Genetic Counsellor Registration Board
DATE; June 2018

Guy's Hospital

Business Meeting
Minutes

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

Attendees Present 29/6/17: Diane Stirling DS (Chair & Company Treasurer), Vishakha Tripathi VT (Deputy Chair), Caroline Kirwan CK (Secretary), Caroline Benjamin CB (Board Member,), Melanie Watson MW (Board Member), Marion McAllister MM (Educational Associate), Chris Barnes CBa (Administrator), Cathy Watt CW (Treasurer and Web Master), Jennifer Wiggins JW (Board Member) Cath King CKg (Board Member), Chris Patch (incoming Educational Associate)

Attendees Present 30/6/17: Diane Stirling DS (Chair & Company Treasurer), Vishakha Tripathi VT (Deputy Chair), Caroline Kirwan CK (Secretary), Caroline Benjamin CB (Board Member,), Melanie Watson MW (Board Member), Marion McAllister MM (Educational Associate), Wendrie Heywood WH (Administrator), Cathy Watt CW (Treasurer and Web Master), Jennifer Wiggins JW (Board Member) Cath King CKg (Board Member), Nick Meade (GAUK)

Apologies: Stephen Whyte SW (Patient representative)

Approved by: Vishakha Tripathi

Seconded by: Diane Stirling

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Topic	**Action Required**
1. Conflicts of interest Caroline Benjamin – private practice GeneHealth UK, University of Central Lancashire, 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 FtP investigation , Anju Kulkarni - Current FtP Investigation, Diane Stirling – no conflicts , Melanie Watson – no conflicts, Jennifer Wiggins – no conflicts, Nick Meade – now on Board at Genetic Alliance UK, Cath King – No conflicts, Wendrie Heywood – no conflicts, Marion McAllister – Programme director for MSc in Genetic Counselling, Cardiff University. **2. Company secretary report** a) CKg changed details on company secretary website. Payment to retain web host, ZEN and Fasthost– settled. Annual returns to be completed by CKg. Company address still 46 Park Hill. Should consider	

setting up a P. O. Box in the future.

3. **Treasurers report**
   a) Balance - £36,163.16
   b) Instruct a law firm for FtP training and representation £10,684.94 in total up to June 2017.
   c) Need to consider fees for 2018 – increase annual fee from 2018
   d) Administrator costs – 6 months £4028.51 – Mindful Business – may be more than estimated £6000 within financial forecast.
   e) Annual subscriptions reviewed by JW – 28 late fees, fees waived if wrong e-mail address used by GCRB or extenuating circumstances. All other late fees charged, total £2000
   f) Membership to be informed of new process once website is live
   g) **ACTION:** GCRB to obtain credit/debit card to cover expenses — **3g CW**
   h) **ACTION:** CKg to be signatory on bank account as well as change of Chair, current signatories DS and Barbara Stayner — **3h DS**
   i) **ACTION:** JW to draft feedback from annual subscriptions and put on news section of website — **3i JW**

4. **Debrief assessment day**
   a) 13 submissions – 12 successfully registered and 1 deferral. Smooth running, more manageable for moderators', rubric well received. In future years, Individual Assessors Reports to be sent to moderator with Part C of portfolios where moderator input is required.
   b) No joint rubric following moderator discussion. Board members not assessing at assessment day should attend but update documents. Continue starting at 10.00 for assessment day.
   c) **ACTION:** MM to write a standard operating procedure for moderating next year, maybe on website. — **4c MM**

5. **Renewals**
   a) CPD levels improved for renewals
   b) Few issues with references not covering what is required

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6. **Matters Arising from Previous Minutes and not covered in the Agenda**

   All action items on Jan minutes have been actioned except following

   a) **ACTION:** Policy of formal lines of reporting to statutory bodies NMC/HCPC — **6a MW**
   b) **ACTION:** Caroline K – Deferral FAQ document to be finalised — **6b CK**
   c) **ACTION:** SOM guidelines – replace old matrix with new rubric, ensure all information is still relevant — **6c CK & CB**

7. Table of unusual queries – to be put on Board Members tab of website once created (for corporate memory).

   ACTION: Employers Guide document to be finalised — **7 JW**

8. **SOM Training Feedback**

   Very good feedback from participants, they appreciated the attention on academic cases and rubric. A request for better catering has been noted, plus the request for more information on competences, and for an evaluation form to be included.
   a) Due to a lack of assessors/SOMs the fee was waived for 2017, there may be a lag year in 2018 where there are not enough assessors. Those for whom being an assessor is mandatory (members of the board)

will not be charged, all others will be charged.

b) In 2018 the training day may be held after the AGNC Conference, depending on the date as the training needs to be held after the Portfolio submissions date (currently April 1st), the number of trainees could be increased to 25. Care needs to be taken to ensure that costs are covered.

9. PIP Group — **9a MM & NM**

a) NM was asked to look for potential members to join group, four responses. **ACTION:** MM & NM will do telephone interviews, and then feedback.

b) According to the PIP Group ToR Five individuals are to be invited to join the PIP group for a maximum period of 2 or 3 years.

c) It may be necessary for a smaller group to be set up at the beginning, which will allow continuity with staggered ending periods. — **9d DS & SW**

d) SW is asked to join this group, possibly Chair, in addition a member of the board will be asked to be available as a professional advisor or technical resource for each meeting. **ACTION:** DS to speak to SW regarding this.

10. Record of enquiries/complaints/investigations

a) There haven't been any complaints received since January.

b) There haven't been any unusual enquiries. From this meeting if there is an enquiry regarding eligibility to register, must be processed through the Eligibility to register document, which will require a fee. There is a reminder that February 2018 is the last point where American & Canadian Board qualifications are accepted

c) An interim order hearing date has been set for 12th July.

d) Expert witness training is being arranged, invitations will be extended to members of the Board, in the first instance and then to the wider membership.

11. Review of GCRB documents - See list – signing off changes discussed at January Business Meeting

11a **DS**

11b JW & VT

a) Working in private practice – **ACTION:** separate sentence to be created with link in both employers and public parts of website — **11c DS**

b) Fee Structure – **ACTION:** to be updated with new pre-registration and new annual fees — **11d CK**

c) Applicant guidelines are being finalised, comments are being included

d) **ACTION:** Case log record & competencies to be updated to include new practice developments – to be incorporated into guideline update next year — **11e CK**

e) **ACTION:** Deferral FAQ to be finalised, submission of deferrals date to be added to the website annually (same as new submissions applicants). — **11g CB**

f) CPD Guidelines finalised and updated

g) **ACTION:** SOM guidelines to be updated

h) Maintenance of Registration Guidelines - restoration section added

i) Assessor Feedback Guide & Comments Bank – finalised and used.

j) Individual & Joint Assessment Records – updated to include two comments, including signature boxes on joint record

k) Catastrophe plan – final section to be updated. (WH to do) — **12a MW & CB**

12. GCRB requirements for MSc accreditation

a) **ACTION:** Specification to be updated to reflect increase in technology and academic components, flexi-study and changes in courses. Incorporating study credits as a standardized unit, and to allow competencies to be prioritised, as well as easier comparison between different courses. — **12b DS**

b) **ACTION:** Board to write to clarify that a course is accredited until the end of the current cohort of graduates. We expect all academic institutions to remain in accreditation for the period of the course,

until the students graduate.

c) **ACTION:** The new accreditation guidelines will need to be uploaded to the website and be available for download by interested parties.

13. GCs working outsider Regional Genetic Centres — **13b JW**

a) AGNC Workplace Survey showed 50 people who are not registered but working as GCs. — **13c JW**

b) **ACTION:** JW will go back to the AGNC, to raise the issue regarding isolated and specialist centre GCs, and report back to the board regarding the numbers of unregistered GCs.

c) **ACTION:** GCRB Employers Guidelines will be sent to a wide variety of employers, organisations and PALs, starting a communication regarding the need to increase awareness of GCRB role for patient safety, and standardization of Genetic Counselling practice

d) New category for Pre-registration student and preregistration trainee, Students will be encouraged to sign up for a Student Pre-Registration membership, Trainees will be encouraged to sign up as Pre-Registration Trainees; both will be charged an annual fee of £25. Certificate of eligibility, which will continue to have a fee, currently £50. These people will sign up to the GCRB code of conduct, and receive support through SOM training etc. from the Board. This will simplify the acceptance of 'Intention to Submit' forms in February, before the portfolios, as people will already be pre-registered. **ACTION:** Stephen Whyte, Vishakha Tripathi and Jen Wiggins to develop process for pre-registration genetic counsellors which would include students and trainees. This is one of the ways discussed by the board to be proactive to ensure quality, and build a culture of GCRB Registration being expected. — **13d SW, VT & JW**

14. Website — **14 CW**

Cathy demonstrated the website, which was felt to be smooth running and impressive. The search function is not yet working, and we're aware that we need to have the Pre-Registration statuses changed & linked to payment to reflect decisions above. **ACTION: Website to go live in August**

15. Dropbox Structures

a) Data retention after lapsing needs research into what other organisations do, and

b) Permissions for data – the data held by GCRB has different levels of security needed. The highest security is used for anonymisation of portfolios, chair / administrator only – GC folder with portfolio, email correspondence. Middle – all board, or sub group of the board. Lowest is publicly accessible documents, or all general GC correspondence. — **15d WH**

c) Tracked changes – this is required, WH to investigate if possible in Drive

d) **ACTION:** WH to create a document for structures and permissions. Plus explanations on how to log in to whatever storage, both for generic and personal email accounts

16. Submission timeframe — **16 DS**

The board agrees that they will accept submissions of portfolios for a week after the February 1st opening date.

ACTION: Add to Applicant Guidelines. — **17 MW & VT**

17. Higher specialist training

A working party has been set up to look into consolidating, standardization and re-organisation of a disparity of higher or further qualifications; MW & VT have joined to be part of the discussion about structures.

18. Fees

a) There was a discussion regarding the current cash flow, reserves and the need to increase fees to cover the increasing costs of running GCRB, including legal fees.

b) Fees for 2018 will increase to at least £110, the board is aware of the impact that this increase may have — **18d NM**

on our members and this decision was not taken lightly.

c) Alternative income possibilities were mentioned, including considering donations from partner organisations and corporate bodies. **19 DS**

d) ACTION: Nick Meade to supply sample letter

19. Elections required for year

MM Educational associate, Chair DS and Caroline Benjamin step down in Feb 18, VT moves up to Chair and Caroline Kirwan to Deputy Chair. In principal Chris Patch will take over Educational Advisor role in Feb 2018. Two new Board Members required, there is a SOP for elections. **ACTION: DS**

Discussion on increasing number of Board Members – for further discussion in Feb 18. If agree will need to be approved by membership (vote) at AGM in April 18 and changes submitted to Companies House TOR.

20. Dates of 2018 meetings

5th & 6th Feb '18, 21st & 22nd June '18. SOM training in Glasgow, April/May (day linked to AGNC)

21. Accreditation of Non-UK Courses **22 CK**

This possibility was discussed, and will be looked at again in the future.

22. PSA standing items

Standing agenda item to ensure all documentation is kept up to date and the board is prepared for PSA renewals each year. **ACTION:** Caroline will create a checklist to ensure the information flow works smoothly. The list will be attached to the board minutes, with action points and agreement who will action each point, and it will be referred to each meeting. **VT**

23. CPD for courses

Day conference - five hours was given for a recent conference and the standardization number of hours was discussed. **ACTION:** VT will look into this, and report back with guidelines to the board in February.