

Statement of Duties

Position Title: Senior Genetic Counsellor	Position Number: 523866	Effective Date: June 2018
Group: Hospitals South		
Section: Primary Health Services	Location: South	
Award: Allied Health Professionals Public Sector Unions Wages Agreement	Position Status: Permanent	
	Position Type: Full Time	
Level: 3	Classification: Allied Health Professional	
Reports To: Manager Clinical Genetic Service		
Check Type: Annulled	Check Frequency: Pre-employment	

Focus of Duties:

The Senior Genetic Counsellor will:

- Play an integral role in the effective delivery of all aspects of genetic services to individuals and families in Tasmania.
- Manage complex, difficult or critical clinical cases referred to the Tasmanian Clinical Genetics Service (TCGS).
- Provide clinical supervision to junior Associate Genetic Counsellors.
- Provide expert advice on matters pertaining to clinical genetics and genomics to other health professionals.
- Contribute to strategic planning and policy development for the TCGS.
- Lead and contribute to clinical research in the area of clinical genetics.

Duties:

1. Provide genetic counselling for complex clinical cases using independent professional judgement to manage the difficult or challenging clinical or ethical problems.
2. Provide supervision in both genetics and counselling to Associate Genetic Counsellors, including mentoring and supporting those progressing towards Human Genetics Society of Australasia (HGSA) certification, and supervising Masters of Genetic Counselling students on clinical placements.
3. Provide education and consultative advice to general practitioners, medical specialists and other health professionals on issues relating to genetic and genomic medicine and genetic testing and counselling, including conducting information sessions for the general public as required.

4. Provide support to the Manager Clinical Genetic Service, by contributing to strategic planning and policy development for the TCGS in areas such as workforce planning, and the policy, regulatory, funding and ethical issues arising from genetic and genomic testing and provide leave cover for the Manager position.
5. Lead and contribute to research in the area of clinical genetics including sourcing funding, evaluating data, publishing outcomes, and developing recommendations from research findings to inform clinical practice.
6. Participate in continuing professional development activities to satisfy HGSA requirements for registration.
7. Actively participate in and contribute to the organisation's Quality and Safety & Work Health & Safety processes, including the development and implementation of safety systems, improvement initiatives and related training, ensuring that quality and safety improvement processes are in place and acted upon.
8. The incumbent can expect to be allocated duties, not specifically mentioned in this document, that are within the capacity, qualifications and experience normally expected from persons occupying jobs at this classification level.

Scope of Work Performed:

- The Senior Genetic Counsellor works under general professional guidance from the Manager Clinical Genetic Service to effectively deliver services across all sub-disciplines of genetic counselling operating with considerable independence.
- The Senior Genetic Counsellor will operate with professional judgement and autonomy in the delivery of clinical genetics services.
- Comply at all times with policy and protocol requirements, in particular those relating to mandatory education, training and assessment.

Essential Requirements:

Registration/licences that are essential requirements of this role must remain current and valid at all times whilst employed in this role and the status of these may be checked at any time during employment. It is the employee's responsibility to ensure that registration/licences remain current and to advise the Employer if their circumstances change. This includes notifying the Employer of any new criminal convictions and/or if a registration/licence is revoked, cancelled or has its conditions altered.

- Membership of the Human Genetics Society of Australasia (HGSA).
- A two year clinical Master's degree in Genetic Counselling from an Australian University accredited by the Human Genetics Society of Australasia; or
- Comparable qualifications from a recognised tertiary overseas institution; or
- Part I certification (awarded prior to 2010), Board eligible status or full certification in Genetic Counselling awarded by the Human Genetics Society of Australasia.

- The Head of the State Service has determined that the person nominated for this job is to satisfy a pre-employment check before taking up the appointment, on promotion or transfer. The following checks are to be conducted:
 1. Conviction checks in the following areas:
 - a) crimes of violence
 - b) sex related offences
 - c) serious drug offences
 - d) crimes involving dishonesty
 2. Identification check
 3. Disciplinary action in previous employment check

Desirable Requirement:

- A minimum of 5 years full time experience working as a genetic counsellor including experience across all sub-disciplines including familial cancer and pre-natal genetic counselling.
- Full certification in Genetic Counselling from the HGSA.
- Current Driver's Licence.

Selection Criteria:

1. Extensive current knowledge of genetic disorders and of genetic and genomic testing across all sub-disciplines of clinical genetics, and proven experience in the provision of genetic counselling services within a health service setting.
2. Demonstrated ability to work effectively within a multi-disciplinary team of medical and health professional staff and to supervise/mentor junior colleagues.
3. High-level oral and written communication skills, including a demonstrated ability to consult appropriately with clients, and present confidently in public.
4. Demonstrated ability to undertake and publish research, and to prepare and evaluate reports and submissions.
5. Demonstrated ability to participate in and develop continuous quality improvement activities relevant to the practice of clinical genetics.

Working Environment:

- The role will be based in Hobart with regular travel to the North and North West of Tasmania expected.
- Overnight travel and some out of hours work will be required.

The Department of Health (DoH) and Tasmanian Health Service (THS) are committed to improving the health and wellbeing of patients, clients and the Tasmanian community through a sustainable, high quality, safe and people-focussed health system. Alongside this, staff are expected to act with integrity, be accountable for their actions, and work collegially with colleagues and others to provide better outcomes for Tasmanians.

State Service Principles and Code of Conduct: The minimum responsibilities required of officers and employees of the State Service are contained in the *State Service Act 2000*. The State Service Principles at Sections 7 and 8 outline both the way that employment is managed in the State Service and the standards expected of those who work in the State Service. The Code of Conduct at Section 9 reinforces and upholds the Principles by establishing standards of behaviour and conduct that apply to all employees and officers, including Heads of Agencies. Officers and employees who are found to have breached the Code of Conduct may have sanctions imposed.

The *State Service Act 2000* and the Employment Directions can be found on the State Service Management Office's website at <http://www.dpac.tas.gov.au/divisions/ssmo>

Fraud Management: The Department has a zero tolerance to fraud. Officers and employees must be aware of, and comply with, their Agency's fraud prevention policy and procedure and it is the responsibility of all officers and employees to report any suspected fraudulent activity to their Director or line manager, the Chief People Officer or to the Manager Internal Audit. The DoH and THS are committed to minimising the occurrence of fraud through the development, implementation and regular review of fraud prevention, detection and response strategies, and are conscious of the need to protect employees who advise management of suspected fraudulent activity from reprisal or harassment, and to comply with its obligations under the *Public Interest Disclosure Act 2002*. Any matter determined to be of a fraudulent nature will be followed up and appropriate action will be taken. This may include having sanctions imposed under the *State Service Act 2000*.

Delegations: This position may exercise delegations in accordance with a range of Acts, Regulations, Awards, administrative authorities and functional arrangements mandated by Statutory office holders including the Secretary. The relevant Unit Manager can provide details to the occupant of delegations applicable to this position. The DoH and THS have a zero tolerance in relation to fraud and in exercising any delegations attached to this role the occupant is responsible for the detection and prevention of fraud, misappropriation and other irregularities, and for ensuring that all officers and employees are aware of their Agency's fraud policy and reporting procedures.

Blood borne viruses and immunisation: Health Care Workers (as defined by DoH and THS policy) within DoH and THS are expected to comply with their Agency's policies and procedures relating to blood borne viruses and immunisation, including against Hepatitis B. Depending on the level of risk associated with their duties, Health Care Workers may be required to demonstrate current immunity, previous seroconversion to Hepatitis B or immunity following vaccination.

Records and Confidentiality: Officers and employees of the Department are responsible and accountable for making proper records. Confidentiality must be maintained at all times and information must not be accessed or destroyed without proper authority.

Smoke-free: DoH and THS workplaces are smoke-free environments. Smoking is prohibited in all State Government workplaces, including vehicles and vessels.