

Position Description

Position	Genetic Counsellor (Part Time 0.65 FTE)
Team / Service	Genetic Health Service NZ (Christchurch)
Directorate	Surgery, Women & Children's
District	Capital, Coast & Hutt Valley
Responsible to	Team Leader Genetic Counsellor, Genetic Health Service NZ (Christchurch)
Children's Act 2014	This position is classified as a children's worker, requiring a safety check including police vetting before commencing and every three years
Location	Christchurch Hospital

Te Whatu Ora

The Health System in Aotearoa is entering a period of transformation as we implement the Pae Ora/Healthy Futures vision of a reformed system where people live longer in good health, have improved quality of life, and there is equity between all groups.

We want to build a healthcare system that works collectively and cohesively around a shared set of values and a culture that enables everyone to bring their best to work and feel proud when they go home to their whānau, friends and community. The reforms are expected to achieve five system shifts. These are:

1. The health system will reinforce Te Tiriti principles and obligations
2. All people will be able to access a comprehensive range of support in their local communities to help them stay well
3. Everyone will have equal access to high quality emergency and specialist care when they need it
4. Digital services will provide more people the care they need in their homes and communities
5. Health and care workers will be valued and well-trained for the future health system

Context

Capital, Coast & Hutt Valley district provides hospital and health services in primary, secondary and tertiary healthcare to a total population base of approximately 445,000 citizens.

We are accountable for meeting the needs of and improving health outcomes for all the constituent populations of our district, and the region more broadly. Together we:

- provide secondary and tertiary, medical and surgical hospital services alongside community based health care
- fund local health providers and work collaboratively with the community to create and support multiple health education initiatives and projects within the region
- deliver health services directly as well as contracting external providers
- provide local, sub-regional, regional and national health services as well as community-based health, rehabilitation and support services.

The majority of the district's population live in Wellington and Lower Hutt. The Māori and Pacific populations of Lower Hutt and Wellington are proportionally similar, with the largest Pacific population in the region in Porirua. Kapiti and Upper Hutt have similar numbers of Māori and Pacific people. Most people are enrolled with a GP near their place of residence, so the increasing focus on community-based healthcare is expected to lead to better health outcomes for these population groups.

Hutt Hospital provides secondary and some tertiary, medical and surgical hospital services alongside community based health care from its main facility in Lower Hutt City. In addition to funding local health providers and working collaboratively with the community to create and support multiple health education initiatives and projects, Hutt Hospital is the centre for five tertiary regional and sub-regional services - Plastics, Maxillofacial and Burns Services; Rheumatology; Dental Services; Regional Public Health; and Regional (Breast and Cervical) Screening Services.

Wellington Regional Hospital in Newtown is the region's main tertiary hospital with services such as complex specialist and acute procedures, intensive care, cardiac surgery, cancer care, neurosurgery and renal care. The hospital is the key tertiary referral centre for the lower half of the North Island and the upper half of the South Island.

Kenepuru Community Hospital and Kapiti Health Centre provide secondary and community services based in Porirua and the Kapiti Coast

MHAIDS is the mental health, addictions and intellectual disability service for the Wairarapa District and Capital, Coast & Hutt Valley District, with multiple specialist facilities. Ratonga Rua-o- Porirua is our forensic, rehabilitation and intellectual disability inpatient unit.

Te Tiriti o Waitangi and Māori Health Outcomes

Māori are the indigenous peoples of Aotearoa. We have particular responsibilities and accountabilities through this founding document of Aotearoa. We value Te Tiriti and have adopted the following four goals, developed by the Ministry of Health, each expressed in terms of mana and the principles of:

- Mana whakahaere** Effective and appropriate stewardship or kaitiakitanga over the health and disability system. This goes beyond the management of assets or resources.
- Mana motuhake** Enabling the right for Māori to be Māori (Māori self-determination); to exercise their authority over their lives, and to live on Māori terms and according to Māori philosophies, values and practices including tikanga Māori.
- Mana tāngata** Achieving equity in health and disability outcomes for Māori across the life course and contributing to Māori wellness.
- Mana Māori** Enabling Ritenga Māori (Māori customary rituals) which are framed by Te Aō Māori (the Māori world), enacted through tikanga Māori (Māori philosophy & customary practices) and encapsulated within mātauranga Māori (Māori knowledge).

We will target, plan and drive our health services to create equity of health care for Māori to attain good health and well-being, while developing partnerships with the wider social sector to support whole of system change.

The Vision, Mission and Values from our District

We bring forward and join our values within our district. These will change as we become a team of teams within Te Whatu Ora.

Hutt Valley

Vision

Whanau Ora ki te Awakairangi: Healthy people, healthy families and healthy communities are so interlinked that it is impossible to identify which one comes first and then leads to another.

Mission

Working together for health and wellbeing.

Ō mātou uara – Values

Mahi Pai 'Can do': Mahi Tahi in Partnership: Mahi Tahi Te Atawhai Tonu Always caring and Mahi Rangatira being our Best

Capital and Coast

Vision

Keeping our community healthy and well

Mission

Together, Improve the Health and Independence of the People of the District

Value

Manaakitanga – Respect, caring, kindness
Kotahitanga – Connection, unity, equity
Rangatiratanga – Autonomy, integrity, excellence

District Responsibility

The district leadership have collective accountability for leading with integrity and transparency a progressive, high performing organisation, aimed at improving the health and independence of the community we serve and achieving equitable outcomes for all. The leadership team are responsible for achieving this aim, aligned with our Region, within the available resources, through a skilled, empowered, motivated and supported workforce in line with government and HNZ policy.

Service Perspective

Genetic Health Service NZ (GHSNZ) is a multidisciplinary national service with clinical diagnostic, genetic counselling and genetic laboratory components.

The clinical service is delivered by out of 3 sites, Auckland, Wellington and Christchurch by way of an extensive Outreach Program to all regions of Aotearoa/NZ.

Purpose of the role

This role ensures provision of advanced genetic counselling services to the public and other health professionals. This role also works closely alongside the other Genetic Counsellors and the Clinical Geneticists within the service.

Key Accountabilities

The following role accountabilities may evolve with organisational change and there may be additional duties, relevant to this position that will be required to be performed from time to time.

KEY OBJECTIVES

DELIVERABLES / OUTCOMES

Clinical Responsibility

- Provides genetic assessment of patients and families for a wide variety of inherited and/or congenital conditions with a known diagnosis.
- Accurately determines the questions/ advice sought by referrer and elicits the patient's own agenda.
- Prepares and writes clinical letter, documenting issues, outcomes and recommendations arising from the consultation.
- Maintains file documentation according to the standards and protocol determined by the C&SRGS and Human genetics Society of Australasia (HGSA).
- Organises appropriate testing for patients, interpretation and follow-up of results.
- Facilitates / supports development of guidelines and protocols.
- Works actively to provide a quality service for patients and their families/whanau within available resources.
- Practices in a manner consistent with established ethical standards as provided the Human Genetics Society of Australasia (HGSA) and Australasian Society of Genetic Counsellors (ASGC).

Teamwork

- Works collaboratively with all staff within the multi-disciplinary team to ensure optimal care for patients and Families/whanau.
- Provides support for the Clinical Leader and Team Leader as delegated.

Professional Development

- Personal and professional development is maintained.
- Participation in continuing education (presentations, meeting attendance and training).
- HGSA maintenance of professional standards requirements fulfilled.
- Regular counselling and genetic supervision is undertaken.

Education and Training

- Organises and provides educational opportunities in-house as well as for other health professionals and community groups.
- Provides supervision, mentoring and training for Trainee Genetic Counsellors (TGAs).

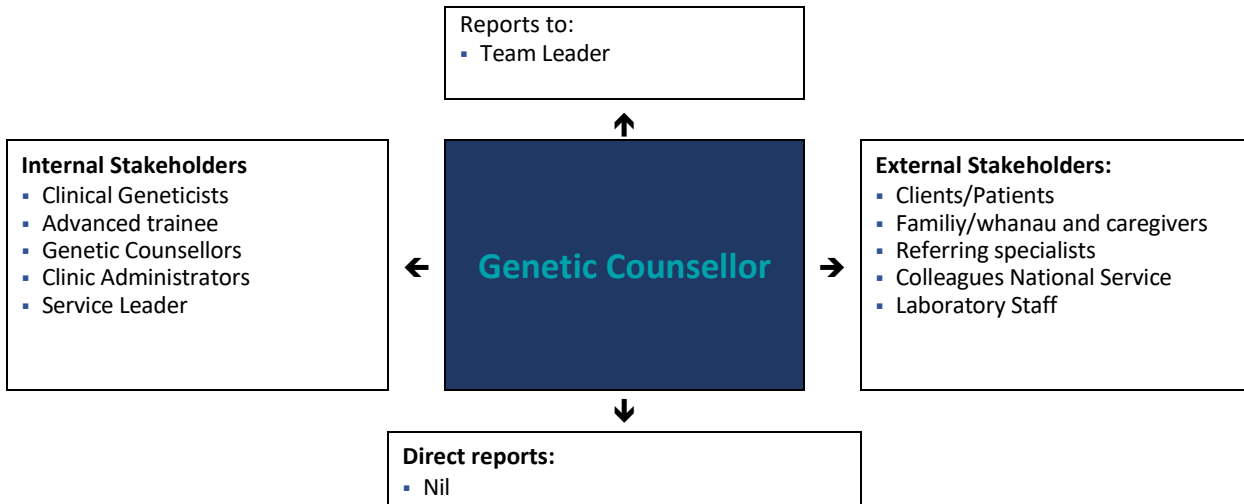
Quality and Risk

- Contributes to the quality processes within the team/service through the identification of risks and possible solutions.
- Complies with guidelines, protocols and policies.
- Complies with legal/legislative requirements.
- Participates in team/service risk minimisation activities.

Occupational Health & Safety

- Complies with responsibilities under the Health and Safety at work Act 2015

Key Relationships & Authorities



Capability Profile

Solid performance in the role requires demonstration of the following competencies. These competencies provide a framework for selection and development.

COMPETENCY	BEHAVIOURS
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Integrity and Trust

- Is widely trusted and keeps confidences.
- Is seen as a direct, truthful individual.
- Can present the unvarnished truth in an appropriate and helpful manner.
- Admits mistakes.
- Doesn't misrepresent her/himself for personal gain.

Drive for Results

- Can be counted on to exceed goals successfully.
- Is constantly and consistently one of the top performers.
- Very bottom-line oriented.
- Steadfastly pushes self and others for results.

Teamwork

- Develops constructive working relationships with other team members.
- Has a friendly manner and a positive sense of humour.
- Works cooperatively - willingly sharing knowledge and expertise with colleagues.

- Shows flexibility - is willing to change work arrangements or take on extra tasks in the short term to help the service or team meet its commitments.
- Supports in word and action decisions that have been made by the team.
- Shows an understanding of how one's own role directly or indirectly supports the health and independence of the community.

Interpersonal savvy

- Relates well to all kinds of people – up, down, and sideways, inside and outside the organisation.
- Builds appropriate rapport.
- Builds constructive and effective relationships.
- Uses diplomacy and tact.
- Can diffuse even high-tension situations comfortably.

Taking Responsibility

- Is results focussed and committed to making a difference.
- Plans and organises work, allocating time to priority issues, meeting deadlines and coping with the unexpected.
- Adjusts work style and approach to fit in with requirements.
- Perseveres with tasks and achieves objectives despite obstacles.
- Is reliable - does what one says one will.
- Consistently performs tasks correctly - following set procedures and protocols.

Quality and Innovation

- Provides quality service to those who rely on one's work.
- Looks for ways to improve work processes - suggests new ideas and approaches.
- Explores and trials ideas and suggestions for improvement made by others.
- Shows commitment to continuous learning and performance development.

Bicultural Approach

- Understands the significance of the Treaty of Waitangi. Displays cultural sensitivity and a willingness to work positively with organisational strategies to improve opportunities for Maori.

Experience and Capability

Qualifications

- Masters Degree or equivalent in genetic counselling
- Certification in Genetic Counselling (FHGSA or equivalent) is desirable
- Drivers license is desirable

Skills

- Two years' work experience in clinical genetics is desirable
- Experience within a range of genetic settings is preferable e.g. cancer genetics, prenatal and adult counselling
- Experience in clinical research, genomics or other related field is desirable
- Knowledge of the implications of the Treaty of Waitangi with a commitment to bi-culturalism
- Proficient in Microsoft Office Suite

Requirements

- Provide genetic counselling services for patients in Christchurch Hospital and outreach locations under the supervision of the Clinical Director and senior genetic counselling staff
- Coordinate collection of blood, tissue, and other samples for genetic analysis
- Determine patient eligibility for additional genetic testing, family registries, and/or research protocols
- Works actively to provide a quality service for patients and their families/whanau within available resources
- Practices in a manner consistent with established ethical standards as provided the Human Genetics Society of Australasia (HGSA) and Australasian Society of Genetic Counsellors (ASGC)
- A commitment to participate in the HGSA Genetic Counsellor certification programme
- Travel by car or plane to outreach clinics including occasional overnight stays

Someone well-suited to the role will place a high value on the following:

- A commitment to ongoing professional and personal learning, with a high degree of commitment to the profession
- Ability to manage time effectively and meet deadlines
- A sound understanding of the issues relating to confidentiality, privacy and ethics in genetics
- A commitment to developing an understanding of Maori aspirations, the implications of the Treaty of Waitangi and to bi-cultural practices

**Ma tini, ma mano, ka rapa te whai
By joining together we will succeed**

Te Whatu Ora is committed to Te Tiriti o Waitangi principles of partnership, participation, equity and protection by ensuring that guidelines for employment policies and procedures are implemented in a way that recognises Māori cultural practices.

We are committed to supporting the principles of Equal Employment Opportunities (EEO) through the provision and practice of equal access, consideration, and encouragement in the areas of employment, training, career development and promotion for all its employees.