

The purpose of this document is to serve as a template to develop a facility-based intern training program which contains the minimum requirements as prescribed in the National Curriculum and must be read with the following documents:

- *The National Curriculum: Genetic Counsellors – CMS 01 GC*
- *Guideline for Submission and Assessment of Portfolio of Evidence: Genetic Counsellors – CMS 02 GC*
- *Policy regarding the Training of Intern Medical Scientists – CMS A*
- *Guidelines on Assessment and Moderation of the Portfolio of Evidence: Intern Genetic Counsellors – CMS H*

The purpose of using a light grey font in this template is to guide on the content. Please replace by your content.

INTERN TRAINING PROGRAM FOR GENETIC COUNSELLORS

TRAINING FACILITY

| | |
|---------------------------|--|
| Head of Training Facility | |
| Telephone number | |
| Email | |
| Physical address | |

TRAINING DEPARTMENT

| | |
|-----------------------------|--|
| Head of Training Department | |
| Telephone number | |
| Email | |
| Physical address | |

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1. INTRODUCTION

1.1 The training facility and training department

This facility-based internship-training program is based on The National Curriculum and must contain the minimum prescribed requirements.

1.2 Satellite laboratories which form part of this training program and accreditation

Describe in detail the facility, conditions, staff and physical address of satellite facility.

Which component(s) and duration of the training program will be conducted at this facility?

Who will be responsible for training at this facility?

1.3 Rotation to other independently HPCSA accredited laboratories

Provide period of accreditation of this facility.

Provide the physical address of the facility.

Describe in detail the facility, conditions, staff and physical address of satellite facility.

Which component(s) and duration of the training program will be conducted at this facility?

Who will be responsible for training at this facility?

How many intern candidates are allowed at any given time at this facility?

2. ACCEPTANCE CRITERIA FOR INTERNSHIP TRAINING

Prescribe the entrance level academic qualification, selection criteria or any other requirements

3. OVERALL COURSE OUTCOMES

At the end of this internship, you will be able to:

- 3.1 *Apply* basic genetic counselling and medical genetics principles (including discipline-specific academic knowledge)
- 3.2 *Communicate* effectively in written and oral format before, during, and after patient genetic counselling consultations
- 3.3 *Apply* critical thinking skills to effectively manage patients and perform effective administration, management in a clinical environment.
- 3.4 *Perform* psychosocial assessment and practice self-awareness.
- 3.5 *Apply* ethical principles, and the principles governing genetic counselling.
- 3.6 *Demonstrate* computer and database literacy pertinent to genetic conditions and patients and perform interpretation of test results

3.1 Discipline Specific Knowledge

At the end of this component, you will be able to:

- 3.1.1 *Describe and apply* theoretical knowledge regarding principles of medical genetics, scientific concepts, genetic counselling theory, epidemiology, aetiology, medical management, risks, and special investigations as applicable in the counselling context.

Assessment: Please indicate method of assessment and frequency (refers to The National Curriculum for minimum standard)

- 3.1.2 *Interpret* genetic data and test information.

Assessment: Please indicate method of assessment and frequency (refers to The National Curriculum for minimum standard)

3.1.3. *Discuss* current and developing technologies in all areas of medical genetics

Assessment: Please indicate method of assessment and frequency (refers to The National Curriculum for minimum standard)

3.2 COMMUNICATION SKILLS

At the end of this component, you will be able to:

3.2.1 *Communicate* effectively during genetic counselling sessions by

- Setting an agenda
- Obtaining an appropriate and inclusive family history
- Eliciting a social and psychosocial history
- Conveying genetic, medical, and technical information
- Facilitating the informed-consent and genetic testing process

Assessment: Please indicate method of assessment and frequency (refers to The National Curriculum for minimum standard)

3.2.2 *Document and present* case information, accurately, clearly and concisely.

Assessment: Please indicate method of assessment and frequency (refers to The National Curriculum for minimum standard)

3.2.3 *Communicate* clearly in oral and written format with fellow professionals and patients.

Assessment: Please indicate method of assessment and frequency (refers to The National Curriculum for minimum standard)

3.2.4 *Plan, organise, and conduct* public and professional awareness and education programmes

Assessment: Please indicate method of assessment and frequency (refers to The National Curriculum for minimum standard)

3.2.5 *Present* research findings/academic case reports orally and in written format

Assessment: Please indicate method of assessment and frequency (refers to The National Curriculum for minimum standard)

3.3 CRITICAL-THINKING SKILLS

At the end of this component, you will be able to:

3.3.1 *Apply* critical thinking during case preparation by:

- Identifying most pertinent aspects of the case
- Identifying relevant resources and applying them appropriately
- Conducting a critical and meaningful review of the literature

Assessment: Please indicate method of assessment and frequency (refers to The National Curriculum for minimum standard)

3.3.2 *Apply* critical thinking during genetic counselling consultations by:

- Assessing and calculating genetic and teratogenic risks
- Evaluating a social and psychosocial history
- Analysing and interpreting medical, genetic, and family data
- Assessing patient understanding and response to information and its implications to modify a counselling session as needed
- Recognising basic emergency situations and referring appropriately

Assessment: Please indicate method of assessment and frequency (refers to The National Curriculum for minimum standard)

3.3.3 *Apply* critical thinking in case documentation and follow-up by:

- Identifying, synthesizing, organising and summarising pertinent medical and genetic information in clinical reports/referrals and manage cases appropriately
- Assessing patient's understanding and needs for resources/services

– *Assessment:* Please indicate method of assessment and frequency (refers to The National Curriculum for minimum standard)

3.3.4 *Demonstrate* application of critical thinking, research skills and scientific literature relevant to case reports and scientific proceedings

Assessment: Please indicate method of assessment and frequency (refers to The National Curriculum for minimum standard)

3.4 INTERPERSONAL, COUNSELLING AND PSYCHOSOCIAL ASSESSMENT SKILLS

At the end of this component, you will be able to:

3.4.1 *Perform* “in session” counselling and psychosocial assessment skills, by:

- Establishing rapport and interacting with patients and families
 - Assessing patients’ and families’ emotional needs, identify major concerns and respond to emerging issues
 - Providing short-term, patient-centred counselling and psychosocial support
 - Managing patients and their families with empathy and cultural sensitivity/competency
- Assessment:* Please indicate method of assessment and frequency (refers to The National Curriculum for minimum standard)

3.4.2 *Reflect* on how cases are handled and practice self-awareness

Assessment: Please indicate method of assessment and frequency (refers to The National Curriculum for minimum standard)

3.4.3 *Establish and maintain* inter-and intra-disciplinary professional relationships.

Assessment: Please indicate method of assessment and frequency (refers to The National Curriculum for minimum standard)

3.4.4 *Behave* professionally, respect and understand the roles of other professionals

Assessment: Please indicate method of assessment and frequency (refers to The National Curriculum for minimum standard)

3.5 PROFESSIONAL ETHICS AND VALUES

At the end of this component, you will be able to:

3.5.1 *Practice and act* in accordance with concepts such as responsibility, accountability, consent, confidentiality and disclosure in terms by demonstrating knowledge and application of:

- The HPCSA Guidelines on Ethical Rules (version available from the HPCSA website – Booklets 1 to 11) <https://www.hpcsa.co.za/Conduct/Ethics>.
 - Relevant facility based ethical rules on dealing with patients and patient samples
 - The Occupational Health and Safety Act, Compensation for Occupational Injuries and Diseases Act, National Health Act including the regulations of the HPCSA, Labour Relations Act especially the aspects regarding HIV/AIDS and the Human Tissue Act and the Protection of Personal Information Act.
 - Other ethical, legal, and philosophical principles and values of the profession
- Assessment:* Please indicate method of assessment and frequency (refers to The National Curriculum for minimum standard)

3.5.2 *Recognize and respond* to ethical and moral dilemmas arising in practice.

Assessment: Please indicate method of assessment and frequency (refers to The National Curriculum for minimum standard)

3.5.3 *Advocate* for patients, *recognise* own limitations in knowledge and capabilities and seek consultation or refer

Assessment: Please indicate method of assessment and frequency (refers to The National Curriculum for minimum standard)

3.5.4 *Demonstrate* initiative for continued professional growth.

Assessment: Please indicate method of assessment and frequency (refers to The National Curriculum for minimum standard)

3.6 COMPUTER LITERACY

At the end of this component, you will be able to:

- 3.6.1 *Demonstrate* competency in computer literacy and make use of word processing, spreadsheet and database software to retrieve patient, test and procedure data, produce reports and maintain records

Assessment: Please indicate method of assessment and frequency (refers to The National Curriculum for minimum standard)

- 3.6.2 *Search, collect, organise and interpret* information from different databases and sources including genetic databases (e.g. ClinVar, Varsome, Decipher etc).

Assessment: Please indicate method of assessment and frequency (refers to The National Curriculum for minimum standard)

- 3.6.3 *Recognise and implement* the need for data protection and management.

Assessment: Please indicate method of assessment and frequency (refers to The National Curriculum for minimum standard)

4. THE ROTATION ROSTER

A schedule or planning roster (over the 24-month period) has to be included in the training program including all the various components of the program (please specify each component) with a period, supervisor and specific clinic/hospital/facility if appropriate.

5. THE PORTFOLIO OF EVIDENCE

Formal evidence-based continuous assessments must be performed on all components of the training program over the 24-month period.

The evidence of these components shall be used in a structured manner to compile your Portfolio of Evidence.

This is an evidence-based document and will not be accepted without original signatures and dates of each assessment.

The Guideline for Submission and Assessment of the Portfolio of Evidence (CMS 02) prescribes the components and structure of the self-assessment and must be completed by the intern candidate, supervisor and head of training program.

6. THE FACILITY-BASED EXIT ASSESSMENT

A formal outcome-based assessment will be conducted by the training department to ensure that the candidate has acquired the necessary skills, academic knowledge and practical competencies outlined in the syllabus. Prescribe the format of the assessment and assessors. Refer to Policy regarding the training of Intern Medical Scientists (CMS A) for a definition of this examination.

The Intern Duty certificate contained in this document shall be completed by the head of the training program and formally approved by the head of the training facility before the Portfolio of Evidence may be submitted to the HPCSA.

7. OUTCOME ASSESSMENT BY A PRESCRIBED BOARD-APPROVED COMPETENCY-BASED ASSESSMENT

This Portfolio of Evidence serves as a Board-approved competency-based examination.

The assessment of the Portfolio of Evidence is outcome-based and will rely on the original evidence presented and the completed Guideline for the Submission and Assessment of the Portfolio of Evidence (CMS 02 GC).

Refer to Guidelines on Assessment and Moderation of the Portfolio of Evidence: Intern Medical Scientists (CMS H) and Policy regarding the Training of Intern Medical Scientists (CMS A) for a detailed process on the assessment.