

Role Profile

Role Title	Grade V Officer Genomic Associate
Purpose of the Role	<p>The genomic associate is a varied role encompassing support and navigation for various aspects relating to patient flow through the cancer genetics service.</p> <p>To provide support in the delivery and development of cancer genetic services to the genetic counselling team, in the provision of a high quality Cancer Genetics Service within the HOPE Directorate and nationally.</p> <p>The successful candidate is expected to be a self-starter with the ability to work as part of a team and independently as required.</p>
Department/Directorate	HOPE Directorate
Reports to	Cancer Genetics Service Manager, Principal Genetic Counsellor or delegated Senior Genetic Counsellor
Key Direct Reports	Genomic Assistant (lower grade)
Grade	Grade V Officer
Salary Scale	€48,085 - €57,573 (LSI x2) (Pro-rata to contractual hours)
Job Reference Number	000184
Enquiries To	<p>Ms Aoife Ruane, Cancer Genetics Service Manager; Phone: (01) 415 1828; Email: aruane@stjames.ie</p> <p>Or</p> <p>Dr. Rosie O' Shea, Principal Genetic Counsellor; Phone: (01) 416 2448; Email: RosOShea@stjames.ie</p>
Closing Date	Sunday, 10 th March 2024

Key Duties and Responsibilities

Clinical Support:

- Gather and confirm medical, genetic and family history information via the family history questionnaire or telephone
- Accurately document the patient's detailed family history on hospital systems, by pedigree drawing software programme e.g. Progeny as needed
- Be a Progeny pedigree software Superuser to support with training, family linked

- pedigrees and troubleshooting across the team
- Facilitating family communication within limits of taking a family tree
- Provide the clinical team with the appropriate medical and genetic records and results, including pathology investigations, cancer confirmations (and delegating the collection of these to a Genomic Assistant)
- Support the referral triage process by liaising with and supporting key clinical and non-clinical staff
- Answer questions about the referral process, genetic appointment and testing process, escalating other questions as needed to a relevant member of the cancer genetics team
- Respond to referrals that do not require clinical contact e.g. those that do not meet referral criteria
- Refer on to the Genetic Consultants/Genetic Counsellors/Clinical Nurse Specialist any patients that contact the department with clinical queries involving risk assessment, medical opinion, or advanced counselling support
- Assist in preparation of pre-clinic reports for in-person and virtual genetic counselling clinics
- Obtain and/or check appropriate permission/consent have been given as required for clinic
- Assist with following up patient correspondence for remote testing pathway
- Obtain and record patient choice/consent regarding communication by the service via e-mail and assist in recording consent for testing (not having the full consent conversation, but recording that it has been taken)
- Assist Genetic Counsellors with organising, tracking and obtaining familial blood or saliva samples to help confirm diagnosis

Administrative support:

- Implement and monitor all administrative processes along the patient triage and cancer risk assessment pathway to ensure the patient's journey is managed efficiently, smoothly and in accordance with targets and agreed timescales
- Preparing letters to families / clinicians to access additional relevant information as appropriate to the grade
- Ensure that all clinical documents are up-to-date, accurate, legible and appropriately filed.
- Monitor outstanding records/samples/screening/family history and action appropriately, delegating administration to a Genetic Assistant
- Promote collaboration within the multidisciplinary team.
- Proactively manage quality and safety standards at local and directorate level where appropriate.
- Embraces change and acts to implement service improvement initiatives where appropriate.
- Provide administrative support to the genetic counsellors' clinical workflow, including MDT coordination, collating agenda items, taking meeting minutes
- Facilitate and co-ordinate the organisation of patient support events and educational events for Genetic Counsellors
- Support the creation of patient leaflets and collate clinical resources to facilitate virtual care and signposting to existing resources

Service Development:

- Facilitate patient access to the service in more complex scenarios and auditing/improving systems to improve patient

access

- Participation in clinical audit and in some circumstances initiate relevant audit
- Support the development and monitoring of action plans in conjunction with the service management team to address variation in demand and capacity.
- Implement service pathway changes within the pre-clinical, family history and clinical support pathway; create user guides and pathways for optimal clinical workflow
- Promote and assist in implementing electronic pathways to facilitate clinical workflow and service efficiency
- Collaborate with the multidisciplinary directorate team to support the standardisation of patient flow processes for effective appointment management which includes receipt, triage, appointment scheduling, attendance, non-attendance and follow-up of all appointments.
- Participation in service quality improvement projects as appropriate
- Other duties and cross cover duties appropriate to the grade that may be assigned as required
- Participate and cooperate with legislative and regulatory requirements in relation to Health and Safety as outlined in the Safety, Health and Welfare Act 2005 and the Hospital Safety Statement.

* The above Role Profile is not intended to be a comprehensive list of all duties involved and consequently the post holder may be required to perform other duties as appropriate to the post which may be assigned to him/her from time to time and to contribute to the development of the post while in office. This Role Profile will be subject to review in the light of changing circumstances.

Academic/Professional Qualifications and/or Relevant Experience

Required:

Candidates must have at the latest date of application:

- i. Have not less than two years satisfactory experience in an administrative capacity within the Public Sector / Hospital / Health Care or other environment relevant to the role

And

- ii. Possess sufficient administrative capacity to discharge the functions of the grade

Desirable:

- A degree in a health or science related discipline such as nursing, psychology, genetics, social work or other allied health roles
- Have completed or leading to completion in a course of study related to genomics or genetic counselling – considering pursuing a career in genomic care or genetic counselling
- Data Management experience
- Evidence of Further Education / Self Development

Technical/Clinical Competencies

Please note for each of the required competencies below, you will be required to provide examples of your current level of knowledge, skills and/or experience for each of these under the **Application Questions** section of the application form.

Simply enter each of the below as a heading, and provide your knowledge, skills and experience in the corresponding numbered box under the **Application Questions** section of the application form.

Required:

1. Excellent Keyboard Skills
2. Proficient in MS Office

Desirable:

- Working Knowledge of Hospital/Healthcare IT Systems (Patient Records Systems / Data Management Systems/Databases etc)
- Data Analytical skills (e.g. KPI's)
- Proficient in Data formatting using Excel / Word

SJH Behavioural Competencies: *These competencies will be assessed in detail at the Interview stage. You are not required to include written examples of behavioural competencies on application form. However, during the interview, you will be required to provide examples of when you previously demonstrated these competencies.*

Competency Required	Level Required	Appropriate Descriptors
Problem Solving & Decision Making	Up to Level 2	<ul style="list-style-type: none"> • Able to act quickly to address urgent matters • Motivates and encourages others to achieve their goals • Is able to recognise early warning signs of potential problems and takes pre-emptive action • Consults with others to improve decision-making • Engages with others and provides updates in a timely manner and as appropriate • Reasons systematically and logically through issues
Planning & Organisation	Level 2	<ul style="list-style-type: none"> • Prioritises team workload and delegates tasks effectively • Manages competing and changing priorities • Prepares for implementation by ensuring adequate resources are in place • Consistently plans ahead to meet important deadlines
Quality and Safety Service	Up to Level 2	<ul style="list-style-type: none"> • Upholds approved protocols, policies and procedures • Strives to achieve results in quality and safety • Understands and respects the rights of service-users. Keeps these always in mind • Holds self and others accountable for high standards
People Management	Up to Level 2	<ul style="list-style-type: none"> • Takes own professional development seriously and participates in further training and actively seeks new experience • Supports others, both formally and informally, seeking to develop the skills and abilities of team members • Monitors individuals' progress and performance against objectives. Takes corrective action and offers praise

		<ul style="list-style-type: none"> Is patient and respectful when imparting new knowledge/information to others
Competency <i>Desirable</i>	Level Required	Appropriate Descriptors
Leadership	Level 2	<ul style="list-style-type: none"> Leads by example – engenders trust and respect from others and works well in a team Shows strong initiative; can work outside of standard protocol when necessary Able to follow through on commitments and bring new ideas/initiatives to fruition (at local level)

Proficiency in the English language

A level of proficiency in the English language, written and spoken, is a requirement of all roles within St. James's Hospital. You will be required to self-assess your proficiency level in the Standard Application Form. **In addition, your proficiency in spoken English will be assessed during the interview process appropriate to the role available.**

Particulars of Office

- The appointment to this post will be **Specified Purpose, Part Time and Pensionable.**
- Annual Leave allowance is **30 days per annum (pro-rata to contractual hours).**
- The person appointed must not give less than **one month's notice**, in writing, of intention to resign.
- Normal working hours will be **17.5 hours per week.**
- You will be required to work the agreed roster / on call arrangements advised to you by your line manager. Your contracted hours of work are liable to change between the hours of 8.00am - 8pm over seven days to meet the requirements for extended day services in accordance with the terms of the Framework Agreement.
- Incremental credit is normally granted on appointment, in respect of previous relevant experience in the Civil Service, local authorities, health service, public service bodies and other agreed relative experience.

General Conditions

- The Hospital Board will not be responsible for the loss or theft of personal belongings.
- Fire orders must be observed and staff must attend fire lectures annually.
- All accidents within the department must be reported immediately.
- In accordance with the "Safety, Health and Welfare at Work Act 2005", all staff must comply with all safety regulations.
- St James Hospital is a smoke free Campus. Smoking is not permitted within the Hospital Buildings or on the grounds.

Confidentiality

In the course of your employment you may have access to or hear information concerning the medical or personal affairs of patients and/or staff, or other health services business. Such records and information are strictly confidential and unless acting on the instructions of an authorised officer, on no account must information concerning staff, patients or other health service business be divulged or discussed except in the performance of normal duty. In addition records must never be left in such a manner that unauthorised persons can obtain access to them and must be kept in safe custody when no longer required.

Health

A candidate for and any person holding the office must be fully competent and capable of undertaking the duties attached to the office and be in a state of health such as would indicate a reasonable prospect of ability to render regular and efficient service.

Infection Control & Hygiene

It is the responsibility of all staff across the hospital to ensure that infection control and hygiene standards are adhered to and maintained at all times.

Recruitment Process

- Approval to Hire (VAF process)
- Hiring Manager – Role Profile
- Advertising
- Application Process (Online Application Form)
- Shortlisting of Candidates will be based on information provided on their Online Application form
- Interview Process
- All applicants who move to the 2nd stage of the Selection process (i.e. post interview) will be subject to Reference Checking X 2, Self Declaration, Garda Clearance and Occupational Health Screening (Questionnaire)
- All external successful candidates who take up appointment will be required to attend a Mandatory Induction Programme.

Application Procedure:

To apply for this position, please complete the online application form in full no later than the closing date **Sunday, 10th March 2024.**

A panel may be formed from which future vacancies will be filled

St. James's Hospital is an Equal Opportunities Employer