

ACGS Executive Meeting Minutes

21st May 2015
Teleconference
12.30

Participants: Ann Dalton (AD), Chair
Simon McCullough (SM), Secretary
David Cockburn (DC), Treasurer
David Baty (DB), Chair, Workforce Development Committee
Dom McMullan (DM), Chair, Scientific Subcommittee
Sandi Deans (SD), Chair, Quality Subcommittee (until 2pm)
Hazel Dinning (HD) Chair, Communications Subcommittee

1) Quality subcommittee report

Met 18th May with two new genetic technologists on committee. The genetic technologists (GT) on the committee were asked what the ACGS can do for them. GTs suggested tailored workshops for technologists and advice on portfolio preparation for registration would be useful. The workforce development subcommittee are planning more study days aimed at the technologists.

DC stated that the issue of reduced membership fees had been discussed at the extraordinary meeting of the BSGM Council.

Action: AD to clarify with Peter Farndon what we need to do to action this.

DM suggested renaming the Scientific subcommittee to the 'Scientific and technology subcommittee@'. All agreed with this change.

Action: SM to check constitution to see if a vote is required.

DM to amend terms of reference for the committee.

Lab accreditation workshop will take place in Birmingham on 28th Sept. 2015.

Example risk calculations for CF are to be uploaded to the website.

Activity/Dashboard

A draft summary statement to cover the activity audit will be placed on the website so that people use the information correctly.

Cyto GenUs have been reviewed and Lara Cresswell is to send the amendments to UKGTN then Heads of labs.

Dashboard changes have been approved by the Clinical Reference Group and will be used from the first quarter of 2015. These will be circulated to the Quality subcommittee and then to labs.

CEQAS

Concerns raised at the Quality subcommittee over the CEQAS scheme regarding errors in scheme documents, feedback from scheme and the timing in receiving feedback from the scheme. SD agreed to bring to the Exec committee.

Action: AD suggested that Exec members check within their own labs if there have been problems with CEQAS in last 3 years and if so she will write to Ros Hastings.

2) Chair's report

ACGS training strategy

AD asked for comments from the Exec committee on the draft ACGS training strategy. All were supportive of the document. The document will go out to consultation with the membership. David Bennett from the Academy for Healthcare Science (AHCS) wanted to make comments on the document prior to consultation. DB stated that the AHCS were under pressure from IPEM and IBMS who were duplicating some processes that the AHCS have put in place. There is a concern in the AHCS that we will deviate from their training strategy. All agreed that the document could be sent to David Bennett for comment but that we will not commit to changing the document but we would discuss any suggested changes as an Exec committee.

Action: AD to send document to David Bennett

HD/SM to upload document to website for consultation

Joint Committee for Genomics in Medicine (JCMG)

Action: AD to send a summary of the meeting to SM

Laboratory reconfiguration was discussed and Colin Pavelin and Ros Skinner both attended. The reconfiguration and procurement is going ahead. The service specification has been re-written in response to the consultation. There has been no commitment to feeding back on the consultation

Action: AD to ask Colin Pavelin what information can be shared.

Chair Elect

We need to approach suitable candidates to encourage them to stand. AD hopes that once reconfiguration is complete that this may solve the problem. AD is happy to support an incoming Chair.

3) Treasurer's Report

DC has had access to bank accounts since February and all outstanding expenses have been paid. The Charities commission are looking for accounts from 2014. DC has spoken to Wilkins Kennedy to see how quickly these can be completed. The balance is healthy despite shortfall of ~£16k in membership fees not being received from BSGM.

Action: DC to email ACGS bank account details to SM to begin transfer of ACC money.

4) Communications subcommittee report

Held a teleconference with Chocolate Grape and have managed to resolve a number of problems with the website.

HD asked subcommittee Chairs to look at their sections to see if they are happy with the content.

Action: Chairs of subcommittees

The CMGS website has now closed.

5) Scientific subcommittee report

Met 4 weeks ago. Discussed the name change (see item 1) and the meeting in June.

ACGS Rare disease meeting

The agenda is now on the website. The AGM will be held in the morning for 45mins and after that the talks will cover professional activity. The mid-afternoon will cover national projects like familial hypercholesterolemia, Genomics England and Deciphering developmental disorders (DDD). The afternoon will consist of talks from submitted abstracts. There were 8 strong abstracts so all are included, two of which are from GTs.

Registration will open tomorrow and DM thanks Peter Farndon with all his help setting up the conference website and registration pages.

Action: SM to email members re registration

SM to put links to conference website on ACGS website

The venue can hold 150 attendees. Invited speakers from the ACGS should register and pay the conference fee. External invited speakers will register but the ACGS will pay. HD asked if ACGS would pay expenses for anyone asked to attend to man the ACGS stand. This was agreed. DC asked for a list of people submitting expenses. There are 5 commercial companies who have stands at the meeting.

Meeting with PHG

60 people will attend this meeting with a maximum of two from each lab. There will be 3 breakout sessions covering legal issues, clinical issues and technical issues. Groups will be given questions to answer and give feedback and this will be written up by PHG Foundation.

6) Workforce development subcommittee (WDC) report

ACGS training strategy

Discussed the training strategy and identified 3 workstreams from it.

1. Workforce review

There is a need for a more in-depth workforce review. David Bourn has collected up to March 2014 but this does not identify shortfalls in vacancies. A new list of questions will be written for the workforce data.

2. Curricula

There is a need for curricula for practitioners with regard to the Institute of Biomedical Science (IBMS). Jake Millar and Michelle Fenlon are working on this. The GTs on the WDC are looking at the scopes of practice to help shape the level descriptors required to produce good GTs and this will feed into the work with the IBMS.

3. OSFA

There was a need to increase the pool of assessment station writers and to have representation from new labs. The new list of OSFA assessors and writers have been approved by the WDC. DB wrote a letter of thanks to Lorraine Gaunt for her work on the OSFA process.

HSST

A call has been put out for a Higher Specialist Scientific Trainee to join the WDC.

Competency

WDC is working with SD to develop competencies in new equipment and technology

Accredited Scientific Practice

Need to develop accredited scientific practice for existing staff. Jenny Bell is leading on this.

On-line portfolio

The WDC is looking at this to enable staff to record their CPD. Looking at pebble pad as a tool for recording this. SM said that this was outstanding work for Chocolate Grape for the whole of the BSGM.

GT training day

The GT training day was held in Bristol and was oversubscribed and the feedback was positive. Jake Millar is to organise another day in Manchester later in the year. This will need the support of the Executive committee.

7) AOB

DC has written a survey on exon numbering and dosage variants which is to be sent to the membership. The survey is to be sent to the Scientific subcommittee for ratification.

Action: DC to send to DM