Genetic Counsellor Registration Board
Friday 11th November 2016

Teleconference

Teleconference to discuss Capacity for future Registration cohorts.
Minutes

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

Attendees Present: Diane Stirling (Chair), Vishakha Tripathi (Vice Chair), Caroline Kirwan (Secretary), Cathy Watt (Treasurer),Caroline Benjamin (Board Member), Melanie Watson (Board Member),Marion McAllister (Educational Associate).
Apologies:, Jennifer Wiggins (Board Member), Diana Scotcher (Ex- Chair, Board Member), Chris Barnes (Administrator).
Conflicts of Interest: Diana Scotcher – Lecturer on the University of Manchester Genetic Counselling MSc Course, Marion McAllister – Director of Cardiff University MSc genetic Counselling, Renewing 2015., Caroline Benjamin – No conflicts Melanie Watson – Renewing 2015, Caroline Kirwan – Private Practice as a Genetic Counsellor & Lecturer on Cardiff University MSc Genetic Counselling, Jennifer Wiggins – No conflicts, Vishakha Tripathi – No conflicts, Chris Barnes – No conflicts

Meeting Chair: Vishakha Tripathi

Minutes: Caroline Kirwan

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Topic	Presenter	
1. Process related issues • Feedback from the lead GC meeting – concerns raised about meeting capacity for Registration . Email sent around in January to gauge numbers hoping to register. 2017 around 21 and 2018 around 24-30 significantly increased on previous years. • Jennifer Wiggins and Diana Scotcher raised concerns prior to teleconference in response to information being discussed on teleconference. As we have just been kite marked need to be cautious of making significant changes to the process. • All agreed this is a key time to look at and discuss a way forward for capacity issues.	VT	
2. Results date preferred by majority who responded to feedback survey • Action - fixed date to be put on the website 27/07/2017 • 4 weeks post assessment day • Agreed this date would be agreed as a standing item on the agenda for the January Board meeting and posted on website promptly following the meeting	CW/DS CK	

• Date also to be put in acceptance letters sent out to applicants	DS/CB

3. Restricted Capacity
• Two flowchart options A & B previously circulated to all Board Members for full consideration and feedback from those unable to attend.
• Differences Option A (for 20 portfolios) requires 20 Non-Board Assessors, Option B requires 3 additional PRIMARY ASSESSORS (ex board or experienced) PLUS 10 SECOND ASSESSORS
• Option A
  o 20 portfolios – 10 pairs of assessors
  o If pass all of PART C then Board Assessor to review all parts of portfolio except C
  o Marion raised concerns with regards to increased workload for academic moderator
  o Agreed to ask Chris Patch to come on board as a further academic moderator along with Anna Middleton and Marion McAllister for 2017
  o Increased financial burden possible if more assessors coming to London, as more portfolios being assessed will be more money coming in. Agreed this would need to be monitored.
• Caroline Benjamin rose that she had put together an "Option C" as time was tight and other board members have not had time to review this and give it due consideration it was not reviewed and agreed just to focus on Options A and B.
• Option B
  o Would allow 20 portfolios to be assessed
  o Would require less assessors and on a financial basis this would be preferable
  o Ex-Board members discussed – need to define limits for these and agreed they would need to be up to date with SOM/Assessor training and have been on the board in the last five years
  o Raised the possibility of going back to primary and secondary assessor rather than Board/Ex-Board member and assessor.
  o Caroline Benjamin did not like the use of Primary and Secondary assessors. Agreed to stick this terminology and ask for alternative suggestions. A thought put forward was whether they would just be called assessors but more experienced assessors would be paired with less experienced assessors
• There was concensus to take option B forward
• DSTI to compose email to send to Ex Board or experienced assessors (list to be agreed) initially and if this gets positive response to compose email to Lead GC group for EXPRESSION OF INTEREST from new or less experienced assessors – maybe send to SOM email list too??
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	DS
	
	DS

4. Deferrals • Process of remarking and long wait to resubmit raised in feedback survey • Capacity issue raised, Board assessors having to mark a resubmission at the same time as new submission raised concerns relating to the increased pressure on Assessment DAY • After some discussion agreed that deferral (from 2017 cohort onward) should be resubmitted in January • They should be marked in 4 weeks and passed to the lead GC and administrator to collate comments and send outcome letter in two weeks (by end of February) • January standing item on agenda for Board meeting date for January resubmissions to be set for the following year and placed on the website and result date to also be published • A FAQ document has already been produced by Caroline K and this will be sent to Diane and Cathy to be uploaded to the website • It was agreed that deferrals from 2016 cohort should submit work as planned on 1/4/16. However, DSTI to contact assessors of deferred portfolios to ask if assessment could be	CK CK CK/CW

completed by 5th May with the aim of reporting results by 19th May – if all assessors feel this is possible candidates would be informed on this when their work is submitted.	DS	
5. Balance of feedback and adherence to GCRB guidelines for providing feedback • Feedback from survey stated the variability and quality of feedback given from portfolio assessment • Agreed if a portfolio has passed then the feedback should be succinct so Board Chair can focus on deferred portfolio feedback to go to applicants as opposed to every portfolio feedback • Agreed a bank of comments could be generated to ensure that the feedback is consistent and fair. • Further clarification of when interviews should be used if clinical concerns raised and how this impacts on the marking of a portfolio. Caroline K to put on the Agenda for January • Agreed all changes would be held back until April but would be ratified in January Board meeting	CK VT/CB	