

**ACC Council Meeting Minutes**  
**British Society of Haematology, 100 White Lion Street, London**  
**Tuesday 2 November 2010**

	Angela Douglas (AD)	Chair	
	Katie Waters (KW)	Assistant Secretary	
	Kevin O’Craft (KO)	Treasurer (from 01/01/11)	
	Teresa Davies (TD)	President	
Steven Williams (SW)	Ordinary member	Tony Parkin (TP)	Trustee
Dom McMullen (DM)	Ordinary member	Val Davison (VD)	Trustee
Lara Cresswell (LC)	Ordinary member	Kim Smith	Trustee
Christine Waterman (CW),	Ordinary member	Nicola James (NJ)	Genetic Technologist member
Nick Bown (NB)	Ordinary member	Ros Allen (RA)	Genetic Technologist member
Sian Morgan (SM)	Ordinary member	John Wolstenholme (JW)	Interim treasurer
Chris Kettle (CK)	Junior member	Gordon Lowther (GL)	GETC (invited)

**1 Apologies for Absence/New members**

Apologies were received from Sandra Birdsall (SB )(Deputy Chair), Simon McCullough (SMC)(secretary)

Ian Cook (IC) (junior member), Anne Reilly (AGTC chair), David Baty (DB) CMGS executive.

**Chair welcomed Teresa Davies to her first meeting a President and Kevin O’Craft as newly elected treasurer. KO will shadow JW and take over as Treasurer from 1 January 2011. JW is invited to March 2011 meeting.**

**2 Minutes of the meeting held on Tuesday 1 June 2010**

Minutes were accepted with minor changes.

**3 Matters arising from previous meeting**

14.5 Clinical coding meeting SB has circulated report to Council.

**4 Chair’s report: Review period 1 June 2010 – 2 November 2010**

Chair reported that this has been a very busy period. Chair will circulate full report to Council and HoDs, Summary will be minuted.

**Action: Chair.**

**1. CMGS Executive Committee**

Meeting held on 23/08/10. The main areas of discussion included; workforce profiling; inviting AGTC member to sit on CMGS council, update from their scientific committee and work carried out on SNPs software and next generation sequencing (NGS) by NGRU. There was a request that ACC/CMGS continue to have joint annual scientific meetings as for next year (Newcastle) but it was not clear where these would be in following years. CMGS is planning to hold meeting in Cardiff 2012. Head of Cytogenetics confirmed not in position to organise ACC meeting. SM commented that this may have been a misunderstanding and that cytogenetics would be able to organise ACC meeting.

**Action: SM to confirm.**

It was also raised whether still need to have both an ACC and a CMGS representative on BSHG committees, Chair asked to raise this with ACC Council for discussion.

**Action: Council agreed David Baty and AD should continue to support each other in attending meetings and provide each other with feedback.**

Next CMGS meeting is 20 January 2011.

**2. Treasurer**

Kevin O’Craft was elected to Treasurer and is present at this meeting as an observer.

**3. RCPATH**

Map of Medicine (MoM): Dr. Simon O’Connor is leading for RCPATH and requested ACC input. Jonathan Waters and AD agreed on a group approach to deliver care pathway work and have invited Nick Bown and Carolyn Campbell from BPG to join them. Group were tasked with selecting three initial clinical areas where there may be potential for introducing improvements anywhere in the diagnostic process (or changes in clinical practice directly bearing on this). Following discussions the following areas were agreed.

- 1) Recurrent Miscarriage using microarray technology.
- 2) Y Microdeletions using aCGH in males with infertility
- 3) Clinical utility and validity of testing prenatal patients with abnormal scan findings using low

resolution aCGH platforms.

Dr O'Connor's group have taken these three suggestions and are working through them gathering the evidence.

#### **4. UKGTN**

Steering group meeting held 29/09/10.

The White Paper consultations (Liberating the NHS) were discussed and a response was tabled from UKGTN. Colin Pavelin (DH) stressed that Genetics is not 'devolved matter' in Department of Health and any policy change is resolved in Westminster.

New was HGSG discussed with UKGTN to find out what the commissioning aspects will entail and who will be involved from commissioning perspective.

New role of NICE under the new NHS reconfiguration was also discussed and how there will be a greater working relationship between UKGTN and NICE in advising on technology assessments.

Currently four projects proposed to NICE:

- 1) Proposed technology assessment – 'aCGH for developmental delay' progress from the current work already carried out by UKGTN and re-look at evidence.
- 2) Arrays and how they will be used to diagnose cancer (work being carried out with CGS)
- 3) Pharmacogenetics (companion diagnostics) – e.g. Herceptin
- 4) Genetics and mainstream medicine

Genetic Alliance workshop: this group will meet 6 monthly and give the perspective of the patient  
Array CGH Gene Dossier submitted by GSTS Pathology as front line test for developmental delay was approved.

Governance arrangements for UKGTN: GENCAG has been dissolved. Human Genomics Strategy Group (HGSG) will oversee policy development. Specialist commissioning group (SCG) expected to make consensus commissioning decisions.

Current UKGTN steering group membership will need to be re-considered in light of changing terms of reference. Peter Farndon steps down as chair in New Year.

Fra X Testing: New best practice guidelines tabled, with newly developed clinical criteria for testing.

Paper will be circulated to Heads of Genetics Laboratory Services, Clinical Geneticists and Paediatricians. Guidelines should be 'Gate kept' by Genetic laboratories. Guidelines will be published in BMJ and placed on Professional Bodies websites.

QIPP Conference: Conference to be held on 25 November 2010, in London.

Bioinformatics training was discussed and how this will be delivered through MSC. Currently a course at £1000 per individual is available and will provide competencies for exiting staff on bioinformatics.

Pathology QIPP agenda: Ian Barnes discussed agenda, which is a DH priority workstream together with importance of genetics in future Molecular Diagnostics in Pathology.

Next meeting of UKGTN is 24 March 2011.

#### **5. JCMG**

Meeting held on 22/09/10.

There was an update from Colin Pavelin (Genetics Unit, DH) on how the current cut-backs had required restructuring of the Genetics Unit which is now two individuals Colin Pavelin and Mark Bale who will also be covering other areas.

Reports from the National Genetics Reference Laboratories tabled.

Report tabled from UK Genetics Testing Network by Professor Peter Farndon, with regards to GENCAG being devolved and how UKGTN will need to adopt the commissioning element of GENCAG.

Strengthening National Commissioning discussed in particular from White paper new National Commissioning Board and Local Primary Consortia (GP's Commissioning)

Consent and Confidentiality draft document tabled by CGS for discussion. GMC have sent comments on the document and it will need further revision. Dr Lucassen, Professor Farndon and Dr Hall agreed to rewrite the document and send the final version to the chairman.

Workforce in clinical laboratory sciences. Dr David Baty presented the CMGS workforce document which mirrored the format of the ACC document tabled at the previous meeting. Next year a joint report will be compiled.

#### **6. NGRL**

Letter went out to DH Genetics Unit and Anne Milton MP supporting NGRL's on 22 June 2010, highlighting all the areas where NGRL's have had positive impact on service delivery. Meeting was also held in London (July) to discuss what further support professional bodies could give to NGRL's for the remaining 6 months to ensure that important areas of work were prioritised and supported.

Funding will continue till March 2011 then NGRL's will be dissolved.

#### **7. NQAPP**

Letter received from Roger Mountford requesting nomination for new Chair from January 2011. ACC nominated Mike Griffiths. Nomination was approved by JWG and forwarded to Royal College of Pathologists for approval.

#### **8. BSHG**

Following on from meeting on 5 September, Dina Kotecha has asked for representatives for a BSHG Website and Newsletter development Steering group. She has asked ACC to provide her with names of people willing to be involved in project by early November.

**Action: Nominations for representatives for BSHG Website and Newsletter Project.**

#### **9. ACS Board.**

Meeting held on 11/10/10. An update was presented from HPC representatives, HPC will continue to register Clinical Scientists, following certificate of attainment from ACS, for scientists trained under the old scheme (i.e. not via MSC programmes).

Tony Parkin was thanked for completing the ACS Clinical Genetics: Cytogenetics Specific Competency Document Compliance. Any candidates assessed after 1 January 2011 will be assessed under these competencies.

Health Reference as part of the HPC application (in line with new Equity Act 2010) will now be a self declaration.

There will be two ACS assessors training days, 16 November 2010 and 6 April 2011.

MSC: HPC policy department anticipate that regulation will need to be adapted to fit in with MSC.

MSC creates two new professional groups which will be treated as aspirant groups as far as regulation is concerned. This will require two levels of registration and as such HPC does not regulate at different levels, HPC regulates at the lowest level of competence.

DH is proposing a new regulating body to be based in DH which will be part of the Health Care Science Education and Training Board (HCSETB). The HCSETB will hold the voluntary registers for MSC. This will 'ensure continued co-ordination of training and delivery of consistent national standards of regulation and licensing of practitioners'. If HPC agrees to new body regulating HCS's then ACS will dissolve. ACS will continue to be provider of competency assessment for regulation with HPC, till otherwise informed.

#### **10. MSC**

MSC team have developed an overview paper available on CSO's website providing update on process. PTP programmes and manuals for life Sciences (Genetics) are now complete. STP programmes and manuals will be complete by end October for circulation.

Foundation degree curriculums are being prepared for Healthcare Science aimed at HCS Associates and Assistants; these will be available for 2011 intake.

#### **11. Human Genomics Strategy Group (HGSG)**

The ACC were invited to join two of the three workstreams of HGSG; the Service Development Group and Innovation Group. VD sits on the HGSG and the third workstream Education and Training. The first meetings took place in September and thereafter groups will meet 3-4 times a year. The Service Development Workstream, chaired by Ian Barnes, concentrated on Genetics and Pathology and the Pathology QIPP programme.

#### **12. Professional Bodies Meeting**

ACC was invited to attend a Professional Bodies Meeting but as no one was available to attend notes of the meeting were requested.

Media and communications training requirements were discussed. Specific areas for further work were "training the trainer" courses to equip those scientists who will be involved in training others with the skills they require. It was envisaged that this may become a "statutory" requirement as our specialist training courses and their delivery may be subject to accreditation in the future.

#### **13. CSO Professional Leads Meetings**

Sue Hill has brought together a Forum of Professional leads in order to raise profile of HCS and have a single forum for policy discussion. First meeting discussed the papers released from Liberating the NHS which involved Quality outcomes and Commissioning consultations. There is a further meeting arranged for 16 November to discuss two further consultations from the White Paper Liberating the NHS series.

#### **14. Future of ACC and CMGS**

The future of the two professional bodies is on the agenda to be discussed at the Heads of Services meeting on 15 November 2010 in Newcastle.

Council was in support of a single professional body but recognised that more information was required around the process to dissolve the ACC and reform a new professional body. For existing members it was considered that an 'opt out' process was preferable as otherwise every member from both Professional bodies will need re-apply for membership.

A mandate from ACC membership to go ahead will be required.

**ACTION: ACC and GMGS council to meet on 14 November in Newcastle prior to HOD's meeting. ACC will be represented by members of ACC Council present.**

**5 Treasurer's report**

JW reported that 2009 accounts have been signed off, however Friendly Society registration had not been completed but was now in hand. In 2009 accounts there were some discrepancies in income which have been corrected. JW will complete 2010 accounts and KO will take over for 01/01/11. JW will pass on financial records for last 5 years onto KO. Records should be kept for 5 years. Chair noted that proposal for assistant treasurer would not be taken forward.

**6 Genetics Education & Training Board**

Report circulated and presented by GL.

**1. Genetics Education and Training Board (GETB)**

Inaugural meeting held on 05/08/2010 focussed on the roles and remit of the new board. GETB will work very closely with the National School of Genetics in providing support and direction for the MSC programme. New work streams include, Higher Specialist Training, Accreditation of laboratories for training and the roles of Career frameworks 1-4 in Genetics

Remit previously circulated was put to Council for ratification. It will similarly be put to CMGS Executive for ratification.

**Action: Council ratified the remit.**

**2. Modernising Science Careers**

Chief Scientific Officer (Sue Hill) has been given the go-ahead for MSC by the new Government. The MSC programme will not be affected by the spending review and has been included as one of the 5 key priorities of the review. The main implementation of MSC will be in 2011/2012.

Regulation of Healthcare Scientists and Practitioners; Government is currently investigating and appraising various models for regulation and registration. The key message, however, is that the professional bodies should continue to encourage eligible GTs to attain registration with VRC.

Genetics scheme in October 2010; currently there are 10 STPs and 6 PTPs (as well as up to 6 PTPs in Scotland) in post.

The University of the West of England (Bristol) and University of Bradford have accepted students onto a 3 year integrated BSc course for Practitioners.

New versions of both the STP and PTP have been released (30/09/10) and will be placed on the professional bodies websites along with the governance documents relating to MSC. Newsletters from the National School of Genetics will also be placed on the websites.

An external evaluation of the Genetics Pilot is being conducted by the University of Warwick, produced two reports with a final report anticipated in Feb 2011. The reports canvassed views from trainees, trainers and members of committees involved in MSC and the results were largely very favourable.

VD added that School's annual report was near completion. Annual report and evaluation reports would be forwarded to Council.

**Action: VD**

VD also reported that commissioning of MSC posts is likely to be National (and not by SHAs). GETB representative is to be invited to join Medical Education England (MEE).

A modular practitioner training programme for graduates employed in substantive posts is to be put in place with in house delivery of training. There will be a cost to cover assessment tools.

School will pick up admin/assessment costs when national trainer posts cease. ACC training records currently with Gavin Cuthbert will be transferred to School. Final A grade assessment will organised via School.

HSST programme. School will be looking for early adopter sites next year.

**3. ACS : Outcome following HPC Visit**

HPC recently formally visited ACS to validate their continuation as the awarding body for the ACS Certificate of Attainment. ACS will continue to be the regulatory route to HPC registration. Changes made to the process of obtaining the ACS certificate of competence include the introduction of a trainee annual assessment and a generic training registration form.

**7 Professional Standards Committee**

Prepared by Carolyn Campbell (CC) and NB. Presented by NB.

**1. Joint NEQAS Participants / PSC study day**

Held on 12/07/10. CC, NB and Eddy Maher gave talks and requested feedback from participants on Professional Standards issues.

## 2. Constitutional BPGs

Solid Tissue guidelines amended version circulated to council for ratification at the meeting.

**Council ratified revised content of version circulated.**

**Action: NB to ensure formatting is correct before guidelines are published on ACC website.**

UK NEQAS pilot on Fanconi anaemia testing suggested a need for detailed BPG for breakage syndromes. Bristol and Guy's GSTS laboratories have been contacted and asked to nominate appropriate individuals to lead on the guidelines.

General and Postnatal BPGs: individuals have volunteered to be involved in these revisions.

Array guidelines: KS and Eddy Maher are currently undertaking a review of these guidelines.

## 3. Oncology BPGs

CML and MPN: (lead: Sue Rose): draft circulated to labs on 17/9/10, discussions now closed. Final version expected this week then to Council for ratification.

**Action: NB to circulate final PDF version to Secretary who will circulate to Council with a response date deadline.**

ALL (lead: Helen Dickinson). 1<sup>st</sup> draft to be circulated to laboratories by end of November.

AML & MDS (lead Polly Talley): 1<sup>st</sup> draft received by NB.

Lymphoma (lead: Sandra Birdsall): 1<sup>st</sup> draft pending.

Solid tumours: 1<sup>st</sup> draft discussed by labs in May, currently stalled.

## 4. Other matters

Retention of stored images. No development reported by Stuart Imrie.

Audit data. The value of collecting this data for bench marking purposes was revisited. Council suggested that BP kept the data collection simple.

**Action: NB.**

## 8 Membership Liaison Committee

Report presented by CK

CK has joined the MLC as conference liaison, Tori Anthony-Dubernet (St Georges) has joined as secretary and Stuart Scott (Sheffield) has joined as ACC newsletter liaison.

Work to update the careers section of the ACC website is currently ongoing.

ACC discussion board was discussed. CK reported that a website has been set up with input from Gavin Cuthbert. The aim is to improve communication between UK laboratories. Council agreed that it should be trialled until next Council meeting in March 2011. Users will be required to register.

**Action: CK.**

## 9 Genetic Technologists

Report circulated by AGTC chair and presented by NJ.

1. Emma Newman has resigned from the AGTC. This leaves two positions on the committee vacant which will be advertised through the laboratory contact network.

2. Michelle Fenlon has accepted the position of VRC chair. Jake Miller has agreed to take on some of the secretarial duties of the AGTC.

3. The VRC website is currently being updated. CPD guidance notes are now available on the website. VRC is currently auditing CPD of 2.5 – 5% of registered GTs.

4. The AGTC survey to ascertain numbers of GTs with professional body membership and registration is ongoing. The CMGS will carry out a survey of GTs to ascertain what they would like from the Spring meeting, through Survey Monkey. Elaine Clements is to enquire if they would be willing to attach AGTC survey questions.

5. DH has asked Cassiopeia Consultancy to look into where some of the groups on the voluntary register currently stand (this includes Genetic Technologists) with progress towards HPC registration. They will report back to the DH, after consultation with the profession and stakeholders. It is envisaged that there will be another piece of work needed to bridge the gap between where the register stands now and where it will need to be if the new PTP's are to be included on the voluntary register. Work on the HPC application is currently on hold until further information is available.

6. During 2011 Spring ACC/CMGS meeting a technical session will be organised.

7. PB membership and GT final assessment costs. This was discussed and Council considered that there should be a differential fee for a non-member.

**Action: GL as GETB representative.**

## 10 Scientific and Governance items

### 1. ACC/CMGS Strategic Review Working Group for Bioinformatics

**Group Membership** :Graham Taylor (Chair), Eddy Maher, David Gokhale, Dom McMullan

### **1. Review Document underway.**

David Gokhale drafting following initial teleconference meetings to outline:

#### i) Training

- Identifying existing training needs, future training needs, competencies

#### ii) Managing data and technology

- Storage requirements, integration with LIMS and Genome Browsers, file formats
- Data flows from sample receipt to reporting

#### iii) Interpretation

- Commercial tools, open source tools and potential customisation for NHS users and standardisation of approaches
- Quality: IQC and Best Practise, EQA

#### iv) Collaboration via research databases (DECIPHER, ISCA, COSMIC, DMuDB etc)

### **2. BSHG Symposium Warwick September 2010**

First Joint ACC/CMGS "Genome Informatics" symposium held. Feedback was positive.

Plans for repeat Symposium in 2011.

### **3. Best Practice Workshop**

Urgent need for professional consensus on interpretation of microarray data to inform both arrayCGH BP guidelines *and* Strategic Review Document.

This was discussed and KS reported that once array CGH BP draft guidelines were in place that the plan was to test them via a workshop using case scenarios. Council agreed that this was a good idea.

**Action: KS and Eddy Maher.**

### **2. NQAAP**

KS reported.

TP has two years of term remaining and new member will be required for 03/12. KS has 4 years.

From JWG: NQAAP Genetics is panel's formal name. In cases of persistent poor performance panel chair should inform JWG and letter should be copied to CPA. This will enable identification of persistent poor performance across schemes. It is a recommendation that CPA obtains information proactively that laboratories participate in relevant schemes. A traffic light system to be introduced to identify a laboratory's performance status.

Michelle Fenlon completes term as GT representative. Panel chair will write to AGTC chair for nomination.

### **3. Cytogenetics currency system.**

KW reported that working group had received comments from HoDs following circulation of revised system. These comments would be reviewed when a meeting date has been arranged with UKGTN Molecular Genetics working group.

## **11 Network and European issues**

NGRLs: covered in Chair's report.

## **12 Reports back from external meetings**

### **1. BSHG**

DM was unable to attend on behalf of chair. Post meeting feedback presented by DM.

Travel awards will prioritised to individuals under 35 years.

Finances have improved,

Conference delegate numbers down this year. Alex Blakemore is standing down as Conference Organiser, there are two nominations to replace her.

### **2. RCPATH SAC on Genetics and Clinical Embryology**

KW: Next meeting 10/11/10.

### **3. FASP**

Presented by SM.

## **13 Correspondence/Applications for Membership**

There were 12 new applications for membership to ACC, all have been approved (five GTs, three Clinical Scientists, one joint trainee, one PhD student and two overseas).

Chair received consultation document from HPC on proposals for post registration qualification.

Deadline for responses 01/02/11.

Action: Chair to write a response.

## **14 Any Other Business**

### **1. Council elections**

The terms of office of the Assistant Secretary (KW), one ordinary member (Nick B) and one Junior member (Ian C) end at the next AGM. Following discussions it was agreed to await outcome of discussions with CMGS to bring together two Professional bodies before making a decision.

**2. Archiving of ACC documents**

KS reported that this had been done at no cost by Welcome and that there was now an opportunity to extend to historical documents. Council agreed that this would be of value.

**Action: KS to email TD with details as she currently holds ACC archive.**

**15 Date and venue for 2011 meetings**

Tuesday 1 March, 7 June, 1 November.

Start time 11.15. Lunch will be provided.

Venue: British Society of Haematology, 100 White Lion Street, London N1 9PF (bookings confirmed).

The meeting closed at 16.15.