



ACC Council Meeting Minutes
British Society of Haematology, 100 White Lion Street, London
Tuesday 1 June 2010

Angela Douglas (AD)	Chair
Sandra Birdsall (SB)	Deputy Chair
Simon McCullough (SMC)	Secretary
Katie Waters (KW)	Assistant Secretary
Amanda Dixon-M ^c Iver (ADM)	Treasurer

Steven Williams (SW)	Ordinary member	Tony Parkin (TP)	Trustee
Dom McMullen (DM)	Ordinary member	Gordon Lowther (GL)	Chair, ETC (invited)
Lara Cresswell (LC)	Ordinary member	David Baty (DB)	CMGS executive (invited)
Nicola James (NJ)	Genetic Technologist member	John Wolstenholme (JW)	Invited
Ian Cook (IC)	Junior member		

1 Apologies for Absence/New members

Apologies were received from Nick Bown (NB), Christine Waterman (CW), Sian Morgan (SM) (ordinary members), Chris Kettle (CK) (junior member), Ros Allen (RA) (genetic technologist member), Val Davison (VD), Kim Smith (trustees), Teresa Davies (TD) (president).

Chair reminded members that discussions held within the meeting should remain confidential.

2 Minutes of the meeting held on Tuesday 2 March 2010 and actions

Minutes were accepted with minor changes. All actions had been completed except 6.5 Careers information requests. IC noted that this was ongoing.

8.1 ACC income and outgoings. Report was deferred to next meeting (JW).

9.3 ACC audit collection. In absence of NB this was deferred to next meeting.

14.5 Clinical coding meeting. SB to circulate report to Council.

3 Chair's report: Review period 12 April – 1 June 2010

1. **Chair** welcomed all new members to this their first official Council meeting, noting that this was also her first meeting. Chair commented that Council has some interesting and challenging times ahead, and considered that there is a very strong team in Council with a good mixture of young new blood and mature experience around the table. Chair is confident that Council will be able to face the challenges ahead with best interests of the membership and the users of our Services at the centre of all our decisions.

2. Treasurer

Following ADM's resignation, Chair on behalf of Council would like to thank her for her considerable contribution and wish her the very best in her new life across the other side of the World. Council welcomed John Wolstenholme who by unanimous consent has been co-opted to join Council as acting Treasurer pending election and appointment of a new Treasurer until the end of the Year. JW has agreed to carry out the end of year finance reports for Auditors and act as support and mentor for the newly elected treasurer.

Action: Secretary to organise election for Treasurer

3. ACC AGM and Spring Conference

Oxford hosted an outstanding ACC Spring Conference and joint ACC & CMGS Spring Conference day in April 2010. Conference was extremely well attended with an exceptional programme of presentations, Council extend their appreciation to Kim Smith and her team. AGM took place at Keble College on 12 April, although attendance was good; participation was not overwhelming. Council agreed that some thought needs to be given to how we work on an engagement Strategy with the Membership, to ensure that Council is representing their views.

Action: Engagement Strategy to be an Agenda item for next Council Meeting

4. ACC and CMGS training committee

Meeting to take place to discuss moving forward with a Joint Training Committee scheduled for 17 June in Liverpool with representation from CMGS and ACC respective executives and training committees. Gordon Lowther, Lorraine Gaunt, Eileen Roberts, and AD will represent ACC.

5. Joint Committee Medical Genetics (JCMG)

Meeting held on 21 May 2010.

Report from the Department of Health: Colin Pavelin (DH Genetics Unit) outlined some of the new coalition government strategies and how they may impact on medical genetics. Rationalisation of resources is being brought forward and a further report will be available on the 22 June. He confirmed that there is to be £6 billion in savings identified immediately and while this should not be from frontline services, the discretionary budget is to be cut by 75%. During the latter part of the meeting the potential effect of this on the two reference laboratories and the NGEDC became apparent. The JCMG was very concerned on the knock on affect to medical genetic services and requested to be informed of the ongoing discussions the NGRL are having with laboratory service leads. Since this meeting it has been announced that SHA's are to be dissolved by 2012, and the PCT's to be re-configured to cover larger regional areas.

Anne Milton is the minister whose brief will include medical genetics.

The Human Genetics Strategy Group has been established and the Chair of the JCMG (Trevor Cole) is an ex-officio member. The HGSG will focus on Innovation, service development and education and engagement with three further working groups under these titles, coming together to support the work of the HGSG. Val Davison is member of the HGSG. AD has been invited to join the Innovation working group of HGSG.

UKGTN: The JCMG supported the reports produced by the UKGTN in collaboration with the PHGF on mainstreaming medicine and micro-arrays and hoped the documents can be used to help move the agenda forward in these two critical areas.

NGEDC: Professor Farndon confirmed that the centre had had 50% of its budget removed and was no longer able to support the regional network of education facilitators regionally. This means that the work programme previously agreed will need to be modified.

Workforce and Training: Workforce data was presented from ACC (26 Service laboratories for England and N Ireland labs), Scottish and Welsh data not submitted in time.

Consent and Confidentiality Document Revision: Professors Lucassen, Farndon and Dr Hall have worked on a substantial review of this document taking into account the recent legislation such as the Human Tissue Act (2004) and mental Capacity Act (2005), as well as the recent GMC document on confidentiality. This was presented to the JCMG.

The PHG Foundation: The independent response to the House of Lords report was welcomed and supported by the JCMG. It was confirmed that the DH also concurred with much of the content.

Other projects that will be under consideration are next generation sequencing, newborn screening and international project with the WHO on birth defects.

NCIN: The national cancer intelligence network is currently starting to consider cancer syndromes. The Chair asked Anneke Lucassen to identify some individuals within the UK CCG to help with this work. The JCMG will also identify at least two clinical and laboratory colleagues to work with the review of the Fanconi Anaemia guidelines due in 2011.

Charges to facilitate genetic testing: The JCMG was provided with copies correspondence on lab to lab charging for retrieval to tumour samples. Representation had been made to the RCPATH president and the chair will write formally to ask for consideration that such charges should be discouraged.

6. NGRL Steering Group

Meeting took place on 11 May.

Both NGRL's presented their work to date and Strategic plan for new work. At the end of meeting they were informed that DH would only fund until March 2011. It has since come to light that funding may only be for further 3 months. The leads of NGRL's are calling for a meeting of Stakeholders to discuss plan for continuation of funding. This meeting is likely to take place in July 2010

NGRL's are requesting support from all HoD's identifying areas where the work NGRL's have carried out have positively impacted on Service delivery.

Action: Council agreed that HoDs should be made aware of the situation and invited to respond and contribute to a letter of Support. Chair to email HoDs.

European IVD (In Vitro Diagnosis) Directive.

Dr Steven Lee who attends NGRL representing MHRA stated that the Directive is to be re-drafted in June 2010. Ian Frayling is also involved. Dr Lee commented that the directive impacts mostly on in house reagents and kits. Laboratories in receipt of reagents will need to show that they have established analytical performance of reagents through validation. The new directive will be out for consultation in June. CMGS have asked all HoDs to respond with lists of tests they carryout using home

grown kits because commercially available CE marked kits do not exist and the estimated cost of validating those kits to CE Mark directive. ACC may need to do the same.

Action: Chair to contact Ian Fraying to clarify issues.

7. UKGTN

UKGTN Steering group meeting took place 18 March. Chair was unable to attend.

Action: Chair to contact VD for report

8. Correspondence

Chair received correspondence from Stuart Imrie (Glasgow Laboratory) requesting professional opinion from ACC on retention and storage of images generated from automated metaphase analysis.

Action: Chair to suggest that Stuart Imrie approaches PSC for guidance.

9. MSC Call for Early Adopters

Letter went out 30 April from MSC Early Adopter Programme Team (EAPT) for expressions of interest. Submissions had to fulfil a series of criteria and be submitted to EAPT by 19 May 2010. Results were due to be released on 24 May but these were delayed till 28 May due to number of responses. Launch Day for successful applicants is 8 June 2010.

10. GenCAG

Meeting scheduled for 28 April was cancelled by DH.

11. Human Genomics Strategy Group (HGSG):

Meeting held on 25 May 2010 and chaired by Prof Sir John Bell. Three sub-committees (working groups – Innovation, service development and education, AD asked to be member of Innovation working group along with David Baty, CMGS).

Action Chair to contact VD for report for next Council meeting

12. ACS assessor

Ann Jackson has been put forward as a possible ACS assessor. Council supported this nomination.

4 Education & Training Committee

Report circulated and presented by GL.

1. Modernising Science Careers

Nationally held interviews for the 2010 intake to the STP scheme were held on 19 May and ten successful candidates have been appointed. These appointments are to the SHA commissioned places and thus are no longer considered to be 'pilot' places.

2. MSC Genetics Pilot

2009 intake of STP are currently undertaking first rotational module of their training.

Exam results were very good though some technical (IT) problems were encountered with on line exams that need to be addressed. Feedback from the first part of the scheme evaluation (undertaken by University of Warwick) is generally very positive with some criticisms already being addressed by the Curriculum Advisory Group.

3. New Training Committee

Joint (ACC/CMGS) proposal for new committee to oversee the modernised training. First meeting scheduled for 17 June to discuss remit and membership.

4. RCPATH Proposal for a combined Healthcare Science workforce database

Meeting scheduled for 30 March cancelled and project shelved at present.

5. Response to ACS following HPC Visit

HPC recently formally visited ACS to validate their continuation as the awarding body for the ACS Certificate of Attainment. The standards HPC apply however have been formulated for educational establishments which is more pertinent to those disciplines which having an academic outcome (MSc) from their A Grade training. Professional bodies were asked to respond, by the end of May to a number of non-compliances raised by HPC at the visit. Response from the ACC (17 May) was made separately but written in conjunction with CMGS so that the responses were harmonised.

6. Premier IT

GL reported had attended a meeting prior to this one. They are providers of CPD packages and there is the potential for a professional package. Currently ACE is using a package.

Action: Chair to contact ACE chair for further information.

5 Professional Standards Committee

Prepared by Carolyn Campbell and Nick Bown. Presented by chair.

1. Constitutional BPGs

Solid Tissue guidelines: final version awaiting ratification by ACC council.

Array guidelines: Kim Smith and Eddy Maher to undertake early review of these guidelines.

Volunteers needed to help with review of General and Blood guidelines, initial request via ACC AGM to

be followed up by e-mail to Heads of Departments.

2. Oncology BPGs

BPGs under development:

Solid tumours: draft circulated to laboratories on 19 March 2010.

Subsequent discussion through online forum. Final version is in preparation.

Discussions are under way with Journal of Clinical Pathology about publishing BPGs.

Haemato-oncology disease specific guidelines. Leads and Panels identified in March: AML & MDS: lead Polly Talley. Lymphoma: lead Sandra Birdsall. ALL: lead Helen Dickinson. CML and MPN: lead Sue Rose. Draft documents due for circulation to labs at the start of June. Feedback, discussion and consensus will be via the online forum.

3. NEQAS/PSC study day

To take place in June 2010

Actions:

1. BP solid tissue guidelines. Some comments were raised and it was agreed that these should be put in writing to Chair by 12 June for a report to be collated and forwarded to PSC. Guidelines were not ratified at meeting.

2. CML and MPN BP. SB commented that may be overlap between these guidelines and those in preparation by Nick Cross (Wessex) on BCR-ABL.

Action: Secretary to advise NB to contact Nick Cross.

6 Membership Liaison Committee

Report circulated and presented by IC.

1. ACC conference

A slot was arranged for Jonathon Jones from the HPC to give a presentation on the first round of CPD audits. This was presented at the joint ACC/CMGS day and was well received.

2. Questionnaires were distributed to enable comments from ACC members and to find out who might be interested in helping out the MLC on future projects. 19 questionnaires were completed with suggestions for future study days and other suggestions including the establishment of a national forum for discussing cytogenetics issues. Most popular suggestions for study days involved new molecular technologies. IC did note that many of these are already provided by NowGen.

Council noted that organisation of study days should fall under remit of new training committee.

3. BSHG Newsletter

Articles were written by both Philippa May and Ian Cook for the latest BSHG newsletter highlighting upcoming study days that were relevant to the requests made at the conference.

IC used the article to invite people to apply to join the MLC as since the conference there was only one full member of the MLC (the chair) due to Philippa May coming to the end of her term and Simon McCullough moving to the position of secretary of the ACC. A brief summary of the CPD talk from the conference was also given with contact details to obtain a copy.

4. New members of the MLC

Chris Kettle (Newcastle) has accepted an invitation to join the MLC as conference liaison for the coming year. Following the conference and publication of the BSHG newsletter, those interested will be invited to submit a short written piece about themselves. Two new members will be invited to join the MLC on a 3 year term bringing MLC members to four to ensure there is experience within the committee when the current chair stands down in 2011. It has been suggested that one of the editors of the BSHG newsletter could be co-opted to the MLC, this would bring the number of committee members to five at any given time.

SMC announced that he wished to stand down as an editor. Discussions concerning a replacement were deferred to any other business.

7 Genetic Technologists

Report circulated by AGTC and presented by NJ.

1. The latest version of the Registration Guidance notes will soon be available from the VRC website.

ADM noted that ACC name has not been updated.

Action NJ to inform AGTC.

2. The VRC will audit CPD of 2.5 – 5% of registered GTs at the next round of re-registration (October 2010). CPD guidance notes will be available on the VRC website. The August VRC newsletter will also include full details.

3. The AGTC will carry out another survey this summer to get an accurate update on Professional Body membership and registration numbers.

4. Work on HPC application criteria points is continuing; first draft should be finished soon.

5. UKHCS Regulation Liaison Group meetings have been postponed, the next meeting is on 15 June 2010 (meetings have now been set up with an end point of November 2010).
6. AGTC has discussed that it may encourage Professional Body membership if the membership fee was taken out after pay day with payments then spread over the year either monthly, quarterly or bi-annually.

Council agreed that BSHG were unlikely to agree to this proposal and therefore it should not be pursued.

Action: NJ to report decision to AGTC.

There was a general discussion on what steps have been and can be taken to encourage professional body membership and registering with VRC.

8 Treasurer's Report

Presented by ADM.

1. Oxford Spring Conference. This ran at a profit (amount to be confirmed).

ACC financially secure. ADM commented that very low interest on bank balance.

Action: JW to review interest rate with bank.

2. Newcastle Spring conference. Operationally ACC and CMGS will work together with the profit/loss risk shared between the societies. ADM suggested that on this occasion ACC treasurer leads as ACC has already set up a separate conference account.

Action: DB to take this proposal to Sian Ellard.

3. Assistant Treasurer ADM proposed position of assistant treasurer to help the treasurer and be able to cover in the Treasurer's absence. This would require rule changes. It was suggested one of the Trustees could potentially fill this role.

Action: Treasurer to draft payment schedule and chair to contact Trustees for volunteer.

9 Scientific and Governance items

1. ACC/CMGS Strategic Review Working Group for Bioinformatics (Graham Taylor (Chair), Eddy Maher, David Gokhale, Dom McMullan)

Report tabled and presented by DM.

Working Remit

To conduct a high level global strategic review of embedment and application of bioinformatic tools in NHS diagnostic genetics laboratories, now and in the medium-term, with particular emphasis on data sets and interpretational challenges generated by microarray and next generation sequencing (NGS) technologies. Breakdown of areas to assess and review: Training, managing data and technology, interpretation, collaboration via research databases

Progress:

- The group plan to meet at Nowgen, Manchester in June 2010 (joint with MSC and NGRL) to discuss movement on the above. David Gokhale has begun drafting an initial document.
- DM has reviewed and added to the Bioinformatic competencies initiated by CMGS, drafted by Nicola Wolstenholme (Training Officer for NW Clinical Molecular Genetics). The amended document has been circulated to the Bioinformatic competency working party (Nicola Wolstenholme, Sarah Warburton, David Gokhale, Andrew Devereau, Beth Hellen, Gavin Cuthbert and Thalia Antonadi) together with Eddy Maher from the Joint ACC/CMGS Strategic Review WP prior to circulation to ACC HoDs.

DM to suggest joint ACC/CMGS Study Day for Clinical Bioinformatics would be a timely event.

2. NQAAP

Meeting held Friday 12 March 2010. Kim Smith and Tony Parkin joined the Panel as ACC representatives. Roger Mountford (Chair) thanked Val Davison in her absence for all the work she had done for the Panel over the past 15 years.

1. Panel membership / succession plan

Roger Mountford has been Chair for 7 years and will leave the panel in 2011. Chair should rotate between ACC and CMGS members, ie. ACC need three representatives comprising the Chair plus two ordinary members. Neither KS nor TP is in a position to accept the Chair, therefore ACC needs to identify a member to become Chair of the Panel from March 2011.

ACTION – Roger Mountford to contact ACC chair for nominee

The usual term of office is 4 years, but to avoid current ACC members leaving the panel together, they will stagger their terms.

2. Reports from Scheme Organisers

UKNEQAS for Cytogenetics (Ros Hastings). No persistent poor performance identified. Whole day participants' meeting planned for Summer at ICH London.

UKNEQAS for Molecular Genetics (Zandra Deans). No persistent poor performance identified. Participants meeting planned for CMGS conference in Oxford.

EMQN (Simon Patton). No persistent poor performance by UK labs. EMQN will undergo accreditation by UKAS in July 2010. Pilot microarray scheme is not the same as that ran by UKNEQAS for Cytogenetics. No marking criteria possible at present.

UKNEQAS for Leucocyte Immunophenotyping (Jane Holden). A planned expansion will include FLT3 & NPM1 mutations. No scoring system in place for 2009 programmes, scoring systems being developed and should be in place by October 2010.

3. Report from Cytogenetics Steering Committee:

Ros Hastings reported on changes in personnel. The Cytogenetics Steering Committee had followed its Terms of Reference, previously endorsed by the Panel. The Committee has recently undertaken a review of its procedures. Initial proposals include change of timetable to two longer submission periods (to be discussed at the participants' meeting) and review of performance criteria to less punitive based system. Panel has no objection to this as long as it can objectively identify poor and persistent poor performance.

4. Joint Working Group (JWG):

Reporting arrangements for molecular based schemes: JWG decided that Jane Holden should report her programmes to Genetics panel (as above).

Standardisation of EQA governance. JWG has been charged with ensuring all poor performance in EQA is dealt with consistently across the pathology disciplines. A traffic light system was proposed Date of next meeting 26 October 2010 at Royal College of Pathologists.

Cytogenetics currency system.

Revised system was circulated prior to the meeting and KW presented revised system explaining what and why some changes had been made. They were largely to be consistent with molecular genetics system. Council ratified system and it was agreed that it would be circulated to HoDs for comments.

Action: Secretary to forward document to HoDs response deadline: 3 weeks

11 Report back from external meetings

1. BSHG

ADM attended meeting held on 26 May 2010.

Chair elect is Prof Sir John Burn.

There is a proposal to change the constitution, constituents' society representatives will decrease from three to one. Number of elected ordinary members will increase by one.

BSHG fees to increase by £10.00, proposal will go to next AGM.

ADM reported that ACC trustees are not liable if BSHG office goes bankrupt.

Bill Newman (Manchester) is new chair of Scientific Committee.

New guidance for 'Testing in children' in preparation.

AGM is on 1 September, next Council meeting is on 29 August.

Action: Chair to identify ACC council representative to attend.

2. ACS Board meeting

KW attended meeting held on 22 March 2010.

1. HPC matters

Marc Seale invited and covered:

- MSC: Standards of proficiency, and standards of education and training are in draft.
- Current Standards of Proficiency for clinical scientists now 8 years old. Generic standards are being revised (to take 18 months) to be followed by profession specific.
- On line system for renewal of registration (moving away from paper system).
- CPD process. Quality high of CPD activities. Annual report to be produced describing processes and outcomes.

2. HPC approval visit

HPC Education and training committee discussed and approved visit report at meeting on 10.02.10.

Noted by ACS board members that report does not require radical changes but timetable for completion is by 07/10.

3. MSC update.

Maggie Pearce invited.

MSC the way forward doc published on 26.02.10. England action plan to be published co-production with SHAs to deliver MSC. New undergraduate courses starting in autumn for HCSP. Three year programme (1/3 work place, 2/3 academic) with shared first year across several disciplines.

HCSS Genetics all STP from autumn, other scientists from 2011.

4. Regulation.

Currently have HPC regulated professions, aspirant professions, VCR professions.

MSC timetable 2-3 years before register opens.

3. RCPATH SAC on Genetics and Clinical Embryology

Meeting held 13 May. Report by KW.

1. In Vitro Diagnostics Directive meeting. Ian Frayling attended as RCPATH representative to the MHRA, UKGTN was also represented. Directive applies to EC and to use of in house devices for diagnostic testing. MHRA working on an UK exception to enable in house devices to be continued to be used within CPA accredited laboratories.

2. Metabolic and Paediatric Biochemistry

Higher specialist training posts report. To date 18 appointed three still in post (50:50 funding DH:Trust). Posts for 5 years, most completed in 3 years (sufficient) to take permanent post band 7 posts either in speciality or biochemistry (had no problems moving back). With top up training take FRCPATH in biochemistry. DH trainers funding finishes 31/10/10. Conclude the programme has been successful in maintaining staffing levels. MetBioNet website has open access and contains information on training in discipline and on line learning tools are available.

3. FRCPATH for Molecular Pathology of Acquired Disease

First step will be a meeting in June to define scope of project and identification of clinical areas covered by 'acquired disease' with aim of defining FRCPATH curriculum that can be bench marked against MSC requirements for higher specialist training. Group chair is Dr J Goodlad (Edinburgh). Representative from RCPATH SAC is Fiona MacDonald. A similar piece of work will be started for an FRCPATH curriculum in 'Genetics' in anticipation of the MSC Genetics cohort's training pathway. Genetics trainees may choose as an alternative to sit the 'Acquired Disease' examination.

Deleted: and that the intention is (ex Graham Beastall)

4. MSC – Scientists. FRCPATH exam.

New format for part 1 for Spring 2013. Old style exam will run until 2018.

5. Examinations FRCPATH Spring. 16 candidates sat cytogenetics and 20 sat molecular papers.

There were six candidates for part 2 in cytogenetics. Two new examiners appointed Eileen Roberts and Christine Waterman. College to provide summaries to speciality advisors (password protected) for all failed candidates so more immediate feedback can be given.

6. Trainees report from Training Advisory Committee.

Examination feedback raised. Variable across disciplines, genetics trainees generally satisfied.

7. National Assessors for Clinical Scientists

New assessors will be invited to apply (SAC chair to write to ACC chair). Existing assessors will be invited to re-apply.

8. National Pathology week: 2010. Theme Building blocks of life.

4. FASP

Prepared by SM. Presented by chair.

Steering committee meeting in April was cancelled. The next meeting is scheduled for end of July/early August. SM has been asked to draft a consent form to monitor and quality assure the national screening programme. The Ethics and Confidentiality Committee agreed that this activity of the Programme could proceed in January this year. SM has drafted a consent form which has been sent to Alissa Delbarre (AD) (Programme Associate for the NHS Fetal Anomaly Screening Programme) for comments.

Alissa Delbarre has also asked for diagnostic procedure figures undertaken in English laboratories for 07/08 and 08/09. SM currently working out what data has been collected, and drafting a Performance to collect any further data needed for distribution to English HoDs.

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A memo updating on Non-Invasive Prenatal Diagnosis (NIPD) from the NHS FASP Centre has been published (13/05/2010), chair has already circulated this document to council members on 14 May 2010. IC raised that FASP standards state that 97% results should be available within working 14 days which do not fit with 'Model of Care' or current ACC BP standards.

Action: Chair to write to FASP for clarification

12 Applications for Membership

Forty two received from nine scientists, 19 GT and 14 combined scientists (ACC/CMGS). All applications were approved by the Secretary

13 Matters arising from previous meeting

Covered under item 2.

14 Any Other Business

1. ACC (BSHG) editor to replace SMC.

Action: Council agreed that SMC should approach a scientist who has previously expressed an interest.

2. Spring conferences beyond 2011. DB reported that CMGS had venue for 2012.

Action: DB to inform secretary.

3. ACC council executive

ADM proposed that membership and role of executive was reviewed to ensure appropriate meeting attendance and sharing of the workload.

Action: Chair to take forward.

15

Date and venue for next meetings

Tuesday 2 November 2010. Start time 11.15. Lunch will be provided.

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

The meeting closed at 16.00.