Genetic Counsellor Registration Board

Business Meeting

09:15 am Friday 1st July 2016; Guy's Hospital

MINUTES of MEETING

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

Attended : Board: Diane Stirling DSti (Chair & Company Treasurer), Vishakha Tripathi VT (Deputy Chair), Caroline Kirwan CK (Secretary), Diana Scotcher DSco (Past Chair), Caroline Benjamin CBen (Board Member,), Melanie Watson MW (Board Member), Marion McAllister MM (Educational Associate), Chris Barnes CBar (Administrator), Nick Meade NM (Genetic Alliance UK), Anju Kulkarni AK (Medical Associate)
Apologies: Cathy Watt CW (Treasurer and Web Master), Jennifer Wiggins JW (Board Member)

Minutes approved by Vishakha Tripathi and Marion McAllister Date: 14/9/16

Declaration of conflicts of interests (attached) Outstanding actions from minutes of last meeting highlighted and noted. **Action**: all Board Members and Associates to read minutes of last meeting and send any documents or work that is outstanding to CB to forward to DSti as Chair		
Company secretary report and Treasurer's report (DSti) All submissions to and communications with Companies House up to date. Current GCRB account balance: £45,590 Next annual fee for Accredited Regulation (currently £9000) to Professional Standards Authority (PSA) due May 2017 Next annual payment from Registered Genetics Counsellors (RGCs) due May 2017. By May 2017, GCRB hope to have option of payment by Direct Debit in place by then. RGCs can also pay by Standing Order. CBar reported the difficulties of getting some RGCs to pay their fees this year, with some needing up to 4 reminders. **Action**: in 2017, RGCs will be informed that they will be sent one reminder letter only and will then be removed from Register if fee remains unpaid. In order to return to the Register, £100 will need to be paid in addition to the £100 registration fee.		
CBen updated meeting on **Scientific Training Programme (STP)** organised by Health Education England (HEE). Details of recent teleconference with Michelle Bishop, Development Specialist, HEE Genomics Education Programme, Health Education West Midlands: CBen has circulated minutes to Board members. First STP trainees have now been matched with Training Centres and are due to start in September. HCPC (Health Care Professions Council) approval is pending for graduates of this programme, but the intention is that programme graduates will be registered with the HCPC. One option is that STP training becomes "Route C" into obtaining GCRB Registration as a Genetic Counsellor. Extended discussion as to what evidence would be required from STP graduates requesting GCRB registration. Views expressed in meeting that GCRB need to look at STP curriculum in some detail and involve AGNC in discussions, as to maintenance of equity between RGCs who have STP training and those who have obtained registration via Routes A and B. Parity and equality challenge: STP graduates will get a 'certificate of attainment' from the Academy of Healthcare Science (AHSC) that will provide access to statutory regulation via HCPC whereas existing RGCs have non-statutory registration (AR) via the Professional Standards Authority. Possibility that this may mean that current system of registration with the GCRB may need to be restructured. GCRB registered genetic counsellors, who have not come through the STP route, may be able to apply for a 'certificate of equivalence' from AHSC that will provide access to statutory regulation via HCPC.		

Actions: • VT and MW rebadging of Curriculum Development Group: to involve more practical assessment. • DSti and VT to represent GCRB on the JCGCR. • CBar to contact Peter Marks (current AGNC Chair) to ask about their plans to update the AGNC "How to become a Genetic Counsellor" booklet in order to respond appropriately to enquiries to the GCRB about this matter. • Board yet to consider the mapping of the STP curriculum against GCRB competencies and how the programme aligns with the GCRB Masters accreditation criteria. MW to take lead for GCRB on STP issues (taking over from CBen)		

PSA Outcome & Learning Points (DSc) (see Appendix)
Application for AR to the PSA had been successful, with no conditions applied
DSc thanked all those involved over the years in this momentous achievement.
DSc and Georgina Hall (Chair of the JCGCR) went in person to PSA office for further instructions and to agree on the press release.
Actions:
• CBar to compile and anonymise the responses to news of AR from the GCRB membership and others (received by email) to send to DSti who will make a selection for website with photo
• NM to add news of AR to Genetic Alliance (UK) website and invited DSco to prepare a blog for their website.
• NM also happy to disseminate further information about RGCs and their work via the GA (UK) website
• PSA Logo will be added to GCRB headed notepaper (DSti).
• Dissemination of news of PSA AR: ask lead GCS to make sure that their Trust is informed
• Preparation of "Accreditation update" for RGCs (ACTION: DSco) : to include
  ○ Reminder that PSA accreditation can only apply to UK only (ie Republic of Ireland RGCs not included)
  ○ Guidance for RGCs on how to use PSA logo: this to be prepared and circulated to RGCs
  ○ Suggestion of use of poster in waiting room to disseminate info to patients
Other points raised by PSA in feedback to GCRB:
Restoration to Register: JW has drafted policy: Needs to be circulated and revised. (**Action:** JW to do)
Complaints policy: now finalised, PSA to be informed of complaints and how they are dealt with.
Risk matrix: to be redone by 2018: issue to be raised on 4th Oct 2016 at Lead GC meeting
Catastrophe policy: what is meant by this (**Action**: DSco to clarify with PSA)
Documenting procedure for recruiting non GC Board members: in PSA application. (CBar/DSco)
Patient and Public Representative: TOR agreed by Companies House: DSco has drafted advert. (**Action**: NM and DSco to organise). Part of this is the above. PiP Group. Advertise through blog with GenAlliance. "Get in touch" is on the website.
Renewing : private practice: we don't ask for references: we need to add to renewal guidelines re non-NHS practice.
Action:
• CBar look at GMC website etc. to obtain ideas about how this is normally handled
• MW to draft form for sending to RGCs prior to annual fee request to obtain information from those in private practice
• Ask for renewal info from private practitioners: renewal form to be amended and this to be added to February renewal reminder (MW)
• MW to highlight sentence in Indicative Sanctions re information		

Debrief of assessment day 2016 Assessor criteria • 5 years experience, post registration • Current SOM/Assessor Training • Willingness to assess • Previous experience of SOM or line management or academic writing Results: 2016 Cohort : 10 passes, 5 deferrals resubmission of written work, 1 decision pending (interview). 2015 Cohort deferral resubmissions: 5 passes CBen/CK will use feedback for 2017 SOM training day		
SOM training feedback **Action**: To collate and feedback to GCRB: CK	Caroline K/B	
Discussion of use of Rubric Assessment Tool MM asked GCRB members to fully engage with this as portfolio assessment method Some issues still to resolve (eg should rubric weighting be different for different case studies?) CK reported that using the Rubric had been very useful for assessment of the portfolios this year. Outstanding questions: when will GCRB start to use it and what changes in rubric are necessary in order to maximise its usefulness? **Action:** GCRB member assessors to reassess their portfolios this year using the Rubric and submit their results and thoughts to MM by 1st November 2016 Rubric will be used in 2017 portfolio assessments: CBen will prepare a Guide for using Rubrics for SOM/Assessor Courses. Masters level guidelines, within the Applicant Guidelines, are out of date: to be revised **by DSti & MM**	Marion	
iThenticate (DSt) DSti to ensure that 2017 candidates for registration are informed that iTheticate have increased their fee to 100 US dollars and will warn all deferred candidates that the fee only lasts one year from the time of paying the fee: if they use iThenticate later than this, they will need to pay another fee.		
Overseas candidates eligibility/Reciprocity DSco and VT attended the reciprocity meeting in Barcelona DSco is now TAGC UK Director At meeting, DSco (on behalf of GCRB) made it clear that reciprocity will be withdrawn in 2 year's time from countries where reciprocity not offered for UK RGCs. DSco/VT made it clear that GCRB remain happy to have dialogue re reciprocity with any country. **Action:** Guidelines on reciprocity being reviewed (JW/VT)		
Website 2nd Stage CW & DSti awaiting quotation from Chocolate Grape for development of second stage	Cathy/Diane	
Review of GCRB documents: See list	All	
Administrator Role VT and CBar have spoken in person to Sheena Russell (highly recommended self-employed Administrator based in Somerset) CBar has sent Sheena GCRB documentation to read so that she will know the areas with which she would be involved. CBar offered to be "Past Administrator" for 2017 and is happy to oversee applications for Registration for 2017 including attending Making Day as this year.	Diane	

CBar will arrange to visit Sheena to show her the nature of the existing database **Action:** VT to confirm with Sheena that the GCRB would like to use her services and arrange necessary next stage		
New Board Member Necessary as DSc leaves Board in Jan 2017 **Action:** CBar to circulate paperwork related to last call for new Board members and recruitment of new members.	Diane	
2016 Renewal of Registration (MW) • 39 due to renew. ○ 37 renewed, 2 retired • CPD 20%: much better records than last year • 5 had incomplete references but these have been successfully obtained		
Any other business: **Cytogenetic External Quality Assessment Service** **Action**: CBar approaching Roz Hastings for more information about this service **Record of complaints received by GCRB:** **Action**: CBar/DSti will draft in preparation for Jan 2017 meeting **Educational Advisor:** MM reminded Board that 2017 will be her last year as Educational Adviser as her tenure ends (last meeting Jan 2018). Suggestions and discussions about possible candidates ensued. **Action**: DSti to approach potential new Advisers	All	
Dates of 2017 meetings: Confirmed as 12th and 13th January and 30th June Business meetings. 29th June Assessment Day.	Diane	
CLOSE		16.00