



CAREER LADDER

Most programs have 2 or more rungs on their career ladder.

In programs with 2 rungs, the differentiation is primarily between “GC” and “Senior GC,” with the Senior GC being the person who has been there the longest/most experience.

In programs with more than 2 rungs:

1. Individuals can be hired into company at different rungs (ex: hired in as GCII if applicant has prior experience)
2. There are salary increases for moving up a rung (5% on average)
3. Examples of what the increase is based on: clinical/patient care, competencies, volunteer work, professional development, publishing, and performance measures

The benefits for having a career ladder in place may include:

1. Helpful for hiring; allows new hires to see there is a structure in place for advancement and allows for hiring at different levels if candidate has prior experience
2. Helpful for retaining staff; motivates current employees to think about advancement and provides a pathway for achievement
3. Objective decision making and transparency for the employer as they chose to promote, or not promote, employees
4. Promotes ongoing discussions of responsibilities and professional development



CLINICAL CAREER LADDER

Ideas for how to structure a clinical career ladder

GC I

- New graduate or <1 year experience as a Genetic Counselor
- Board Eligible/Board Certified as a Genetic Counselor
- Maintains licensures where applicable
- Maintains patient volume
- Developing knowledge of EMR and patient care
- Performs genetic counseling in accordance with ABGC Scope of Practice
- Begins to network with outside healthcare providers

GC II

Meets the job requirements of GC I plus:

- Minimum of 2-3 years of experience as a Genetic Counselor
- Board certified as a Genetic Counselor
- Proficient in EMR; closes EMR notes in a timely manner
- Has increased patient volume
- Uses an effective system for case management
- Participates in special projects, tumor board, or a committee within the institution
- Presents an abstract at a professional meeting
- May contribute to publications, case reports, review articles, or commentaries in peer reviewed journals
- Supervises genetic counseling students and/or other trainees
- Participates in an outreach activity
- Proficient with any institutional research protocols

GC III

Meets the job requirements of GC II plus:

- Minimum of 3-6 years of experience as a Genetic Counselor
- Expertise in performing genetic counseling



- Liaises with laboratory representatives to build knowledge of genetic tests available and makes suggestions to the clinical team
- Identifies and creates opportunities for outreach to expand genetic services
- Creates educational opportunities for healthcare providers and/or patients
- Provides lectures to genetic counseling students or other trainees
- Serves on a committee, task force, or special interest group for a professional society or through the institution
- Represents the department in community outreach activities
- Participates in research and recruiting for institutional programs
- May mentor other Genetic Counselors
- May supervise medical trainees on genetics rotation

GC IV

Meets the job requirements of GC III plus:

- Minimum of 7 years of experience as a Genetic Counselor
- Considered an expert in the field with extensive experience
- May coordinate schedules for trainees and other observers
- Serves as a group leader for a subspecialty of Genetic Counselors within the department
- Has served in a leadership role on a committee for a professional society or through the institution
- Provides input to leadership regarding daily clinical or research operations
- Participates in identifying the future clinical strategy of the department
- Identifies needs for new/revised educational materials and creates materials
- Demonstrates strong presentation skills
- Participates in research and publications

GC V/Manager

Meets the job requirements of a GC IV plus:

- Minimum of 9-10 years of experience as a Genetic Counselor, with 4 years of experience at current institution
- Manages personnel by identifying professional growth and performance concerns of those in the department
- Develops/maintains appropriate policies and procedures for department



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- Takes a lead role in identifying the future clinical strategy of the department
 - Assists leadership with developing programs and/or strategic initiatives
 - May take a leadership role in a professional society or as a peer reviewer for a medical journal



INDUSTRY CAREER LADDER

Ideas for how to structure an industry career ladder

GCI

- New graduate or <2 years' experience
- Board Eligible/Board Certified as a Genetic Counselor
- Maintains licensures where applicable
- Manages requests for consultations from clients
- Provides risk evaluations, benefits/limitations of studies, and significance of results to clients
- Facilitates coordination with laboratory to monitor, prioritize, and track tests
- Verifies accurate test order for samples received
- Manages communication of abnormal results to clients and case follow-up
- Contributes to the planning, implementation, and long-term development of genetic testing at laboratory
- Develops, maintains, and updates protocols regarding the processing of genetic test results
- Assists with recruiting, interviewing, and training new Genetic Counselors
- Provides organizational oversight and functions as a resource for problem solving and process improvement to ensure timely and accurate test results
- Provides technical expertise for sales during training workshops and visits to clients
- Develops proficiency in the variant analysis process
- Seeks educational opportunities for professional growth
- Supervises rotating genetic counseling students

GC II

Meets job requirements of GCI plus:

- May supervise and coordinate the activities of other Genetic Counselors and support staff
- Provides training for Genetic Counselors, client services, sales, and laboratory staff
- Facilitates professional growth of staff through coaching and performance reviews for other Genetic Counselors and laboratory personnel
- Investigates the clinical significance of variants
- Maintains internal variant databases
- Participates in re-contacting clients for variant reclassifications
- Assists Directors in preparing reports



- Completes supervisory skills training
- Supports leadership as needed

GC III/Manager

Meets job requirements of GCII plus:

- Ten or more years of relevant experience as a Genetic Counselor with 4 years' experience at current institution
- Ability to communicate with all levels of sales, medical, and laboratory personnel
- Manages personnel by identifying professional growth and performance concerns of those in the department
- Demonstrated leadership, decision-making and organizational skills with excellent verbal and written communication skills
- May take a leadership role in a professional society or as a peer reviewer for a medical journal

Hybrid position (Field and Lab work)

Meets job requirements of GC II plus:

- Five or more years relevant experience as a Genetic Counselor
- Demonstrates aptitude and skills in product management
- Exhibits high capability to problem solve with clients
- Has a detailed understanding of test development and meaningfully contributes to test launch activities
- Ability to support sales activities in the field