GCRB
Genetic Counsellor Registration Board

professional standards authority
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GCRB Business Meeting Minutes

DATE: 21/06/2018 **LOCATION: Guy's Hospital**

Invitees: Vishakha Tripathi (Chair), Caroline Kirwan (Deputy Chair), Diane Stirling (Past Chair), Cathy Watt (Treasurer and Web Master), Jennifer Wiggins (Board Member), Melanie Watson (Board Member), Cath King (Board Member), Selina Goodman (Board Member), Sarah Pugh (Board Member), Chris Patch (Educational Associate), Chris Barnes (Administrator)

Apologies: Nick Meade (Genetic Alliance UK), Anju Kulkarni (Medical Associate), Stephen Whyte (Patient Representative)

Conflicts of Interest: Caroline Kirwan – private practice GeneHealth UK, Cathy Watt – Lectures on Glasgow MSc in Genetic Counselling, Vishakha Tripathi – Board of Medical Genetics Clinical Reference Group, Chris Barnes, Chris Patch, Vishakha Tripathi,– Current fitness to practice complaint Investigation, Chris Patch –external examiner for MSc in Genetic Counselling in Manchester, Diane Stirling – no conflicts , Melanie Watson – external examiner for MSc in Genetic Counselling in Cardiff, Jennifer Wiggins – no conflicts of interest, Cath King – No conflicts of interest

Minutes

	Topic	Action	Action by:
1.	• Assessment day debrief ○ 18 portfolios assessed ○ 10 required moderation ○ 2 moderation completed prior to marking day ○ 8 discussed at assessment day – 4 passed, 4 deferred • Moderator feedback – helpful to have reports in advance, constructive clear feedback Assessors – moderator feedback more constructive due to moderator having more time to review Teleconference assessment feedback – worked well, helpful as a backup		
2.	Outstanding actions from previous minutes highlighted and noted.	Complete outstanding work and update next meeting planned in October	All board members
3.	• Review of MSc course accreditation costs Work load one day for two board members to assess course ○ Initial fee for assessment - £1000 ○ Annual maintenance fee - £250 ○ If GCRB input requested on design of new course £1000 charge plus expenses ○ To be in place as of January 2019	Inform PSA of fee structure	VT

4.	• Insurance o Up to date		
5.	• Current postal address reviewed o P.O.Box £200 per annum o GCRB email address to remain as is		
6.	• Additional member approved at AGM Call for expressions of interest be sent out to membership – 20th July o Elect three new members o Roles and Responsibilities document to be drawn up – 20th July	Inform PSA of additional member Set up voting	VT Ckg CK
7.	• PIP Group update: First meeting due to be set up in September – awaiting final date o PSA to be informed once final date available o All PIP group members to send up dated CVs to the board		SP
8.	• Company secretary report: o Updated director details sent to Company's House Updated Terms of Reference initially sent but to be corrected in line with additional board member o Accounts submitted to Company's House o Annual returns due in August	Updated Terms of Reference to be sent to Companies House	CKg CW
9.	Treasurer's report: o Current Balance £34,179.93 21/06/18 o General discussion on finances, rising costs and impact of legal bills. Cost of Paypal. o GCRB Accounts run from 01/02/18 o JacksonBrowne £1894.29 further bills pending o Final payment to Wearetheworks website design was in September 2017 amount £3360. Company has indicted further work will incur costs. o Mindful Business no longer employed by GCRB o Refund from PSA £450 o Issues re: legal bills, itemised bills to be requested o Paypall takes £4.50 from each fee of £120 paid to the GCRB – agreed not to charge Registrants paying by paypal. GCRB lost out on approximately £400. o Review options with bank for direct debit payments		JW DS
10.	• Renewals: o Almost complete o 1 opted out of renewal o 1 pending – extenuating circumstances submitted week of board meeting o All others successfully renewed o Quality of CPD good, new guidelines seem to have helped o Agreed SOM experience doesn't count but training day included In interest of public safety agreed renewals to be changed to annual renewals		

	• Annual declaration form to be completed, submission of manager's reference Random selection of applicants for submission of CPD, 10 % of all registrants required to submit the years CPD within 1 month of request. • Declaration form to be reviewed in relation to Registered Genetic Counsellors working in Education, Research and Management to be clear on form Announce changes at AGM to come in to force in 2020. PSA to be informed of change		SG VT
11.	• SOM training feedback: ○ 40 trained as Sign off Mentors and Assessors ○ Still need to chase a few for payment ○ If no payment within 4 weeks training will not count Feedback from attendees – existing annotated case studies incredibly helpful. • Need to add new case study for 2020 • 2019 – one training date only planned to tie in with AGNC meeting, date will be finalised once date for AGNC meeting known		CK CK/SG
12.	• Website update: ○ Renewal dates all correct ○ Issues log to be reviewed and updated ○ Once updated and current issues resolved PIP group to be asked to review for usability		DS/CW/SG

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Minutes:

	Topic	Action	Action by:
1.	• Expenses guidelines: Cost of room in Counting House has now increased to £75.00		
2.	• GRCB calendar update: ○ GCRB Teleconference 11th October 2018 (2-3pm) ○ GCRB Board meeting 7th and 8th February 2019 ○ GCRB Assessment day 20th June ○ GCRB Board meeting 21st June		VT/CW
3.	• GCRB Documents review ○ Applicant Guidelines to be reviewed ○ Application form part B to be updated and reviewed in October 2018 Competencies to be reviewed in line with current practice and updated ○ Registration portfolio checklist to be reviewed by October 2018 ○ Overseas applicants – online submission form ○ SOM documents review and update if required – October 2018 ○ Exceptional Circumstances form – review re: name and anonymous location – October 2018 ○ Review of website documents – most up to date versions		DS CK DS/MW JW/DS CK CK SG
4.	• Data Protection: ○ CKg and SG drawing up a policy in line with GDPR ○ Privacy impact assessment		SG/CKg

	○ Need to log pre-application enquiries Information needs to be kept long term for fitness to practice, keep identifiable data if lapsed NM proposed permanent storage in best interests of patients and public ○ Aim public safety – data retention justified, need to be transparent		
5.	• PSA update: ○ Submitted for renewal – several queries re: PIP group, website, Risk matrix and increase in number of GC's in the private sector, overseas guidelines ○ What are we doing as a Board to mitigate risk ▪ Current risk matrix being reviewed by VT/CK ▪ Needs to be a living document Agreed standing agenda at all board meetings to review risks and update and amend as required ○ Updated risk matrix to be submitted by 29/06/2018 Minutes of meeting to be sent around all board members in September to ensure up to date with actions required before October teleconference		CK/VT
6.	• HCPC AHCS update: ○ Mapping exercise successful ○ Meeting by telephone on 20/06/2018 to review with AHCS Irish Registered Genetic Counsellors concerned the proposal would exclude them. Reassured but work in progress. Initial starting point inclusivity. Also possibility of Registering with EBMG. Process being led from the academy by Elaine Jenkins who has previously worked with the HCPC Education lead for AHCS has requested input from GCRB in designing and delivering OFSA for STP programme. Development day on 10th July 2018 VT, CK, CW, MW to attend from the board		VT, CK, CW, MW
7.	• Courses for Set B criteria: ○ Eligibility queries to come to one board member for consistency – CK ○ Set A and Set B criteria to be put in flow chart for further clarity ○ Cambridge courses approved but current wording on their website is misleading – email and ask them to correct immediately ○ Encourage Set B applicants ○ MSc in Genomics curriculum set by Sue Hill, learning objective prescriptive, GCRB to write to different Universities offering the course to inform of criteria for accreditation ○ Fee for accreditation and acknowledgement £100		CK VT SP
8.	• Renewals: ○ If renewing and complaint received – investigations into fitness to practice ○ If renewing and indication of concerns received from line		

	manager or senior colleague denied renewal ○ If lapsed should always remain on register so clear information for the public and patients Following current fitness to practice registration documents to be reviewed and linked to indicative sanctions		
9.	• American Board of Genetic Counsellors: Offered to review non US MSc's for a charge. Still not offering true reciprocity to the GCRB membership. US complicated by different laws in different states. Canada not changed on current stance.		
10.	• Annual subscriptions: • 7 RGC did not pay on time • 2 were on mat leave 1 had set up standing order for £100 - late fee waived • 1 charged late payment fee • 3 were on long-term sick leave - late payment fees waived after extenuating circumstances forms received • 1 late pay fee charged – evidence of GCRB emails being received (out of office replies) - not pleased • I no longer in practise: lapsed		
11.	• AOB: Pre-Registration group – what will and won't be offered, terms of reference, task for new board member Agreed to inform membership of new declaration form at AGM Website – annual renewal, everyone now transferred to same renewal date, annual subscriptions now tied in with renewals SG/CW/DS to meet with web developers to clarify and move forward Safe practice sending emails to membership should use bcc for general emails so not revealing emails to all membership, specific queries should not use bcc as everyone needs to be aware of those in the conversation		
12.	• Next meeting 14:00 - 15:00 11th October 2018 – Teleconference		