Royal Devon University Healthcare NHS Foundation Trust

JOB DESCRIPTION

JOB DETAILS	
Job Title	Genomic Practitioner *(previously Genomic Associate)*
Reports to	Lead Genetic Counsellor
Band	Band 5
Department/Directorate	Peninsula Clinical Genetics, Clinical Specialist Services

JOB PURPOSE

The Genomic Practitioner (GenP) is a relatively newly established Healthcare Science role within the Genomic Counselling workstream. The Genomic Practitioner role is designed to support the Clinical Genetics service and will have a role in several areas within the service – supporting whole genome sequencing [WGS] (including consent and management of sample pathway), gathering sensitive patient and family history information for informed triage decision making and supporting research recruitment for multiple studies.

The Genomic Practitioner will work under the guidance of the Lead and Principal Genetic Counsellors. They will also work in collaboration with the Research Practitioner team. The role requires excellent interpersonal ability, experience in a clinical setting and strong organisational skills.

KEY RESULT AREAS/PRINCIPAL DUTIES AND RESPONSIBILITIES

- Gather patient and family information for assessments, by telephone or from patient and relative's medical records with appropriate consent
- Construct or update pedigrees and records in line with departmental policy
- Liaise regionally, nationally and internationally with laboratories and other departments, e.g.: histology, surgery, screening, midwifery, psychiatry, cardiology, cancer registry to obtain and provide information
- Support accurate triage and risk assessment by completing CanRisk or similar programmes
- Respond to reviewed risk assessments, under supervision of a registered clinician, and send standard letters
- Provide tailored information about WGS testing and research, as guided by Genetic Counsellors and Consultant Geneticists
- Document the record of discussion on behalf of NHS clinicians who request whole exome sequencing (WES) or whole genome sequencing (WGS) from the NHS Genomic Test Directory for their patients
- Maintain appropriate records for WGS including tracking of samples, consent and results
- Support research recruitment for studies in Clinical Genetics
- Provide information and support to patients involved in research or clinical trials through the Genetics Service
- Support development and maintenance of local patient lists for specialist MDT clinics.

KEY WORKING RELATIONSHIPS

Areas of Responsibility: A Genomic Practitioner is a role usually held by a non-registered individual who provides clinically oriented pre and post clinic support to Registered Clinicians including both Clinical Geneticists and Genetic Counsellors in the Peninsula Clinical Genetics Service. Part of the role profile of Genomic Practitioner is to support consent conversations and coordinate samples for WGS. Genomic Practitioners require degree level qualification in a relevant subject (such as biology, genetics, or biomedical sciences) and may have further specialist training or experience, or be a registered nurse.

Peninsula Clinical Genetics (PCG) is hosted by Royal Devon University Healthcare NHS Foundation Trust (RDUH). The main office is currently based at the hospital's Heavitree site, Exeter. There are two satellite offices, in Plymouth and Truro, staffed by GC/GNCs and admin/secretarial staff. RDUH have

electronic patient records (Epic) and PCG also uses a computerised patient management system, TrakGene. These systems can also be accessed and updated from the Plymouth and Truro offices, clinic locations and secure remote working sites, e.g. home. Videoconferencing via MSTeams is standard practice for case discussions and meetings at this time, and this would also apply to the Genomic Practitioner consultations.

There are currently ten GC/GNCs (9 WTE), and eight consultants (6 WTE). The department hosts two STP trainees (2 WTE) and three Specialty Registrars. The clinical team is fully supported by family history, admin and clerical teams. There is a Cluster Manager who is responsible for the Genetics Cluster (which includes Clinical Genetics, Exeter Genomic Laboratory and the SW Genomic Medicine Service Alliance).

No. of Staff reporting to this role: 0

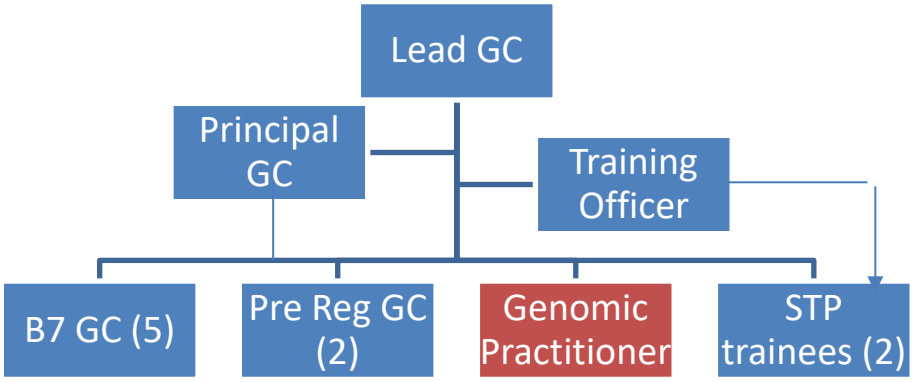
The Genomic Practitioner sits as a key link between the clinical and administrative teams in Clinical Genetics.

The post holder is required to deal effectively with staff of all levels throughout the Trust as and when they encounter on a day to day basis. In addition, the post holder will deal with the wider healthcare community, external organisations and the public. This will include verbal, written and electronic media.

Of particular importance are working relationships with:

Internal to the Trust	External to the Trust
• Lead and Principal Genetic Counsellors • Genetic Counsellor/Genetic Nurse Counsellors • Cluster Manager • Lead Clinician • Admin Service/Line Manager • Consultant Clinical Geneticists • Specialist Registrars in Clinical Genetics • Admin/Clerical/Secretarial team • Family History team • Clinical Scientists and Laboratory team • Clinical Nurse Specialists & Allied Health Professionals • Research Teams	• Patients and their families/Public • Consultants, Clinical Nurse Specialists & Allied Health Professionals across other specialities and Trusts • GPs and GP surgery staff • Genomic Medicine Service Alliance colleagues • Genomic laboratory colleagues • Patient support organisations and charities for rare disease patients.

ORGANISATIONAL CHART



FREEDOM TO ACT

- Take responsibility for their own work managing and prioritising an individual WGS consent caseload autonomously. The post holder will work to defined policies and procedures, and will work independently with peer support and referring their manager as required.
- Complete risk assessments for cancer patients and those with a family history of cancer, using the CanRisk programme to support clinical decision making.

COMMUNICATION/RELATIONSHIP SKILLS

- Provide complex tailored information about WGS (whole genome sequencing) testing and research, as guided by Genetic Counsellors and Consultant Geneticists.
- Gather family history in a sensitive and empathetic manner, using appropriate skills of tact and persuasion to gain the relevant often sensitive information regarding diagnoses and medical care.
- Communicate appropriately with patients regarding plans for their care within the Genetics service.
- Identify and respond to emerging issues for the patient and family and report any concerns to appropriate member of the clinical team.
- Support clinicians in obtaining informed consent for genetic investigations.
- Uphold the confidentiality of the individuals who have used the Genetics Service, acknowledging the specific sensitivity of the information and issues involved e.g. termination of pregnancy, non-paternity.
- Provide information and support to patients involved in research or clinical trials through the Genetics Service.
- Facilitate communication with patients requiring an interpreter for research or WGS consent clinics

ANALYTICAL/JUDGEMENTAL SKILLS

- Elicit patient's concerns and expectations
- Elicit and accurately document patient's detailed family history
- Interpret medical, family and psychological history with support and supervision from genetic counsellor colleagues
- Confirm diagnostic information
- Identify changes of risk within the family, with support from registered clinician.

PLANNING/ORGANISATIONAL SKILLS

- Maintain appropriate records for WGS including tracking of samples, consent and results.
- Gather family history detail in support of genetic counsellors, consultants, and in collaboration with the family history team.
- Obtain all relevant clinical and laboratory information requested.
- Assist in specialist clinics if required e.g.: preparing cases for cardiac MDT.
- Monitor outstanding requests and samples. e.g. parental blood sample for arrays, data requests
- Assist in monitoring and auditing within the department
- Maintain appropriate research records, in collaboration with Research Team.

PATIENT/CLIENT CARE

- Obtain informed consent for WGS following Consultant or Genetic Counsellor assessment.
- Confirm diagnostic and family information to support assessment.
- Attend clinic with the doctor or specialist genetic counsellor if required
- Obtain informed consent for research studies where delegated to do so by the Principle Investigator (PI)
- Provide information and advice to patients about available research studies or trials, that would support access to genetic testing, new treatment or tailor surveillance options through personlised medicine e.g. Precision HBOC study
- Construct or update pedigrees and records in line with departmental policy.
- May be required to assist in the running and organisation of regional specialty clinics.
- Ensure that the views of patients, or those speaking on their behalf are heard and that complaints, both formal and informal, are received courteously and responded to promptly according to Trust guidelines.

- Ensure equity of access to information and risk assessment by identifying extra support for patients who English may not be their first language or who have a disability and may require additional support e.g. use of interpreters, involvement of learning disability nurse specialist.
- May be required to undertake venepuncture, height / weight / blood pressure measurements, with appropriate training.
- Recognise own limitations: assess the need for onward referral and refer for advice to members of the genetic counselling / medical team where appropriate.
- Help to arrange biochemical tests where requested by supervising colleagues.

POLICY/SERVICE DEVELOPMENT

- Follow departmental and trust policies in own role, but may be required to comment on policies, procedures or possible developments to working practices within Genetics Service in collaboration with colleagues.
- Propose changes to working practices within the department.

FINANCIAL/PHYSICAL RESOURCES

- Observe personal duty of care in relation to computer equipment and resources used in course of work

HUMAN RESOURCES

- Provide advice and demonstrate workplace activities to new and less experienced members of staff but no line management responsibility
- Provide support and clinical supervision for members of the family history team

INFORMATION RESOURCES

- Ensure that all clinical documents are up-to-date, accurate, legible and appropriately completed, including pedigrees and electronic records (the department primarily records data on the EPIC system).
- Accurately record data on patient information systems and use in-house databases.
- Create databases or spreadsheets using computerised systems.
- Use voice recognition software and word processing to send standard letters and other communications as appropriate.
- Use video conferencing software (such as Microsoft Teams) as directed by the Trust, to contribute to the management of patient care.

RESEARCH AND DEVELOPMENT

- Support recruitment to approved research studies
- Keep GCP training up-to-date.
- Support establishment of new research studies, including management of master documentation, research logs and follow up of participants
- Assist in surveys or audits of own and departmental clinical practice to maintain clinical governance and audit profile of the department.
- May be required to assist in patient data collection for the purpose of genetic related departmental research / audit.

PHYSICAL SKILLS

- Standard keyboard skills for word processing via desktop computer and laptop
- Current driving licence or ability to travel independently to peripheral clinics and offices
- Highly developed physical skills to undertake venepuncture in clinical settings to obtain suitable blood samples for genetic testing.

PHYSICAL EFFORT

- Combination of sitting (with extensive VDU use), standing and walking between office and clinic
- Limited manual handling (transport and review of hospital notes from other trusts when undertaking a clinic at a peripheral site)

MENTAL EFFORT

- Frequent (daily) periods of concentration, in clinic with patients and colleagues. This applies to both virtual (video and telephone) and in-person work.
- Frequent (daily) periods of prolonged concentration, when assessing reports, risk assessments and interpreting information
- Frequent (daily) periods of concentration when completing and checking letters and other written correspondence, including tracking of samples and recording of research data.
- Frequent (weekly) periods of concentration when contributing to multidisciplinary meetings (MDT)

EMOTIONAL EFFORT

- Occasional exposure to potentially highly distressing and emotional circumstances, including obtaining sensitive and difficult information regarding diagnoses, history of sudden death, genetic reports, unexpected or uncertain findings that may affect treatment and management of patients. This may include information regarding termination of pregnancy.

WORKING CONDITIONS

- Frequent (daily) VDU use
- Frequent (weekly) handling of blood or bodily fluids if collecting samples (blood or saliva) from patients in clinic.
- Clinical contact with patients and members of the public may result in exposure to challenging behaviour, including violence or aggression (rare).
- Option to partly work from home as part of flexible working policy may mean working in relative isolation (occasional)
- Transport of laptop and hospital notes when attending peripheral clinics (at most weekly).

OTHER RESPONSIBILITIES

Take part in regular performance appraisal.

Undertake any training required in order to maintain competency including mandatory training, e.g. Manual Handling

Contribute to and work within a safe working environment

You are expected to comply with Trust Infection Control Policies and conduct him/herself at all times in such a manner as to minimise the risk of healthcare associated infection

As an employee of the Trust, it is a contractual duty that you abide by any relevant code of professional conduct and/or practice applicable to you. A breach of this requirement may result in action being taken against you (in accordance with the Trust's disciplinary policy) up to and including dismissal.

You must also take responsibility for your workplace health and wellbeing:

- When required, gain support from Occupational Health, Human Resources or other sources.
- Familiarise yourself with the health and wellbeing support available from policies and/or Occupational Health.
- Follow the Trust's health and wellbeing vision of healthy body, healthy mind, healthy you.
- Undertake a Display Screen Equipment assessment (DES) if appropriate to role.

DISCLOSURE AND BARRING SERVICE CHECKS

This post has been identified as involving access to vulnerable adults and/or children and in line with Trust policy successful applicants will be required to undertake a Disclosure & Barring Service Disclosure Check.

GENERAL

This is a description of the job as it is now. We periodically examine employees' job descriptions and update them to ensure that they reflect the job as it is then being performed, or to incorporate any changes being proposed. This procedure is conducted by the manager in consultation with the jobholder. You will, therefore, be expected to participate fully in such discussions. We aim to reach

agreement on reasonable changes, but if agreement is not possible, we reserve the right to insist on changes to your job description after consultation with you.

Everyone within the Trust has a responsibility for, and is committed to, safeguarding and promoting the welfare of vulnerable adults, children and young people and for ensuring that they are protected from harm, ensuring that the Trusts Child Protection and Safeguarding Adult policies and procedures are promoted and adhered to by all members of staff.

PERSON SPECIFICATION

Job Title	Genomic Practitioner

Requirements	**Essential**	**Desirable**
QUALIFICATION/ SPECIAL TRAINING		
Degree or equivalent in a relevant subject (e.g. Healthcare and/or Biological Science/Medical Genetics) plus relevant experience in a healthcare setting **OR** Registered General/Children's Nurse, Registered Midwife *or* Registered Health Visitor with current N.M.C Registration **OR** Equivalent skills and experience	E E E	
Good Clinical Practice (GCP) Training		D
Genetics training /experience		D
KNOWLEDGE/SKILLS		
Ability to work within a multidisciplinary environment, as part of a team	E	
Ability to assess, plan, deliver, prioritise and evaluate patient interaction	E	
Recognition of own level of competence and limitations and able to communicate these to appropriate staff member	E	
Excellent verbal, telephone and written communication skills	E	
Ability to identify own learning needs	E	
Ability to plan and prioritise workload effectively	E	
Ability to use IT effectively to maintain appropriate records, including tracking samples and recording patient information	E	
Counselling skills		D
Knowledge of genetics		D
Experience of pedigree construction		D
Knowledge of the Mental Capacity Act		D
EXPERIENCE		
Experience in a patient/client facing setting	E	
Experience coping with upset or distressed individuals	E	
Experience dealing with sensitive or potentially distressing information	E	
Experience of research		D
Experience of NHS record keeping		D
Experience of electronic patient record systems (e.g. – Epic)		D
PERSONAL ATTRIBUTES		
Excellent attention to detail	E	
Highly motivated, flexible and adaptable	E	
Ability to work within a multidisciplinary team	E	
Ability to self-motivate and work autonomously when needed	E	
Awareness and respect for the needs and values of patients and colleagues	E	
Commitment to further professional training	E	
Empathetic demeanour	E	
An appreciation of the impact of inherited disease on patients and their families.	**E**	
OTHER REQUIREMENTS		

Phlebotomy		D
The post holder must demonstrate a positive commitment to uphold diversity and equality policies approved by the Trust.	E	
Ability to travel to other locations as required	E	
Knowledge and previous experience of using PC software, including word processing and databases.	**E**	

WORKING CONDITIONS/HAZARDS		FREQUENCY (Rare/ Occasional/ Moderate/ Frequent) R	O	M	F
Hazards/ Risks requiring Immunisation Screening					
Laboratory specimens	Y		x		
Contact with patients	Y				x
Exposure Prone Procedures	Y		x		
Blood/body fluids	Y		x		
Hazard/Risks requiring Respiratory Health Surveillance					
Solvents (e.g. toluene, xylene, white spirit, acetone, formaldehyde and ethyl acetate)	N				
Respiratory sensitisers (e.g isocyanates)	N				
Chlorine based cleaning solutions (e.g. Chlorclean, Actichlor, Tristel)	N				
Animals	N				
Cytotoxic drugs	N				
Risks requiring Other Health Surveillance					
Radiation (>6mSv)	N				
Laser (Class 3R, 3B, 4)	N				
Dusty environment (>4mg/m3)	N				
Noise (over 80dBA)	N				
Hand held vibration tools (=>2.5 m/s2)	N				
Other General Hazards/ Risks					
VDU use (> 1 hour daily)	Y				x
Heavy manual handling (>10kg)	Y	x			
Driving	Y		x		
Food handling	N				
Night working	N				
Electrical work	N				
Physical Effort	Y			x	
Mental Effort	Y				x
Emotional Effort	Y			x	
Working in isolation	Y	x			
Challenging behaviour	Y	x			