GCRB
Genetic Counsellor
Registration Board

professional standards authority
accredited register

Business Meeting

Thursday 12th January & Friday 13th January 2017; Guy's Hospital

MINUTES of MEETING

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

Attended : Board: Diane Stirling DS (Chair & Company Treasurer), Vishakha Tripathi VT (Deputy Chair), Caroline Kirwan CK (Secretary), Diana Scotcher DSc (Past Chair), Caroline Benjamin CB (Board Member,), Melanie Watson MW (Board Member), Marion McAllister MM(Educational Associate), Chris Barnes CBa(Administrator), Nick Meade NM (Genetic Alliance UK), Anju Kulkarni AK (Medical Associate) Cathy Watt CW (Treasurer and Web Master), Jennifer Wiggins JW (Board Member) Cath King CKg (Board Member) Stephen Whyte SW (Patient representative)

Apologies: NONE

Minutes approved by: Diane Stirling and Vishakha Tripathi Date: 03/05/2017

Declaration of conflicts of interests:

Caroline Benjamin – private practice GeneHealth UK, University of Central Lancashire, Diana Scotcher – Lectures on Glasgow MSc in Genetic Counselling, Caroline Kirwan – private practice GeneHealth UK, Cathy Watt – Lectures on Glasgow MSc in Genetic Counselling, Vishakha Tripathi – Board of Medical Genetics Clinical Reference Group. Current complaint investigation – Chris Barnes, Vishakha Tripathi, Anju Kulkarni

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 DS Chair

Teleconference DATE:11-11-2016

Action points from teleconference: None

DAY 1 – 12/1/17

Company secretary report and Treasurer's report (DS)

All submissions to and communications with Companies House up to date.

Current GCRB account balance: £44785.77

Signatories on bank account need altered

Action: VT to change bank account details

Indemnity Insurance held with Hiscox insurance

Website retention fee £70 due September 2017

Next annual fee for Accredited Regulation (currently £9364) to Professional Standards Authority (PSA) due March 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 and paypal.

DS to hand over Company Secretary Role to Cath King

ACTIONS:

- DS to send Cath King list of list of Company Secretary responsibilities and when due.
- Update Company House Details - CK
- **AGM** notification needs to go out 21 days prior to AGM date - CK
- Briefing report to be produced for agenda - DS

GCRB LOGO

24/11/2016 logo trademarked - needs renewed every 10 years. Trademark symbol added to logo but all documents to be updated.

Action: Wendrie to check and replace logo on documents and send request to CW to replace on website, as needed.

Administrator

Action: CBar putting together documentation on GCRB processes

Professionals Standards Authority & reaccreditation:

Further board member to be a contact for PSA as DSc leaving – this will be CK/VT

ACTION: VT to update PSA re contact details

Reaccreditation: every year, needs to be submitted by 10th March, to be picked up by CK supported by VT fees increased to £9364. PSA links are Louise Appleby (Accreditation Officer)and communications officer Karen Smith – CK to be link.

All Accredited Registers are able to join a collaborative group. DS currently receiving e-mails. Current topics are around protected title and data sharing. GCRB participation would enable us to to learn from larger more experienced groups. DS to review minutes of their last meeting . Only for members of accredited regulation. VT to receive e-mails in future.

Action: CK to lead on re-accreditation submission with support from DSc and DSt

GCRB requirements for reaccreditation

- **Risk matrix** – JCGCR are doing this it is not going to be ready by March but in process and will be ready in 2018

Action: CK to document in re-accreditation that this is in process and will be submitted with 2018 re-accreditation documentation

- **Catastrophe policy** – DSc to update ready for March, GCRB dropbox is Chris' own personal dropbox but not available for chair and deputy. Need to get GCRB dropbox that which chair, deputy chair and administrator can access. Also discuss with web team if this can be part of the website.

Action: CK to obtain updated document from DSc to submit for re-accreditation

- **Criteria and procedure for selection of associate board members** – PIP, Medical advisor and Educational associate.

Action: JW to review existing documents and minutes put it into documentation. CK to obtain updated document from JW to submit for re-accreditation

- **Engage with service users** –
    - Stephen Whyte now on board.
    - PIP group and TOR drafted.
    - Blog, twitter account.
    - Information to PALS department about GCRB, public section on website.
    - Google "complaint against genetic counsellor" GCRB first hit on google.
    - Liaise with AGNC about raising awareness that now regulated profession, update to AGNC leaflet.
    - Board feels communication is proportionate considering size and usage of genetic counselling..

  Action: JW to give details of twitter account to CK for updates. SW to look at public sector of website. DSc to write a reflective blog to go on genetic alliance website and ask if interest in PIP group to get in touch.
- Annual subscription declarations and updating of GC details including place of work and private. This is part of website development

- **Policy of formal lines of reporting to statutory bodies** – part of indicative sanctions and complaints documents. Communication with NMC and Clinical Scientist. Aware of dual registration inform organisation. Chair named contact for reporting.

Action: CB to contact NMC.

- Restoration policy to be completed

ACTION: JW

- Inform PSA about any complaints or complaint hearings
- How registrants communicate about being part of PSA – branding guidance, encouraged to put on e-mail,

Actions

CB to contact AGNC and draft e-mail for how it's being used now changed

CBa/WH email CB list of RGCs.

Add strap line to annual renewal form stating should be using PSA logo

PIP TOR

- Membership length 3 years everyone would then need to be reappointed at same time, therefore appoint a few people for a shorter amount of time so staggered
- Documentation states a board member "leads" this is too vague.
- A board member should attend but a PIP should "Chair"
- Type of members – 3 domains of patient and public member that are covered at all times i.e one member cancer genetics, antenatal choices and further choice – board to define these 3 essential and two others.
- MMcA to update TOR for PIP group and recruit
- Board member feedbacks from PIP group to GCRB board.
- PIP group would review the rough format of any panels
- PIP to review website particularly public engagement page
- Feedback to PIP group what goes out to registrants and give updates, e-mail list same as RGCs, discussion on how PIP group could contribute, suggestion by SW that PIP group can be used to test changes in processes.

Action: JW to contact previous interviewees , Nick Meade to help recruit member of antenatal group through Genetic Alliance UK

GCRB Process for reviewing documents

Changes to processes/documentation to be discussed in January, completed by and ratified at July meeting and then published on website following July Board meeting.

Review of GCRB Queries

ACTION: Put table of query's on board section of website (when developed) so corporate memory is clear. DS

Outstanding queries received by the Board over the past 6 months:

- **On line course CPD internal/external:**
  - Number of hours for distance learning
  - AK medics distance learning is counted as external and not limited, only reason for limiting is to ensure attendance at conferences, perhaps stipulate amount outside Medics need 10 out of 50 to be conferences
  - Journal review self-learning and not included in this
  - Currently internal up to a maximum of 5 hours.
  - CPD for 2018 registrants and renewals
    - Online courses to be counted as external and no limit on number
    - No longer included in private learning
    - Portfolios will be deferred if reflection I and evidence of application to practice is NOT adequate

Action: JW to update CPD guidelines – distance learning external for registrants and renewals.

Challenges for GC's not working in a regional genetic centre/approved post:

- Need clearer definition of approved post
- SW highlighted different pathways for registration for chartered surveyors who need to obtain accreditation of professional competence - those working remotely have access to APC. Mentor can be in another region. Mentor can also use mentoring time towards CPD. Clear guidelines for remote workers and what they need to do.
  - Should SOM mentoring count as up to 5 hours of private study - YES
- Currently GCs not working in RGC need to meet guidelines for remote workers to register.
  - Send PSA information to Royal Colleges and NHS confederation, head of trusts so aware any specialty considering employing GC ensure they are aware of registration guidelines

Action: JW to draft a document Guidelines for employers, DS to draft letter to be sent to Royal Colleges and NHS Trusts

Renewals:

- Set B – NMC registration: Registratants advised to keep NMC registration up to date or at least check with their Trust regarding

local requirements. Registants who no longer intend to keep NMC registration MUST inform GCRB of reason fro this – to ensure it is not due to a FtP concern.

- Number of people putting in PIN numbers for NMC which are no longer valid.
- If have let NMC lapse and GCRB lapse can get back on register with relevant documentation don't require current NMC registration.
- If they've been struck off need to know the reason.
- Line managers should be checking at appraisal there registration with regulatory body.

Action: CBar to contact GCs who have recently submitted updated information including NMC registration but PIN not identifiable on the NMC register. DSTI to highlight this at AGM.

Set B criteria – two years training following counselling and science course.

- Queries raised with board about this time frame.
- Timeframe gives equity between set A and set B.
- Board in agreement not to change this as important to maintain equity.

Action: DS to feedback to Lead GC group.

- **Home office shortage occupation list**
  - AGNC addressing with workforce planning.

Appeals

- 2016 deferred portfolio appealed - Appeal not upheld.
  - Feedback from panel - Two areas of improvement
    - Consider more positive feedback and not too detailed.
    - Independent member to check feedback, as written under pressure on assessment day.
    - Rubric will still be pass or deferral and results % will not be given out.
    - VT nearly finished feedback bank linking comments to rubric. Aims to be supportive and constructive for deferred candidates to be able to move forward.
    - Assessors and moderator can delay completion of feedback on the day, if more time required.
    - SOM training day to echo supportive constructive. Acknowledge effort going into whole process.
    - Feedback for successful applicants will be brief to enable Board to concentrate efforts on constructive feedback to deferred applicants.

Complaints

Three concerns were submitted to GCRB in the past 6 months and these were discussed in the context of GCRB processes. Details can be requested by appropriate parties by contacting the GCRB Chair.

MSc Accreditation

- MM approached board about new Cardiff MSC
- New course distance learning innovative run over three years.
- GCRB happy to accredit and putting together final response approving accreditation

STP genomic counselling

- Not yet asked to accredit course, may be approached next year
- Not currently accredited
- Standards:
    - not less than 35% to be clinical placements

- GCRB agreed that MSc accreditation standards need to be reviewed to ensure current:
    - Proportion of taught content to be reviewed
    - Standards need to be taught on a broader level
    - Team to be set up to look at old standards, and look at new programmes and what broad criteria encompasses all of
    - Review standards over next three years

Action: MW and VT to look at current training posts and STP training posts to review what evidence would be required to ensure equitability between the two routes and what evidence for a GCRB portfolio will be required. Contact Michelle Bishop and Jenny Bell

SOM training feedback

- CB to go to meeting for this year's assessors
- CK to modify mentoring aspects and approach Registered GC's who have been previously deferred

Feedback re Remote assessing

- If deferred takes more back and forth and not efficient more productive face to face
- Not advised for assessment

- Consideration of Go to meeting for future £300 a year
- Registrant interview

DAY 2 - 13/01/2017

Evaluation of feedback from registration discussed

- Lack of clarity in written content – case studies and case logs on SOM training day would be helpful. Case logs brought up by applicants GCRB bullet point more info on each individual case logs
    - CK to provide more clarity and then send to board to obtain agreement prior to SOM course
- Board members to identify applicants from recent cohorts who have submitted good case studies to ask if these may be used anonymously for training
- VT to give case studies for SOM
- Critical analysis – addressed through new SOM cases, AGNC meeting to provide a critical analysis lecture and trainee GC's at Birmingham
- Issues relating to SOM –
    - Under confidence,
    - Potential for future link with MSc in Genetics and Genomics to mark at MSc level
    - GCRB to liaise with MMcA over the next few years.
- SOM's to discuss with applicants approaching another SOM for a final read through or a colleague with a stronger interest in certain areas to check clinical content
- Continue to review system for efficacy
- Resubmissions of deferrals to be earlier than 12 months
- New model for assessment day to allow for increased capacity
- In process of developing comments bank

ACTIONS:

CB to update documents on SOM tab of website

MMcA – presentation at AGNC on critical analysis. Pitfalls for applicants to be drawn up by MMcA

VT - Feedback you said we did – post on website

Administrator role

- Dropbox – discuss with web developers suggest generic e-mail for enquiries/admin for GCRB which will go to WH directly, those e-mails can then get their own dropbox accounts so data then owned by the company not individuals.
- Recommend google apps for charities is free need to clarify if this is free but otherwise£5 a month. GCRB should own all software so should have own dropbox and not personal. WH to talk to TM in relation to this.
- E-mail account – admin, treasurer, chair, secretary do not use names
- Business address – currently CB personal address which is registered at Company's House, not to be changed currently
- WH Attendance at meetings – June meeting not assessment day
- WH 3 hours a week retainer then adjusted accordingly paid in advance

Actions: WH to investigate options for generic email addresses and dropbox access and feedback next meeting

Preparation for assessment day

- Normal capacity 14, demand now increased
- Assessors do independent assessment any problems go back to moderator otherwise joint report by primary assessor and signed off by both but assessors do not need to attend assessment day.
- Associate membership – limited access for prospective registrants – this may be addressed by new website
- Rubric assessment tool
- Trial it this year as it is, for marking MSc level if meet MSc level but concerns about clinical then applicant to be interviewed
- Review Rubric at July board meeting - CK to add to agenda
- Feedback, consistency and clarity of communication
- Narrative has to refer to marking criteria in relation to MSc, can comment on clinical concerns
- Any concerns about rubric and challenges of assessment, to be fed back to the board separately from assessors.
    - Letter/feedback request to be sought from Assessors re Rubric after this years process complete
- Link criteria – can be marked low/fail on some element of a case study or essay but pass over all. However, every piece of work needs to pass to ensure an overall pass, if one does not meet criteria then portfolio deferred
- Possible future charges for deferrals due to new administration costs – to be reviewed next year
- Word count – if more than 10% above upper word limit - automatic deferral. Add to assessment sheet, also remove word count from rubric list.
- No percentage or rubric will be released to applicant following assessment

ACTION: Review of rubric to be added to June agenda

Deferrals

- CK update FAQ deferrals according to new assessments
- Payment will be from 1st May following year, if successful on first or deferred assessment
- New system for 2017 deferrals

ACTION:

Update applicant guidelines DSti

Update FAQ deferrals doc - CK

Review of GCRB documents

- PIP terms of reference – MM to update, action noted in PSA section
- Private practice – position on website, members page CW this is in development
- GCRB MSc accreditation form – to be reviewed in next three years
- GCRB board members, roles and calendar to be updated by DS
- Applicant guidelines – flow chart for new reg. process, word count seeking consent for audio or video – DS to update CK provide more clarity on competency
- Exceptional circumstances policy – registrants name not appear on register - CKing
- Restoration of registration - JW work in process

Overseas reciprocity

- MSc recognised from Australia, South Africa, America and Canada countries
- Registration recognised with reduced portfolio from Australia, South Africa and European Registration Boards
- Not recognised from American and Canadian Registration Boards
- Overseas nurses - need to clarify wording CB to give clear wording

ACTION: Overseas guideline to be finalised JW

Website update

- Payments should allow registration up date to continue automatically, currently only available through paypal.
- Website – 5 year CPD to be submitted online to the website
- These are additional costs to that budgeted on website costs
- Online register, searchable register and on line payment system , now adding in further automation

- "Must, should, can, won't, couldn't" – need to be clear about repairs and costs
- CW to clarify total amount paid to web company and what this is to cover and what future payments is required to get to the stage needed with online searchable register and online payment system linked to registration renewal and future maintenance
- CB to review financial forecast ready for July

ACTION: Review website progress and costs at June meeting

AGM at AGNC

- 24th April in Leeds, DS, MMcA, VT and CKg hoping to attend

ACTION: Duty to get notification & briefing paper out to the membership 21 days prior to AGM– DS/CKing

Accredited registers conference

- Any suggestions for things that would like to be covered
    - Fitness to practice panels
    - Legal advice in relation to fitness to practice
    - Presentations on fitness to practice
    - Public focus group examples of Healthcare professionals may have been censored or questions raised against practice and different ways to censure someone and what was an appropriate way to manage this

Festival of genomics

- Two day free conference Excel in London, invited to have stands
- GCRB to put information on AGNC stand and advertise accredited register and what this means

ACTION: CB to contact AM and find out costs of stand

Dates

Need to confirm dates of SOM for 2018

- Results to go out on 19th May for 2016 deferrals
- 27th July results date for 2017 applicants
- 5th and 6th Feb 2018 board meeting
- 21st June 2018 Marking day
- Board meeting 22nd June 2018

AOB:

- CW to speak to TSB about having a GCRB credit card
- CBar has access to TSB bank account - remove her and put WH onto account - DSTi