owner or your Line manager. Please read the Data Quality Policy located on the Intranet and ensure you understand your responsibilities.
11. You must comply with all Trust policies and procedures and attend all necessary mandatory training.
12. This document provides an outline of the main responsibilities of the post. It is not intended to be an exhaustive list of duties. Your job description will be subject to regular review with your Line Manager.
13. The Trust is a Health Promoting Hospital. Making Every Contact Count (MECC) is an approach to behaviour change that utilises the millions of day to day interactions that organisations and individuals have with other people to support them in making positive changes to their physical and mental health and wellbeing. The Trust expects that when you are presented with opportunities to improve the lifestyle of our patients you seek help from appropriately trained clinical staff to ensure patients are supported and assisted in making the necessary lifestyle changes
14. The post-holder must make themselves aware of the responsibilities placed on them by the Health and Safety at Work Act [1974] to ensure that the agreed safety procedures are carried out to maintain a safe environment for other members of staff and visitors. The post-holder will have, at all times, a duty to conduct themselves and to undertake their work in a safe manner, so not to endanger themselves and others around them. The degree of such responsibilities carried out by a particular individual will depend on the nature and extent of their work.

Should any individual feel concerned over any safety aspect of their work, it should be brought to the attention of their line manager/supervisor, Health and Safety Manager and/or Trade Union Safety Representative. The post-holder must adhere to the health and safety rules and procedures of the Trust to ensure that the Trust meets its statutory requirements. Employees have a duty to use safety devices and safety equipment provided.