

UW HEALTH JOB DESCRIPTION

Genetic Counselor Lab

Job Code: 780003	FLSA Status: Exempt	Mgt. Approval: B Byrne	Date: 9-18
Department: 17165 Genetic Program Services		HR Approval: K Szudy	Date: 9-18

JOB SUMMARY

The Laboratory Genetic Counselor is part of Genetic Services and supports the best delivery of care to UW Health patients and families receiving genetic and molecular testing. The Laboratory Genetic Counselor in this position is accountable and reports to the Director of Genetic Counseling Services and collaborates closely with the UW Health Laboratory Leaders. The genetic counselor must be self-directed, be able to make decisions, perform at a high level of independence, and seek supervision and case consultation as needed. Patient and family confidentiality must be maintained. Documentation must be completed via the electronic medical record.

The Laboratory Genetic Counselor provides genetic consultation to providers requesting genetic testing and in some cases may provide direct counseling and risk assessment services to inpatients. These referrals come from a variety of internal and external sources. In some instances, the counselor may work in a multi-disciplinary manner with other UW Health providers. The Laboratory Genetic counselor will provide community and health care provider education and will work closely with the Director of Genetic Program, Medical Director of Laboratory Services, and multiple other providers throughout the system to develop the laboratory genetic testing processes, procedures, consultation and counseling services as indicated.

The genetic counselor must be able to work with patients and staff who have diverse cultural backgrounds, diverse life experience, education levels, life styles and socioeconomic statuses. Sensitivity and the ability to work with patients confidentially and positively are essential.

Knowledge of health care systems, health insurance authorization processes, health information systems, community resources and the ability to work as a member of an interdisciplinary team are essential skills and knowledge required for this genetic counselor position.

MAJOR RESPONSIBILITIES

1. The genetic counselor will work collaboratively with the Laboratory Medical Director, Expert Genetic Providers, and other laboratory leaders to standardize genetic testing workflows to: determine which labs should be ordered for what type of patients based on medical necessity, clinical appropriateness, cost-efficiency based upon professional guidelines and payer specific requirements.
2. The genetic counselor will partner with the Laboratory Medical Director and other expert providers to develop order sets, decision support tools, and build appropriate order guidance within the computerized provider ordering system.
3. The genetic counselor will collaborate with the Laboratory Medical Director, lab leaders, expert providers, clinical care teams, information systems analysts and representatives from third party payors to develop and implement work flows to obtain, document, file and curate prior authorization and advance beneficiary notification as necessary for laboratory testing.
4. The genetic counselor will collaborate with the Laboratory Medical Director, lab leaders, and prior authorization staff to identify best reference labs (highest quality and safest) and gain an understanding of the lab billing process: UW Health, patient-insurance, patient out of pocket expenses and outside labs costs, review Medicare genetic testing denials and reimbursement.
5. The genetic counselor will educate and consult with providers ordering genetic testing to: enable providers to accurately order genetic testing for patients, reduce need for outpatient genetics referral, improving access; help providers to choose the cost-effective reference labs
6. The genetic counselor will have knowledge of risks assessment tools and will be effective in sharing this risk information with patients in a clear and understandable manner as indicated
7. The genetic counselor will facilitate genetic testing when appropriate. The counselor may obtain informed consent from the patient and authorizations from insurance when necessary. The genetic counselor will interpret the genetic test results and will communicate the results to the patient and referring provider (as appropriate). These results and interpretation will be documented in the electronic medical record and for the patient.
8. The genetic counselor will be knowledgeable about medical practice guidelines and latest standards for genetic testing of patients. The genetic counselor will make recommendations to primary physician to refer patients to other specialties when appropriate.
9. The genetic counselor will participate in multidisciplinary conferences as appropriate.
10. The genetic counselor will promote the development of the UW Genetics laboratory services through networking with other physicians and health care providers.

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11. The genetic counselor will manage a patient data base to track referrals, specimens, consultations, and labs results to ensure ordering provider is aware of the results. The genetic counselor will supervise graduate students from the UW Genetic Counseling Training Program during their rotation through the lab.
12. The genetic counselor will provide education to lay groups, medical students, residents, fellows and faculty about Appropriate labs to be ordered based on patient assessment. The genetic counselor may have the opportunity to participate in relevant research projects.
13. The genetic counselor may provide risk assessment and counseling services (as indicated) to inpatients and families referred for genetic testing. This may include inpatient consultation and ensure consistent provision of standard care. The counselor may “tee up” the consultation for the Geneticists, who would then perform the physical exam and formulate recommendations.
14. The genetic counselor will attend to the unique factors that affect an individual patient’s risk perception. These factors may include the patient’s: reason for seeking cancer risk assessment, beliefs about causes of cancer, cultural and religious background, socioeconomic status, family experiences with cancer, past health behaviors, and coping strategies.
15. Good interpersonal communication skills, problem solving ability and flexibility are required, with knowledge of systems and the ability to work within a complex health care system. Skill in verbal and written communication is required to provide multiple caregivers and various hospital departments with information necessary to patient care. Knowledge of and the ability to document timely, clearly and concisely is required.

All duties and requirements must be performed consistent with the UW Health Performance Standards.

JOB REQUIREMENTS

Education	Minimum	Master’s degree in Genetic Counseling from a college or university program accredited by the American Board of Genetic Counseling <i>or</i> a master’s degree in clinical or medical genetics prior to the establishment of the American Board of Genetic Counseling.
	Preferred	
Work Experience	Minimum	Three or more years’ experience in clinical genetic counseling.
	Preferred	
Licenses & Certifications	Minimum	Eligibility for certification by the American Board of Genetic Counseling.
	Preferred	Certification by the American Board of Genetic Counseling.
Required Skills, Knowledge, and Abilities		<ul style="list-style-type: none"> • Ability to work autonomously and utilize organizational skills. • Ability to provide sensitive and accurate genetic counseling services to patients and families. • Ability to collaborate and coordinate patient care with other disciplines, including medical oncology and surgery. • Is accountable for delegated activities. • Prepare and present educational activities to patients, families, trainees, multidisciplinary groups within the UWHC, the local area and the national community.

AGE SPECIFIC COMPETENCY (Clinical jobs only)

Identify age-specific competencies for direct and indirect patient care providers who regularly assess, manage and treat patients.

Instructions: Indicate the age groups of patients served either by direct or indirect patient care by checking the appropriate boxes below. Next,

<input type="checkbox"/>	Infants (Birth – 11 months)	<input type="checkbox"/>	Adolescent (13 – 19 years)
<input type="checkbox"/>	Toddlers (1 – 3 years)	<input type="checkbox"/>	Young Adult (20 – 40 years)
<input type="checkbox"/>	Preschool (4 – 5 years)	<input type="checkbox"/>	Middle Adult (41 – 65 years)
<input type="checkbox"/>	School Age (6 – 12 years)	<input type="checkbox"/>	Older Adult (Over 65 years)

JOB FUNCTIONS

Review the employee’s job description and identify each essential function that is performed differently based on the age group of the patient.

PHYSICAL REQUIREMENTS

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Indicate the appropriate physical requirements of this job in the course of a shift. <i>Note: reasonable accommodations may be made available for individuals with disabilities to perform the essential functions of this position.</i>			
Physical Demand Level	Occasional Up to 33% of the time	Frequent 34%-66% of the time	Constant 67%-100% of the time
x	Sedentary: Ability to lift up to 10 pounds maximum and occasionally lifting and/or carrying such articles as docket, ledgers and small tools. Although a sedentary job is defined as one, which involves sitting, a certain amount of walking and standing is often necessary in carrying out job duties. Jobs are sedentary if walking and standing are required only occasionally and other sedentary criteria are met.	Up to 10#	Negligible
	Light: Ability to lift up to 20 pounds maximum with frequent lifting and/or carrying of objects weighing up to 10 pounds. Even though the weight lifted may only be a negligible amount, a job is in this category when it requires walking or standing to a significant degree.	Up to 20#	Up to 10# or requires significant walking or standing, or requires pushing/pulling of arm/leg controls
	Medium: Ability to lift up to 50 pounds maximum with frequent lifting/and or carrying objects weighing up to 25 pounds.	20-50#	10-25#
	Heavy: Ability to lift up to 100 pounds maximum with frequent lifting and/or carrying objects weighing up to 50 pounds.	50-100#	25-50#
	Very Heavy: Ability to lift over 100 pounds with frequent lifting and/or carrying objects weighing over 50 pounds.	Over 100#	Over 50#
Other - list any other physical requirements or bona fide occupational qualifications not indicated above:			

Note: The purpose of this document is to describe the general nature and level of work performed by personnel so classified; it is not intended to serve as an inclusive list of all responsibilities associated with this position.