



DIVISION SCOPE OF SERVICE

Division: MIDAMERICA
Classification: GENETIC COUNSELOR ASSISTANT
Applicant Name:

<p>Genetic Counselor: Genetic Counselor Assistants may be contracted or employed. Contracted Genetic Counselors Assistants must have equivalent qualifications and competence as employed individuals performing the same or similar services at the facility.</p>
<p>Definition of Care: Genetic Counseling is the process of helping people understand and adapt to the medical, psychological and familial implications of genetic contributions to disease. This process integrates:</p> <ul style="list-style-type: none"> • Interpretation of family and medical histories to assess the change of disease occurrence or recurrence • Education about inheritance, testing, management, prevention, resources and research • Counseling to promote informed choices and adaptation to the risk or condition • Genetic Counseling Assistants work to support Genetic Counselors as members of a healthcare team, providing centralized scheduling, risk assessment screening support, education and support to individuals and families at risk for, or diagnosed with, a variety of inherited conditions. Genetic Counseling associates do not interpret genetic testing but support pre-and post- counseling coordination efforts and serve as patient advocates. • Genetic Counselors may support many areas of medicine including: <ul style="list-style-type: none"> • ART/Infertility Genetics • Cancer Genetics • Cardiovascular Genetics • Cystic Fibrosis Genetics • Fetal Intervention and Therapy Genetics • Hematology Genetics • Metabolic Genetics • Neurogenetics • Pediatric Genetics • Personalized Medicine Genetics • Prenatal Genetics <p>Scope of work for Genetic Counseling Associate may include:</p> <ul style="list-style-type: none"> • Scheduling of all patient genetic counseling appointments. • Assist clinical staff with collection of family histories, patient medical histories, and relevant medical records and laboratory reports prior to the patient’s clinic appointment. • Ensure that relevant medical records and laboratory reports are accessible to clinical staff prior to the patient’s appointment. • Work with patients and genetic counselors to attain patient information needed for successful registration of patient in EMR system. • Assist genetic counselors upload documents into EMR if requested. • Organize and maintain a patient appointment database



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<ul style="list-style-type: none"> • Contribute to the establishment of best practices • Assist with the development and validation of genetic counseling products as needed. • Perform clerical duties (faxing, filing, mailing, copying etc.) and assist with educational and administrative projects.
<p>Setting(s):</p> <ul style="list-style-type: none"> • Healthcare facilities including but not limited to hospitals • Patient care areas, all settings
<p>Supervision:</p> <ul style="list-style-type: none"> • Direct supervision by the Market Level Genetic Counselor Director <p>Evaluator: Market Level Genetic Counselor Director</p> <p>Tier Level: 2</p> <p>eSAF Access Required: YES</p>
<p>Qualifications:</p> <p>One of the following for qualification:</p> <ul style="list-style-type: none"> • Associates Degree or higher • Minimum of 1 year experience in office setting (will need highest level of education verified) <p>NOTE: Where education may not be defined in qualifications area of the Scope, HCA Healthcare requires the highest level of education completed (not training or courses) confirmed on your background check.</p>
<p>State Requirements:</p> <ul style="list-style-type: none"> • N/A
<p>Experience:</p> <ul style="list-style-type: none"> • N/A
<p>Competencies:</p> <p>The Genetic Counselor Assistant will demonstrate:</p> <ul style="list-style-type: none"> • Strong interpersonal communication skills in both verbal and written form • Experience in handling multiple responsibilities • Desire to take ownership of projects • Research skills (self-education) • In-depth knowledge of healthcare delivery <p>Genetic Counselor Associate will demonstrate:</p> <ul style="list-style-type: none"> • Excellent phone etiquette. • Ability to handle confidential materials. • Ability to handle multiple tasks. • Excellent organizational skills. • Attention to details. • Ability to exercise independent judgment. • Skilled in use of Microsoft Office software, operation of standard office equipment. • Must be able to communicate on a professional level with members of the Department of Oncology clinical, operations and administration staff. • Interpersonal skills and organizational ability are key qualifications. <p>Infection Prevention</p>



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- Practices consistent hand hygiene
- Uses personal protective equipment (PPE)
- Required immunizations per Division requirements
- Complies with Isolation precautions
- Maintains sterile field

References:

Document Control:

- Revised 4/17/2019
- Revised Cosmetic 4/27/2020

Your signature confirms you will be able to comply with the Qualifications and Competencies listed within this Scope of Service and that you will confirm education via your background check.

Applicant Printed Name: _____

Signature: _____

Date: _____