GCRB
Genetic Counsellor Registration Board

Genetic Counsellor Registration Board

Guy's Hospital

Business Meeting: 5th and 6th January 2018

Minutes

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

Attendees Present:
Monday 5th February 2018
Diane Stirling ***DS*** (Chair)
Vishakha Tripathi ***VT*** (Deputy Chair)
Caroline Kirwan ***CKirwan*** (Secretary)
Cathy Watt ***CW*** (Treasurer and Webmaster)
Cath King ***CKing*** (Board Member, Company Secretary)
Caroline Benjamin ***CBenjamin*** (Outgoing Board Member)
Melanie Watson ***MW*** (Board Member)
Jennifer Wiggins ***JW*** (Board Member)
Sarah Pugh ***SP*** (Board Member)
Selina Goodman ***SG*** (Board Member)
Marion McAllister ***MM*** (Outgoing Educational Associate)
Chris Patch ***CP*** (Incoming Educational Associate)
Chris Barnes ***CB*** (Administrator)
Stephen Whyte ***SW*** (Patient Representative)

Apologies: Nick Meade (Patient Representative), Anju Kulkarni (Medical Representative)

Tuesday 6th February 2018
Vishakha Tripathi ***VT*** (Chair)
Caroline Kirwan ***CKirwan*** (Deputy Chair)
Cathy Watt ***CW*** (Treasurer and Webmaster)
Cath King ***CKing*** (Company Secretary)
Melanie Watson ***MW*** (Board Member)
Jennifer Wiggins ***JW*** (Board Member)
Sarah Pugh ***SP*** (Board Member)
Selina Goodman ***SG*** (Board Member)
Diane Stirling ***DS*** (Co-opted Member)
Chris Patch ***CP*** (Incoming Educational Associate)
Chris Barnes ***CB*** (Administrator)
Anju Kulkarni (Medical Representative) (part of meeting)

Apologies: Melanie Watson, Stephen Whyte, Nick Meade

Conflicts of Interest:
Caroline Benjamin – private practice GeneHealth UK
Caroline Kirwan – private practice GeneHealth UK, Supervisor for Cardiff MSc students
Cathy Watt – Lectures on Glasgow MSc Genetic Counselling
Vishakha Tripathi – Board of Medical Genetics Clinical Reference Group, Current FtP case
Selina Goodman – Supervising dissertation for MSc students on Genomic Medicine MSc
Marion McAllister - Cardiff STP Course Director
Chris Patch: Current FtP case, Genomics England, external examiner for Manchester MSc
Chris Barnes: Current FtP case

Diane Stirling, Melanie Watson, Jennifer Wiggins, Cath King, Sarah Pugh, Stephen Whyte – no conflicts of interest

DRAFT Minutes Monday 5th February 2018	**Action**

1. Minutes of last Board Meeting on 29/30th June 2017

- Reviewed
- Actions that remain outstanding identified and drawn to the attention of the appropriate Board Members

Outstanding actions from previous minutes	
GCRB TSB account - DSTI to check that Vishakha Tripathi and Cath King have been added as signatories – CONFIRMED March 2018 Change form to be completed at next Board meeting to remove DSTI as signatory and change address.	**DS**
MM to write a standard operating procedure for moderating - DONE	**MM**
Policy of formal lines of reporting to statutory bodies NMC/HCPC	**MW**
Case log record and competencies to be updated to include new practice developments	**CKirwan**
Review of MSc accreditation document	**?**
New category for pre-registration student – VT, SW and JW to continue discussions	
Alternative income possibilities - consider of donations form partner organisations and corporate bodies. CW to seek sample letter from NM	**CW**

2. Company secretary report (CKg)

- Annual returns filed with Companies House
- Company address still 46 Park Hill, Ckg to look into setting up PO Box
- Indemnity Insurance with Hiscox will renew automatically next month

ACTIONS:
AGM Notification to go out 21 days prior to AGM date — CKg
Directors details to be updated once confirmed that Signatories have been updated on Bank account — CKg
Clarify terms of Indemnity Insurance with Hiscox - — CKg

3. Treasurers report (CW)

- Details of Interim Financial Statement (revenue and expenses 01.02.17-31.01.18) provided to Board Members by CW, and these discussed in detail.
- Current balance £21,199.96
- Major expenses related to Fitness to Practice case legal advice, renewal with PSA, Administration and Website development.

- CB has returned as Administrator in voluntary capacity
- GCRB Bank Account: changing signatures is complex. DS to remain on Companies House list for GCRB whilst GCRB bank account signatories are being amended and sorted.
- CW preparing accounts ready for Accountant attention

4. Renewals and annual subscriptions (JW)

- Payments to be made by Standing Order or paypal, as Direct Debit not possible
- GCRB Website now sends out reminders
- Paypal payments automatically update "payment" status as PAID. Bank transfer payments need to be updated manually. Receipts issued automatically
- Some fines for subscription fees last year submitted belatedly levied.
- Expectation is that collection of subscription fees will be more streamlined next year now membership have set up standing orders and are familiar with fines for late renewals

5. Reciprocity issues (JW)

- Guidelines now updated
- Changes communicated to Lead GC meeting forum
- Overseas-trained applicants now need to apply for 'Eligibility to Register' certificate in advance
- Graduates from USA and Canada must now submit a full portfolio rather than a limited one, for full reciprocity
- USA have announced that they will assess non-USA Registration systems but unclear how this will work in practice or whether a fee will be involved, but all agreed that this was a positive step towards reciprocity with USA

SG

6. Evaluation of 2017 Registration process by Genetic Alliance (UK)

- This was delayed as a result of GA (UK) staffing issues
- Feedback generally positive, especially on the use of new assessment 'rubric'. SG to produce summary report for website
- One negative comment by assessed registrant regarding omission of names of assessors on assessment sheet (only signatures)
- Board Members and Assessors presence at Marking Day only in case of portfolios needing discussion: worked well.
- MM commented that receiving the portfolios requiring moderation in advance of Marking Day was an enormous improvement.

7. Current/new roles for Board members:

- Chair: VT
- Vice-Chair: CKirwan
- Secretary (Company Secretary and GCRB Secretary): CKing
- Renewal of Registration: JW, CKing, (with SP)
- Reciprocity Matters: JW, VT
- Treasurer: CW (with CKing)
- Webmaster: CW (with SG)
- Regulation matters: VT/MW
- SOM Training: CKirwan (with SG in London and CW in Glasgow)
- FTP: JW/MW/DS
- Meetings Secretary: SP
- PIP: SW/SP (MM completing recruitment with NM)
- Data Protection: CW, SG

Agreed that increased workload and scope of the Board meant that the Board needed additional membership • JW to review the constitution with a view to proposing a change to constitution that would enable Board to have additional members • Any change to the constitution would necessitate proposal to GCRB membership and approval at AGM – needs to be included in Chair's report which goes out with AGM agenda. CRITERIA for BOARD MEMBER: Same as ASSESSOR criteria - 5 year post registration in the UK and current Assessor/SOM training	JW VT
8. Record of enquiries/complaints/investigations • Fitness to Practice case – process/progress discussed. VT, CP and CB left room due to declared Conflict of Interest.	
9. SOM Training Feedback (CKirwan and CBenjamin) • Both 2018 Courses (London and Glasgow) well subscribed (19 in London, 17 in Glasgow) • Feedback from 2017 Courses: more case studies requested • Introduction of marking rubric: well received and thought to be very helpful • No plans to make major changes to Courses in 2018 • London Course: CKirwan & SG, Glasgow Course: CKirwan and CW • Cost of course to remain at £30 to applicants as GCRB need to cover expenses • C Kirwan to obtain costings of SOM training course in Liverpool to consider if fee increase required to cover costs	
10. Accreditation of MSc Courses (CBenjamin) • Request for accreditation of new 3-year Scientist Training Programme (STP) MSc Genomic Counselling course through the National School of Healthcare Science (NSHCS), with the academic component delivered by the University of Manchester. o Accreditation went well: clarity needed that GCRB only assessing part of course delivered by Manchester and not accrediting placements etc. • Cost of accreditation fee charged by GCRB discussed. Amount of work involved needs to be reflected in fee. Decision: move to an initial assessment fee followed by an annual fee. Cost of fees to be discussed at next meeting. Once set: VT to draft letter to Manchester, Cardiff and Glasgow University to explain need for increase/change.	VT
11. Renewal of GCRB Accredited Registration (AR) by Professional Standards Authority (PSA) • CKirwan presented list of expectations from PSA on matters to be addressed before next renewal submission • PSA require that GCRB raise their profile amongst the public: CW to draft a letter to Patient Advice and Liaison Services (PALS) that can be distributed to their local PALS offices by the Lead GCs. CW may also investigate if list of contacts for PALS exists	CKirwan & All CW
12. Public Interest and Participation (PIP) group • 4 members have been appointed • 5th member to be interviewed – MM & NM • New members need induction into role and organisation of the GCRB: SP will do, with CP support (? development of profession, AGNC & GCRB roles, discussion of an ethical scenario) • Supply Terms of Reference (including role of GCRB in PIP) • PIP group will eventually be self-governing • SW will be liaison person between the GCRB and the PIP group	MM & NM SP/CP

• GCRB website needs to include an explanatory paragraph about the existence and purposes of the PIP group ? who will produce this **13. Discussions with the Academy for Healthcare Science (AHCS)** • Discussions held with AHCS to explore statutory regulation for current GCRB registered genetic counsellors has progressed with steps to undertake this now clearly identified. MW and VT are carrying out the initial mapping exercise between current GCRB competencies and AHCS standards of proficiency and good clinical practice. • Discussions with JCGCR resulted in support for the profession pursuing this in order to maintain standards, yet be regulated by a single regulator which allows statutory regulation. • Proposal for achieving statutory regulation with AHCS/HCPC was presented by VT at joint Lead GCs/AGNC/GCRB meeting in December and received a unanimous vote of support to pursue this route. • Questions were raised regarding those GCRB registered GCs who decline HCPC registration and this was identified as a risk which the GCRB will consider in due course. • The identity, role and autonomy of the GCRB were also discussed; areas which need further exploration once the initial mapping exercise is complete.	VT/MW
DRAFT Minutes Tuesday 6th February 2018	
1. GCRB AGM 2018 • To be held at AGNC Spring Meeting in Glasgow (26-27th April) • GCRB AGM on first day of meeting (Thursday 26th) • Possibility of "Q&A" session on regulation discussed, involving Georgie Hall (JCGCR) & (AGNC Chair) ? Peter Marks / Anna Middleton (outgoing/incoming AGNC Chair). • Some changes in GCRB Constitution will be presented for vote: extra members on Board, Terms of Reference and Articles of Association **2. 2018/2019 dates for diary** • GCRB Marking Day: 21st June 2018 • GCRB Board Meeting: 22nd June 2018 • GCRB Board Meeting: 7th and 8th February 2019 • SOM Training London: 17th May 2019 **3. Data Protection Regulations** • Principal of Data Protection is to keep access to data held by an organisation to a minimum, to reduce the risk of unintentional release of data • SG and CKing to do further work on GCRB Data Protection Policy before the renewal of GRCB AR with the PSA in March 2018 • GCRB Hard Drive needs to be collected from Wendrie – JW to complete **4. Update on applications for Registration 2018** • Deadline for submissions via website: noon on Thursday 8th January 2018 • Currently 20 applications, although 2 seem to be erroneous • One of applications submitting reduced portfolio • Eligibility being assessed by DS • DS will send acceptance email to all applicants via website • Currently, website problems have seriously compromised application process • Submission date for portfolios: 1st April 2018	VT SG/CKing JW

• Portfolios to be reviewed and assessed by 1st June 2018 • Portfolios can be assessed by Registered Genetic Counsellors not working in clinical practice **5. External CPD** • SG raised issue on behalf of a Registered Genetic Counsellor who had approached her • Some RGCs who have had periods of maternity leave have reported difficulties in gaining access to sufficient external CPD experiences for renewal of registration purposes • JW pointed out that issue seems to be caused by a too narrow definition of external CPD, which can include online study and visiting speakers to a place of work. No change to guideline.	
Next meeting: 22nd June 2018, Guy's Hospital	