GCRB
Genetic Counsellor Registration Board

Genetic Counsellor Registration Board (GCRB)
Thursday 4the February 2016
GCRB Business Meeting
Minutes

Clinical Genetics, 7th Floor
Guy's Tower, Borough Wing

Meeting called by:	GCRB	**Type of meeting:**	GCRB Business Meeting

Attendees Present: Diana Scotcher (GCRB Chair), Diane Stirling (GCRB Deputy Chair), and the following Board Members: Caroline Benjamin, Caroline Kirwan, Cathy Watt, Jennifer Wiggins, Chris Barnes (GCRB Administrator), Vishakha Tripathi (Minute Taker).

Apologies: Melanie Watson, Marion McAllister (GCRB Academic Associate), Dr Anju Kulkarni (GCRB Medical Associate).

Declarations of Interest:
Private Genetic Counselling practice: **Caroline Kirwan, Caroline Benjamin, Jennifer Wiggins**
MSc Genetic Counselling course tutors: **Diana Scotcher, Caroline Kirwan**

Minutes for Thursday 4th February 2016

TOPIC

1. Call to order

Diane Stirling called to order the regular meeting of the GCRB at 9:50am on February 4, 2016 at Guy's Hospital, London.

2. **Approval of minutes from last meetings**

Board Members read the minutes from the last meeting. The minutes were approved as read.

A. Action points and Minutes of June 30th, 2015 meeting

I. Explore tax relief options for GCRB – Chris Barnes to action

II. Data management and retention policy – Chris Barnes to action

III. Data protection policy document – Caroline Benjamin to circulate

IV. Item 16 on minutes – Caroline Benjamin to amend wording

Minutes approved and ratified by Diane Stirling and Diana Scotcher at 10:35am

B. Action points and Minutes of 3rd September, 2015

Minutes approved and ratified by Diana Scotcher and Diane Stirling at 10:46am

C. Action points and Minutes of 10th September, 2015

Caroline Kirwan and Jennifer Wiggins approved minutes of meeting at 11:05am

3. Company Secretary report – Diane Stirling

Currently, £30,800 in account. Indemnity requirements yet to be explored – Action point - Diane Stirling to make inquiries

All Company Secretary responsibilities are currently up to date

4. Treasurer's report – Cathy Watt

a. Balance carried forward £12568.69

b. Discussion around what the initial registration fee would cover in terms of annual membership. Agreed that the total of £200 GBP for initial registration by new applicants will cover £100 for registration process and £100 for the annual cost of maintenance of registration. This will begin in 2017. This strategy fits in with our business plan. Applicants with deferred portfolios will not be required to pay subsequent annual fees until they achieve registration. Business plan and forecast takes into account two deferrals a year so agreed no fee to be charged for deferred portfolios.

c. Fee details are in the fee structure and applicant guidelines but need to be revised in line with the above– Action point: Diane Stirling to update documents for June meeting

d. New information about how much the GCRB currently have in the account required for PSA. This has been provided

e. Cathy Watt queried what fee would be charged of graduates of the STP Masters in Genomic Counselling applying for GCRB registration. This should be discussed at June Board Meeting. Action Point: Chris Barnes to add to June agenda.

PSA feedback suggested more details about how to deal with Exceptional Circumstances and complaints, and other documents on website were required to be updated/uploaded. Chocolate Grape were paid an additional £720 than previously agreed. We are still due to pay a third of their fee for the development of the second stage of the website (searchable register).

5. GCRB Board: New Roles and Responsibilities – Diana Scotcher

a. Diana Scotcher is now stepping down as Chair and Diane Stirling will take up role of GCRB Chair from 5th February, 2016

b. Diana Scotcher will stay on as a board member and will have full voting rights for the next year. She will be identified as Past Chair in recognition of her valuable contribution as GCRB Chair. It was confirmed that this would not require a change in the constitution.

c. Diana Scotcher confirmed that Diana and Diane had approached Vishakha Tripathi to take up the position of Deputy Chair and Company Director and that she has accepted. Vishakha Tripathi will be required to go on company bank account – forms to be completed. ACTION: Diane Stirling and Vishakha Tripathi to action by June meeting.

d. Cathy Watt agreed to carry on as GCRB Treasurer and her valued contribution so far was acknowledged by all board members.

e. Chris Barnes suggested that in order to provide continuity and stability of roles, the GCRB may wish to consider adopting shadow roles for all positions. It was agreed that this would be useful and that a Shadow Treasurer / Educational Associate will be chosen next year.

f. Diane Stirling agreed to stay on as Company Secretary for another year and hand over role to new board member that comes on next year in 2017.

g. Discussed role of minute taker and whether new Administrator in the future can take minutes. Agreed this would be useful for future. Board Secretary can have oversight of minutes.

h. Discussed vacant position of GCRB Secretary as Caroline Benjamin has now left this position. Caroline Kirwan volunteered to be GCRB secretary.

i. Chris Barnes volunteered to trial 'new administrator' role on 5th Feb with Caroline Kirwan.

j. Registration Renewals – Jennifer Wiggins and Mel Watson agreed to carry on with this role.

k. Overseas and Reciprocity – Jennifer Wiggins and Vishakha Tripathi to carry on with this role.

l. SOM and assessor training – Caroline Kirwan and Caroline Benjamin to carry on with this role.

m. AR application to continue with Diana Scotcher

n. PIP group – to discuss on 5th February in presence of Marion McAllister

o. Webmaster – Cathy Watt to continue for 2016

p. Caroline Benjamin suggested that it would be useful to clarify GCRB board members representing GCRB on other boards or groups

    i. JCGCR – Diana Scotcher and Chris Barnes

ii. AGNC – Action: Diana Scotcher to email Anita Bruce (AGNC Chair) to request formal representation role

iii. Lead Genetic Counsellors meeting – Action: Diana Scotcher to formally request this through Jennifer Wiggins

iv. HEE STP curriculum development group – Caroline Benjamin represents GCRB

v. Medical Genetics Clinical Commissioning Group –Caroline Benjamin to circulate regulation document and email Frances Elmslie (Chair of MGCCG) formally and review in June GCRB meeting. Action point for Caroline Benjamin.

Dr Melita Irving, outgoing Medical Associate joined the meeting. The GCRB thanked Dr Irving enormously for all her time and valuable contribution to the GCRB. (12:07pm)

6. GCRB Website and PSA feedback – Cathy Watt and Diana Scotcher

a. PSA feedback has suggested that the GCRB Board Meeting minutes are placed on the GCRB website. It was agreed the board would do this. Diane Stirling and Cathy Watt to decide and tell Tim Mather where this may be best placed on the website. Action point for Diane Stirling and Cathy Watt.

b. Documents to be reviewed in January GCRB Board Meeting with finalisations in June GCRB Board Meeting with the intention of uploading to website in September. The 'what's new section' in website can alert users that new documents have been uploaded. Action point - Cathy and Diane to discuss with Tim Mather on 24th February when they are scheduled to meet.

c. PSA feedback has suggested that in line with the newly developed Indicative Sanctions policy the GCRB website needs a place for list of upcoming hearings and outcomes of hearings. Guidance to be sought from BACP and NMC website. Action point – Cathy Watt and Diane Stirling to explore other organisations such as BACP and NMC and where they place this on their websites.

d. Column to be added on register for sanctions to reflect PSA requirement for AR – Action: Diane Stirling/Chris Barnes to action by June meeting

e. Calendar and flyer for SOM/Assessor training day and updated register list to be added to website. Action: Cathy Watt.

f. Launch of new website discussed. Although there are still changes to be made and document updates which are pending, it was agreed that as most of the work is complete it would be useful to launch the website soon for use. Agree GCRB we will officially launch new website next week. Action: Catherine Watt to prepare email

g. Questioned whether Administrator email reflects Chris Barnes' personal email on the replies to inquirers. Checked by Diane Stirling – replies come from Chris's personal email. Action point – Diane Stirling/Cathy Watt to discuss with Chocolate Grape.

Diana to talk to PSA about guidance on how we balance public protection and private protection for a GCRB registered GC who does not want their name on the register – Action: Diana Scotcher

7. Review of Policies

a. **Declaration of interest policy** -Diana Scotcher has written this and sent it to the AR board. Action point: Diana Scotcher to circulate to GCRB members.

b. **Working in private practice**

i. Caroline K has details of legal representation that can review document and fee is £850 plus VAT.

ii. It was felt this quote was high and it would be useful to explore alternative quotes. Action point: Caroline Kirwan will obtain further quote.

iii. Discussed where this document would ideally sit in terms of with the AGNC or GCRB. Caroline Kirwan has been working with Anna Middleton and Anita Bruce from the AGNC on the document. It was felt that it would be appropriate for the document to sit with AGNC but concerns were raised that the document as it is now only addresses private practice for Registered Genetic Counsellors. This could be something the AGNC wish to develop further for Genetic Counsellors that are not GCRB Registered.

iv. It was felt that it would be important for this document to be shared by AGNC and GCRB. Therefore, the costs for the legal fees could also be divided if possible. Action point: Caroline Kirwan will formally explore this with Anna Middleton and Anita Bruce (AGNC).

c **Complaints Process and Policy**

I. PSA feedback – Diana Scotcher will give Jennifer Wiggins and Vishakha Tripathi feedback about PSA discussion so that they can amend the process. Action point : Jennifer Wiggins and Vishakha Tripathi

II. First panel – could be substituted by a 'Registrar check' which can be done by two board members within 10 working days. At this stage, the board determines if /not: 'appears there is a case to answer'. The case then goes to the Professional Conduct Panel.

III. If Professional Conduct Panel reports that there is a case to answer then the case can proceed to Indicative Sanctions

- PSA has requested more information on the constituent members of the Professional Conduct Panel (included in action point above ci)
- The PSA has recommended that the GCRB inform all other known professional bodies that the Registered Genetic Counsellor is accredited/registered/certified by (included in action point above ci)

d Review of Essay requirements in Applicant guidelines – Diane Stirling

Essay – All sections of the Essay Proforma have to be completed if essay not written specifically for registration. Both Essay and Proforma are to be assessed together in this cohort. If some applicants from this year have completed the Proforma we will comment on this in the assessor report. For future cohorts the maximum word count for Proforma to be 300 words. Action: Diane Stirling to update Applicant Guidelines and proforma for next year's cohort

8. Guidelines for deferred applicant- Caroline Kirwan

Currently no specific guidance for applicants that are deferred. Agreed it would be helpful to have a framework which reflects time frames, process of submission, repayment etc. for deferred applicant and SOM.
Action point : Caroline Kirwan will draft FAQs for this and circulate to Board before SOM training day in May. All GCRB board members to review document and approve electronically.

9. SOM and assessor training

a. Case studies being rewritten so they are fit for purpose

b. Examples of SOM feedback on the 5 observed cases has been requested. Action point:- Caroline Kirwan will draft some examples so they are available on the day

c. Next training day on May 16th, 2016 at Guy's Genetics with a maximum capacity 25.

d. Caroline Kirwan, Caroline Benjamin and Marion McAllister will discuss framework for the training day to accommodate training needs of SOMs and Assessors.

e. Action Point: Vishakha Tripathi will place catering order for 30 members and to let Caroline K/B know if she can also attend.

f. Previously agreed that if a SOM had two deferred portfolios over any period of time they will be contacted by GCRB Chair to obtain feedback and identify any issues around regulatory practice. Should the GCRB Chair have a conflict of interest (example: colleague in department) then this role can be deputised to Deputy Chair or another current GCRB Board Member.

GCRB to consider collecting feedback from SOMs who have had deferred portfolios to help inform SOM training through survey monkey. Agreed we will assess impact of rubric assessment on assessment process first before we do this.

10. Overseas candidates eligibility/Reciprocity/Transnational Alliance of Genetic Counsellors (TAGC)

a. Overseas Applicants document. Action point: Jennifer Wiggins and Vishakha Tripathi to

continue working on this for June meeting.

b. TAGC – GCRB has been invited to an open session to present our work and guidelines on May 19th, Thursday at 1-3pm. We agreed it would be important for GCRB to be represented and to fund this. It was agreed that GCRB will allow submission of reduced portfolios from GCs certified overseas for two years to allow other credentialing bodies to put true reciprocity arrangements in place. Should this not be achieved in two years then the GCRB will withdraw this process.

c. Action Point: Jennifer Wiggins will aim to attend TAGC for the day and confirm invitation with Anr Middleton, TAGC co-chair.

11. Adjournment

Diane Stirling adjourned the meeting at 1645.

Minutes submitted by: Vishakha Tripathi

Minutes approved by: TBC in June meeting

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Genetic Counsellor Registration Board (GCRB)
Friday 5th February 2016
GCRB Business Meeting
Minutes

FINAL DRAFT

Clinical Genetics, 7th Floor Guy's Tower, Borough Wing

Meeting called by: GCRB **Type of meeting:** GCRB Business Meeting

Attendees Present: Diane Stirling (DSti) (Chair and Company Treasurer), Vishakha Tripathi (VT) (Vice-Chair and Secretary), Cathy Watt (CW) (Treasurer), Diana Scotcher (DSco) (Board Member), Caroline Benjamin (CBen) (Board Member), Jennifer Wiggins (JW) (Board Member), Melanie Watson (MW) (Board Member), Caroline Kirwan (CK) (Board Member), Marion McAllister (MM) (Educational Associate), Nick Meade (NM) (Patient & Public Associate, Genetic Alliance UK), Chris Barnes (CBar) (GCRB Administrator, Minutes).
Apologies: Anjana Kulkarni (AK)(Medical Associate)

Minutes for Friday 5th February 2016

TOPIC

1. Acknowledgements (Diane Stirling)

DSti offered her thanks to DSco as outgoing GCRB Chair for her significant input into GCRB activities during her time in post, most significantly for her leadership in the GCRB bid for Accredited Regulation (AR) with the Professional Standards Authority (PSA)

2. Evaluation of feedback from Registration 2015, by Genetic Alliance (Nick Meade)

- NM apologised for delay in getting these results to the GCRB
- Response rates: 10 of 14 applicants, 5 of 14 assessors, 6 of 14 mentors
- Results summarised in **Appendix A** (attached to these minutes)
- Genetic Alliance overall conclusion: results show little about which to be concerned
- Points raised for discussion:
    - Applicants not given specific date that results will be issued (Applicant 7): Action: Diane Stirling/Chris Barnes 2016 cohort will be given a specified date

Length of time to reassessment of deferred candidates (Applicants 1,5). All agreed **that** limitations on GCRB assessors' time remain the same and not possible to consider an earlier

- assessment date.
- Plagerism information unsatisfactory (Applicant 5): only comment of this nature.

- Possible submission of portfolio using Dropbox (Applicant 8): discussed and felt that vast majority of applicants manage successful "Zipping" of files, which is not difficult.

- Action: DSti to provide details of Genetic Alliance Evaluation in 2 forums – at GCRB AGM in April and on GCRB website - to emphasise that GCRB take such feedback into consideration. DSti to consult NM about detail.

3. Aspects of Accredited Regulation (AR) - previously Accredited Voluntary Regulation (AVR) concerning 'Lay' members of the GCRB, and their roles. (Diana Scotcher)

Accredited Registers (AR) Team at PSA have issued summary report *(Appendix B to these minutes).* DSco has discussed this in person over the telephone with Rick Borges and Louise Appleby at the PSA. Following points raised by PSA concerning 'lay' representation on GCRB:

- Possibility of adding lay members with equal decision making rights to GCRB (p.6)
- Current lack of parity between professional and non-professional GCRB members (p.6)

Decision of meeting: 2 new GCRB posts to be created, each with voting rights

- Genetic Alliance (GA) representation: NM suggested 2 GA employees (NM and colleague as alternate) to act as 'professional patient voice' on GCRB: this representation would have one vote on GCRB, even if 2 GA employees involved.
- Patient representation: individual with direct personal or family experience of genetic condition: would have one vote on GCRB. Would need to be given stipend. NM would be happy to work with GCRB to recruit and interview for this patient representative post.
- Tenure of above individuals: 3 years with additional 3 years if wished to continue, as with other GCRB members to ensure adequate overlap.

Action

- DSti to arrange this vote at the AGM 2016 amongst Registered Genetic Counsellors, as above requires alteration in GCRB Constitution.

Independent Oversight Group (p.13 of Appendix B) also discussed. PSA suggestion that this Group may not be required IF (a) 'professional patient voice' and 'patient' representatives both given parity of decision making with other GCRB members and (b) GCRB commits to reviewing advice from the Public Interest and Participation (PIP) Group with minutes of that consideration published on the GCRB website.

- GCRB members positive about this suggestion
- NM happy to help with recruitment to PIP group: NM recommendation that it be as 'virtual' as possible, but with a job description and work programme to ensure individuals feel part of the PIP group without being overwhelmed.
- Membership of PIP group to be clearly and constitutionally separate from non-Registered GC representation with voting rights on GCRB

Agreed that NM present at GCRB meeting today in his role as non-voting Patient & Public Representative to advise GCRB, but will attend next meeting with full GCRB membership and voting rights in next meeting on July 1st 2016.

Action:

- DSco to take lead role in writing job description and recruitment: will work with NM in this.
- Aim is to have recruited all PIP members by June 2016.

DSco will work with DSti and VT on recruiting PIP group.

4. 'Conflict of Interest' Policy (Diana Scotcher)

- Referred to on page 10 of PSA summary report
- NM suggested a preferred and more accurate term would be "Declaration of Interest relevant to the Agenda"
- However, need to be as transparent as possible: NM suggests referring to NHS England's 'Project Sunlight' initiative

Action:

- NM to send GCRB more information about 'Project Sunlight'.

5. Complaints to/about GCRB (Diana Scotcher)

- Referred to on page 26 of PSA summary report

Discussed and agreed that current developing Complaints Procedure addresses all needs, including 'whistleblowing' situations, as individuals can make a complaint to GCRB as well as to relevant Health Authority.

6. Portfolio Registration Assessment

(a) Assessment criteria

- MM introduced the Assessment Criteria as used in MSc course in Cardiff
- This has proven to be popular with MSc students there, as makes marking very transparent
- Rubrics in the Cardiff criteria may need to be amended for GCRB assessment purposes, with different ratings given to different categories
- Even when rubrics are well-defined they remain open to interpretation: inevitable that markers must still use their judgement in any piece of work
- Potential advantage of use of assessment criteria in portfolio assessment: demonstrates transparency in marking and in feedback

Action:

- CBar will send 2 anonymous past portfolios (one that was passed and one that was deferred) to all Board members to enable the latter to trial the new Assessment Criteria by April 1st2016.
- Notion of the Assessment Criteria to be raised with SOMs by CBen and CK at SOM Training Day in May

(***b) Portfolios which demonstrate unsafe genetic counselling practice***

- Concern that it is possible for a portfolio to demonstrate achievement of Masters Level academic work but to also contain evidence of unsafe clinical practice.
- Although this of concern, existing GCRB Registration Guidelines contain provisions to help GCRB deal with this:

  "In the process of making the assessment, the GCRB reserve the right to request any applicant to attend a viva voce examination. The applicants would be informed of this within a month following marking day."

  "If the content of the essay, case studies, or any part of the portfolio raises concern over patient/public safety, this will be reported to the GCRB Chair who will inform the applicant's SOM and Manager."

(c) Situations in which the assessor is not familiar with the area of practice described in the submitted case study or essay (for example the assessor has limited knowledge of cancer genetics)

- Agreed that it was acceptable and sensible for assessor to be able to show relevant sections of portfolio to a colleague with a knowledge of the area in question, provided this did not infringe anonymity of the candidate

Action:

- CBen and CK to raise this issue at the SOM Training Day in May

7. GCRB Administrator Role

- CBar will retire from Administrator role in one year's time

- Two main options discussed
    - to find another retired non-practicing genetic counsellor to take over role
    - to employ a professional 'remote' administrator

Action

- CBar will find contact details of a known administrator, with whom DSti can discuss the feasibility of the role
- CBar to find out more about implications of GCRB using self-employed professional administrator
- CBar to send calendar of GCRB work to DSti to help with future planning.

8. Briefing Document Scientific Training Programme: Clinical Scientist: Genomic Counsellor: Preparation for GCRB Registration. (Caroline Benjamin)

- Briefing Document (Appendix C, attached to these minutes) discussed at length

Action: All Board Members to review the MSc and work-based curriculums and email feedback to CB before 18/2/16. DSti & CB to prepare feedback to submit to HCPC before 22/2/16

9**. Dates of next meetings:**

- Marking Day : Thursday June 30th 2016

Board Meeting: Friday 1st July 2016

Adjournment

Diane Stirling adjourned the meeting at 1700.

Minutes submitted by: Chris Barnes

Minutes approved by: TBC in June meeting