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GCRB
Genetic Counsellor Registration Board

professional standards authority
accredited register

October Board Meeting

DATE: 11/10/2018 14:00 **LOCATION: Email updates**

Attendees: DS, CK, VT, SP, CKg, SG

Apologies: CW, MW, JW

Review of previous minutes and updates

CK:

- Eligibility flow charts- attached for agreement, once in place will have appropriate header
  - CKg comment: superscript 1 after 'guided learning hours' twice in document (first box, point 4 and point 5) but no later description in document, also what is the relevance of 2012 (point 4, box 1) – DS to update
- SOM - all up-to-date

DS:

- Access to online banking- VT had no contact from bank, CKg had some contact.
  - CKg: has been in touch with bank for password- unsure of username, will continue to work on this.

VT

- Informed PSA of changes to MSc course accreditation fee structure- no objections
- Informed PSA that adding additional board members. To update at Lead GC meeting in November
- Change to accreditation fees for MSc programmes and implementation of annual maintenance fee. VT to write to all course directors
- Annual declaration from 2020- for February agenda
- Routes of entry onto register: VT has spoken with PSA about GCRB receiving intention to register from first cohort of STP GCs. PSA have indicated that this is a 3rd route of entry and board would need to be clear about due processes when allowing them onto register- for February agenda.
- Financial modelling- Previous board member asked her husband to review books in the past- CW/DS - should this be revisited?

SP

- Contact different universities to inform of criteria for accreditation- list of universities offering genomic medicine curses compiled. Planning to work with MW as discussed in June meeting.
- ?were there any other courses to target and inform?

Outstanding actions:

SG:

Website documents are up to date with exceptions of:

- Maintenance of registration guidelines v2.1
  - Includes phrase working *...in either education, research or clinical practice related to genetic counselling*
  - As currently registered genetic counsellors this phrase is incorporated into documents rather than relating to 'genomic practice'. Agreed: VT, CKg

- Renewal of manager's reference v3
    - "The applicant has worked more than 1500 hours (40w weeks wte) in the last five years and that this has been directly relevant to genetic counselling (education, research or clinical practice) Agreed: VT, CKg
- Renewal application form v2
- FtP declaration (GCRB annual declaration v2 in dropbox also amended to include '*I have undertaken the required hours of work as a registered genetic counsellor in either education, research or clinical practice related to genetic counselling.'*
- Calendar 2019 needs to be updated - VT requested this to be update with SOM training day 25.04.19 in London. AGM and AGNC conference day 26.04.19

Date for completion of document review: 1st November 2018

CK:
Competency review
Exceptional circumstances form- alter form for name and anonymous location- does this need altering as GC could add info in description of what they need?
SG- agrees that form doesn't need altering as 'opportunity for such a reason and anonymity to be described'
VT and DS agree that document does not require altering
SP- discussion in previous meeting had highlighted NMC guidance for similar circumstances and review of this had been suggested.
CK to go through NMC guidance and have document ready for February meeting.

Outcome of election

VT: 133 responses and 9 nominations, top three scorers all contacted, Charlotte Tomlinson has accepted board position, awaiting confirmation from other two.
Other nominees to be contacted to thank for their interest.

Roles and responsibilities for board members

VT: In January there will be three newly elected members and roles within board will be revisited.

Action VT: to email detailing changes in November
Action All: email VT/ CK if finding it difficult to deliver elements of designated roles in advance of reorganization.

PIP group update

SP: 5th member recruited in summer by MMc and __.
Meeting booked for 16th November in Guy's Hospital.
CVs to be collected and stored- where?

Declaration form re: GCs working in education and research

SG- Declaration form re gCs working in education and research drafted amended versions (attached) proposed that online declaration includes amended point:
I have undertaken the required hours of work as a genetic counsellor in either education, research or clinical practice" Yes/No
Agreement from board:
VT: do they need to be working within education/research relevant to genomic practice? Should we specify this?

Data protection update

SG - no update

PSA update
VT: Have until October to update re FtP and PIP group.

HCPC/AHCS update
VT: Proposal to HCPC of group equivalence was not successful, working with AHCS to look at further options.

Action VT: Further clarity/ update

OSFA update
SG: working with CK, wanted to discuss- thinks that it would be appropriate to use actors for any role play exercise required as they are professionals and able to repeatedly create an emotional response to a verbal cue. Far harder for GCs to do repeatedly and remain constant.
Also- keen that OSFAs have elements that require counselling skills and not use good knowledge- comments?
VT: only 2 stations complete, all others are outstanding. NSHCS will provide actors for the role plays and there is a station with a bad news prenatal result being delivered to an actor (patient) on the phone and a further station (VT/BS) which requires counselling skills
SP: working with JW of this and should be able to complete soon

Website update
DS: Website- difficulty in arranging meeting with suitable date. CW to update.
SG: CW, DS, SG to have skype meeting with web developer.

Action All: If anyone comes across any issues with website or out of date content please email SG

Complaints handling from PSA
VT: PSA are actively reviewing for their registers, published document regarding this.

Action All: volunteer to feed this into review of indicative sanctions policy working with JW and DS to ensure meets requirements.

Fitness to Practice
DS: no update re FtP further than JW email earlier in week. Lessons learned session planned
SG planning to attend session.