

Genetics Series - 440

A. Research: Plans, supports, and administers intramural, collaborative, and field research to study human genetic diseases and develop human gene therapy protocols in its own laboratories, branches, and clinics, and through contracts.

- Protocols are developed and appropriately managed. Serves as a central resource and referral point for addressing inquiries concerning information relating to protocols.
- Clinical functions, direct patient care, clinical research, oversight of staff, fellows, and summers students working on protocols are coordinated on an ongoing basis.

B. Demonstrate Effective Communication Skills

Skill in written and oral communications is demonstrated sufficiently to collaborate effectively with a variety of IC staff, scientists, and other individuals working at all levels, both within and outside the NIH. The information is presented in a concise and coherent manner.

- Correspondence is prepared, edited, or reviewed in an informed and professional manner. All correspondence is developed according to DHHS, NIH, and IC standards.
- Communications are usable, understandable, and appropriate for audiences such as Congress, the nonprofessional community, patients and their families, public health decision makers, and policy makers, as well as scientists, to help them better understand the goals and long-range plans to accomplish the mission of the specific Project. Draft material is substantively accurate and consistently well-written, requiring upper level review but no major revisions.
- Timely exchange of information is ensured between public agencies and the private sector, as well as between other entities requesting information from the IC staff.
- Serves as a liaison for and/or works effectively with other staff in an overall team approach involving projects within DHHS, NIH, the IC, and the scientific community. Effective teamwork is displayed by using good judgment and tact when dealing with coworkers. Displays and encourages interactions to address the needs of stakeholders, visitors, contractors, and coworkers.

C. Genetic Counseling, in-service training, teaching consultant and speaker in areas of specialization and expertise to various groups within and outside NIH.

- Genetic counseling is provided to patients, families, and referring physicians. This counseling will include risk assessment, psychosocial support, and referral to local support resources for continuity of care.
- Develops and conducts in-service training programs.
- Knowledge is maintained and advanced regarding research management and research program analysis.
- Attends and participates in appropriate conferences, symposia, and meetings of professional and scientific organizations on a local and national basis.