



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

Kim Smith (KS)
Teresa Davies (TD)
Katie Waters (KW)

Chair
Secretary
Assistant Secretary

Sandra Birdsall (SB)	Ordinary member	Phillippa May (PM)	Junior member
Nick Bown (NB)	Ordinary member	Val Davison (VD)	Trustee
Steven Williams	Ordinary member	Gordon Lowther (GL)	Chair, ETC (invited)
Christine Waterman	Ordinary member		
Anne Reilly (AR)	Genetic Technologist member	Observers	
Ros Allen	Genetic Technologist member	Angela Douglas	Secretary
Ian Cook (IC)	Junior member	Lara Cresswell	Ordinary member
Chris Kettle	Junior member	Sian Morgan	Ordinary member

1 Apologies for Absence

Apologies were received from Amanda Dixon-M^cIver (ADM) (treasurer), Hazel Harvey-Smith (HHS) (ordinary member), Rod Howell (trustee), David Baty on behalf of CMGS executive.

2 Welcome to new members

Chair welcomed new members and reminded all members that discussions held within this meeting should remain confidential.

To help new members a list of acronyms will be forwarded to them.

Action: PM.

3 Minutes of the meeting held on Tuesday 1 December 2009

These were accepted.

4 Appointment of new chair

KS is standing down as chair at AGM in April. Term had been extended for 6 months to coincide with AGM. Council was reminded that chair is elected from eligible members that included both existing and newly elected members. The role of chair is to provide professional leadership and is not a scientific role therefore a member with a specialised background was not excluded from standing. Following discussions it was agreed to elect a chair and deputy chair who would provide new chair with active support. It was noted that there was a strong executive team and trustees in place to support new chair. There would be key meetings that chair would need to attend but over all council considered that there could be a greater sharing of the jobs by council members to take pressure off the chair.

Angela Douglas was unanimously elected as new chair.

The election of Deputy was deferred to later in the agenda.

Chairs Report

1. Joint ACC and CMGS Executive Committee Meeting

Kim Smith, Teresa Davies, Katie Waters, Amanda Dixon-McIver from ACC and Graham Taylor, David Baty, Sian Ellard, Simon Ramsden from CMGS met on 10 February. Items discussed were:

- GT registration. CMGS to nominate a representative to support AGTC with registration.
- MSC. It was agreed at MSC/Professional Bodies meeting in January that a joint Training and Education committee was required. This was further discussed and it was agreed that proposals for the remit and roles on the new committee should be sent to Graham Taylor who volunteered to collate into proposal for new structure. Proposal would go to ACC Council and CMGS Exec for approval. It was also agreed that a letter should be written to MSC team to support MSC programme for future trainee entrants but highlighting that good work force planning is critical and that there may be a need for another entry route. KS to draft letter for executives to

- comment on before sending to MSC.
- BSHG financial situation. Concern was expressed by the Treasurers over proposals to address the weak financial position of BSHG. The group agreed no response should be made until the minutes of recent BSHG treasurers meeting were available. Respective treasurers agreed to look at the running costs (income/expenditure) of own professional bodies without A grade training monies.
- Joint Bioinformatics Group (Graham Taylor, David Gokhale, Dom McMullen and Eddy Maher). It was agreed that a progress report from the group should be presented at respective AGMs.
- Professional bodies. ACC has put a resolution to members on whether to explore the issues around merging of ACC and CMGS. CMGS will put a similar question to their members. The issues would be reviewed and fed back to members. All members would be balloted over a decision to merge. There were discussions around the practicalities of dissolving the two professional bodies and the financial implications.

Secretary reported on the outcome of ACC resolution. 114 responses (22% of membership) received of which 107 supported, five did not and two were undecided.

Action: TD to email response comments to Council.

- Annual Conference. Graham Taylor volunteered to present a closing talk on the joint day on 'The future'.

The next executive meeting will be arranged following Spring Conferences.

2. UKGTN

- Membership application forms accompanied by a list of common cytogenetic tests were sent to Cytogenetic Laboratories to complete. VD reported that there had been an excellent response. Applications will be reviewed on 11 March. Currently forms have only been sent to centres that have a UKGTN registered Molecular Genetics Laboratory. This was noted to have excluded some Cytogenetic Laboratories from the process.

Action: VD to review with UKGTN.

- VD reported that array CGH had been excluded as not currently core service in most laboratories and not fully funded. Commissioning of array CGH is under discussion. VD has prepared a paper for UKGTN to support inclusion of oncology/haematology tests. It was noted that these tests are included in Service Definition set no 20 for Medical Genetics. Chair reported that replacement on Steering Group for John Barber as cytogenetics representative will be needed post his retirement at end of March. VD reported that UKGTN will place an advert inviting expressions of interest.
- KW updated on cytogenetic currencies. Some comments had been received from HoDs with suggestions for improvements. Array CGH band was based on BACs and needs reviewing following UKGTN array CGH commissioning workshop report that included a recommendation that BACs should be replaced by high resolution oligos/SNP arrays. CMGS (as a joint initiative with UKGTN) are in process of revising molecular genetics currencies. Working group is chaired by Ann Curtis and they met on 02/12. A revised version of system has been sent to Molecular Genetics HoDs for comments. In the revised version DNA extraction has been separated out so it is only counted once. KW spoke to Ann Curtis (26/02), working group expect to have a final version for next UKGTN Laboratory Membership and Audit meeting on 9 March. KW suggested appropriate for two working groups to work together and Ann Curtis agreed. This was proposed to Council and agreed.

Action: VD and KS to take forward at next meeting.

LC volunteered to join working group to replace Edna Maltby.

- UKGTN Laboratory Membership and Audit Working Group are working on service level fields and definitions. Cytogenetic service levels will be included.

Action: KS to circulate definitions to Council. Comments back by 5 March.

- It was noted that cytogenetic representation will be required on UKGTN sub-committees.
- UKGTN invited ACC to respond to Genetics in Mainstream Medicine document.

Action: KS to circulate draft response.

- Report on UKGTN arrayCGH Commissioning Workshop 11 November 2009. ACC made a favourable response to the report.

3. National Laboratory Medicine Catalogue

RCPathologists funded by DH are developing a catalogue of common terms for ordering tests. Kate Martin attended first meeting and as such ACC is now a stakeholder. KM commented that mainly applied to pathology tests.

4. RC Obstetricians and Gynaecologists guidelines

Updated guidelines for AF and CV sampling issued. Chair and secretary responded

5. Role of National Assessors in Consultant Clinical Scientist appointments

RCPATH producing revised guidelines. List of Genetic assessors is being updated by Genetics SAC.

6. Research/Connecting for Health IT Group

Group looking at Genetics IT in particular data that will help/link with research. Prof J Burn is leading the group and Gifford Batstone is giving a talk on remit at Spring conference.

7. ACC AGM

Secretary to put AGM minutes from 2009 on to website. Chair to circulate 2010 reports to delegates in advance of meeting as meeting slot is short. Verbal reports will cover key elements. There will be a vote on rule change proposed. KS will hand over to AD at the end of the meeting.

5

Education & Training Committee

Report circulated and presented by GL.

1. Modernising Science Careers consultation and Policy document

Outcome was published on 26 February. (GL received copy on 01/03/10).

Key Points from Consultation Overview

Four countries have signed up. There were approx 1000 responses to consultation :-

Overall there is support for the direction of travel proposed and vision for healthcare science

- There was general agreement with the need for greater flexibility between healthcare science disciplines but that right balance had not yet been struck between the necessary broad-based knowledge in early training and subsequent specialisation.
- There was support for the introduction of formal awards and qualifications for Healthcare Science Assistants (HCSAs). There was general support for the Practitioner Training Programme (PTP) but more detail on how more specialists training for particular job roles would be achieved.
- There was strong support for Higher Specialist Training
- Greater clarity is required on how training would relate to regulation, the level at which it would need to apply and more detail on transition arrangements and protected titles.

Next Actions :-

- Need to address concerns raised over the detail of the model and do further work to set out how the changes will be resourced.

2. Genetics Pilot

Scientific Training Programme students undertook first examinations on 23 and 25 February.

Work is ongoing on assessment and amongst the other professions to develop their curricula.

3. New Joint Training Committee

Joint (ACC/CMGS) proposal for new committee to oversee MSC training was taken forward at joint ACC/CMGS executives meeting held on 10 February 2010. Following meeting Graham Taylor is collating a draft committee structure to include training (PTP, STP and HSST), registration and workforce planning. Committee would include appropriate representation. It had been agreed at a previous meeting held 21 January 2010 that this should be a new committee and not just an amalgamation and/or expansion of the two currently existing committees.

4. RCPATH Proposal for a combined Healthcare Science workforce database.

GL to attend next meeting on 30 March 2010.

5. MSC update

VD reported that there was ongoing information updates to HoDs with a second newsletter in preparation. STPs are at the end of their first module and providing feedback on training manuals, experiential learning and the online exams which were held in their own departments. Online assessment tools are in use for both PTP and STP programmes. STPs are attending CMGS risk calculation courses and PTPs are visiting facilities where high through put technology is in use. STPs will have a pathology course in Nottingham before starting their pathology rotation.

SHAs in England have made the decision to only commission MSC training for scientists. There will also be a cohort of PTP posts funded by SHA. Currently there is no decision on STP recruitment i.e. whether it will be national or local. Recruiting HoDs are being consulted on their views.

The National School of HCS Genetics inaugural meeting is on 19 April. Eventually there will be ten HCS schools (one per SHA).

There have been three Train the Trainer courses so far. In recognition of the training there may be a national qualification (Education Diploma). Anneke Seller continues to lead on the assessment tools.

Wales and N Ireland will commission MSC posts in 2011: there is no date for Scotland.

Bioinformatics training will be linked to Manchester National Reference Laboratory and scientists will exit with Post Graduate Diploma qualification on completion of training.

HSST committee is being formed.
Registration update, a shadow regulation body will be in place in September 2010 for one year.

6 **Membership Liaison Committee**

Report circulated and presented by PM.

1. **MLC session at the Spring Conference**

The MLC has invited Mark Potter of the HPC to give a presentation and feedback from the recent HPC CPD audits. This will take place at 2pm on Wednesday 14 April on the joint day, as it will be of benefit to Clinical Scientists in both molecular genetics and cytogenetics. An email will be circulated to laboratory contacts to promote this.

2. **MLC stand at the Spring Conference**

The MLC stand will be in the scientific poster area this year, rather than the trade area. The MLC would like to thank the conference organizers for arranging this spot.

The plan is to have a comments box on the stand to get some feedback from the membership. Olympus has agreed to provide a digital camera for a prize draw; anyone filling in their email address on the comments slip will be entered which is hoped will be an incentive and boost interest.

Council were asked if they would like anything asked of the membership, or displayed on the stand (for example, new BPGs or study days etc).

Action Council members to respond to PM.

3. **HPC CPD audits on the ACC website**

The MLC tracked five scientists who were audited by the HPC in October 2009. Three of these agreed to share their portfolios and they have been posted anonymously on the website with a comment stating that the portfolios are not endorsed by the HPC and are therefore not necessarily the gold standard, simply that they passed. Two other scientists refused on the grounds that their portfolios were easily recognizable even with further attempts at anonymisation. . Laboratory network was emailed to let the membership know that these had been posted at

<http://www.cytogenetics.org.uk/mlc/Sample%20HPC%20CPD%20audit%20portfolio.htm>.

PM has also written a portfolio for the HPC website. As this profile is produced in conjunction with the HPC and is endorsed by them, it is a more lengthy process that may take some time. The first draft is currently with the HPC Council but PM should hear some news soon.

4. **Structure of MLC**

PM and Mandeep Bahra finish their terms at the Spring Meeting, at which point the MLC will consist of IC (Chair and elected to Council) and Simon McCollough (invited as ETC representative). MLC would like to encourage new people to get a taste of committee work and will be using the stand to scope for interested volunteers.

5. **Careers information requests**

This was discussed because the pages on the website need updating. MLC agreed to undertake this following AGM and send pages to KW for approval. It was noted that Council list also needs updating.

Action: MLC and KW.

7 **Genetic Technologists**

Report circulated and presented by AR.

1. **Registration guidance notes**

New updated version should be available on the VCR website from the 8 March 2010 and will include CPD advice.

2. **GT professional body membership survey**

PB membership is required to be >25% for application to HPC.

From the survey that Michelle Fenlon carried out in July 2009 with additional information added in Oct 2009 there are currently:

- 302 GTs at Career Frame Work 5 and above.
- 173 eligible GT's of which 96 are registered (56%).
- 77 eligible GT's not registered (44%)
- 58 GT's are members of the Professional Bodies (PBs) (19.2%).

Forty laboratories responded to the survey and there are a few labs that did not respond. These labs may not have responded because they may not have been contacted or they may not have any technologists in post.

The most worrying information from the survey is the low (19.2%) PB membership. AGTC see no way of increasing this without more PB support.

As the figures are constantly changing, the survey may be repeated this summer if there is a move to registration.

Council discussed PB membership and considered that AGTC is responsible for taking VRC forward and encouraging eligible GTs to register and pointing out the implications of not registering.

Action: AGTC.

3. Registration with the VRC

This has reached 200 registrants over half of which are Genetic Technologists.

Sarah Warburton, National Training Co-ordinator for Clinical Molecular Genetics has been trying to organise a GT registration workshop. They have gathered materials together to use for the workshop. ACC AGTC web page as this is extremely out of date and requires updating. As it is mirrored on the AGTC web page on the CMGS website, AR has given the updated text to the other members of the AGTC to input anything they think is missing. As soon as this is done it will be forwarded to the Professional Bodies for approval.

Fees for registration are going to be reviewed at next meeting.

4. UK Healthcare Science Regulation Liaison Group

The UK Healthcare Science Regulation Liaison Group will liaise with which ever group is appointed to do the risk assessments for the groups in the healthcare science workforce that are currently unregulated. This appointment is currently out for tender. The Liaison Group's next meeting should set the time lines and a programme plan at which point they will set up meetings with the AGTC, ACC and CMGS representatives.

AGTC representative on this group is Michelle Fenlon as the VRC secretary and she will feedback to the ACC and CMGS when more information becomes available.

The AGTC are continuing to complete HPC application form, although it may not be HPC that Genetic Technologist finally register with, and filling in the application form is more of an information gathering exercise that will help prepare for the risk assessment, and highlight any areas that are weak, and help to ensure that a robust voluntary register is in place. The scope of practice will be reviewed and documented controlled.

8 Treasurer's Report

Presented by chair.

1. BSHG financial position

ADM attended BSHG treasurers meeting in Birmingham where finances were discussed. Action has been suggested to address the situation and minutes of the meeting are awaited before an ACC response is made.

Council agreed that ACC should review income and outgoings taking into account the change in training to ensure there was a sufficient reserves to cover any liabilities. It was discussed that it was unlikely that trustees would ever be expected to accept personal liability.

Action ADM to provide report for next meeting.

9 Scientific and Governance items

Professional Standards Committee

Report prepared by NB and Carolyn Campbell. Reported presented by NB.

1. Constitutional BPGs

Updated Prenatal diagnosis guidelines were published on ACC website on 11/12/09.

Solid Tissue guidelines. Comments on draft have been collated by Jonathan Waters and returned to Annette Cockwell (Salisbury, Lead for these guidelines) on 23/02/10 for preparation of final version.

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

New initiative. Preparation of joint ACC/CMGS guidelines on ffDNA analysis for fetal sexing.

2. Oncology BPGs

BPGs under development are:

p53 in CLL. Final draft about to be released.

Updated FISH in Oncology. 2nd draft in preparation.

Solid tumours. Draft being finalised by NB, Paul Roberts and David Betts. It will be released within the next month. As a pilot exercise, discussion and consensus will be conducted through an online content management system (CMS).

In January 2010 planning for further disease-specific guideline sets started. Likely areas: CML & MPDs, AML & MDS, lymphomas. Ten volunteers have been identified who are keen to lead or assist in developing these BPGs. It is intended that closer liaison with expert haematologists will be a stronger element of this process. Consultations will be managed by CMS.

3. ACC audit collection

The value of this data collection was discussed and there was consensus that the data was valuable for bench marking purposes and that as part of UKGTN remit labs should be collecting the data. It was

agreed that the data collection should be kept simple and be in line with standards set in BP guidelines.

Action: NB to take forward.

4. NEQAS/PSC study day

To take place in June 2010.

10 Networks & European Issues

1. NGRLs.

No reports.

11 Report back from external meetings

1. BSHG

ADM attended last meeting. The financial position of BSHG has been covered in treasurer's report. There was a call for a chair elect.

2. FASP

Results of survey into aberrant rapid/karyotype CVS result for Down Syndrome have been sent to HoDs. Strategic planning of the service until 2013 paper has been published.

HHS standing down therefore new ACC representative required. Next meeting is 13 April 2010.

Action. SM volunteered.

3. JCMG

A supportive response to Genetics in Mainstream Medicine document was made.

4. ACS Board

KW to attend next meeting on 20 March 2010. Decision of ACC representative to replace KS deferred.

12 Correspondence / Applications for Membership

1. Consent data information request from CMGS

HoDs to respond directly. No action by Council.

2. HPC consultation document on removing the health reference as a requirement for entry to the register.

Council supported this proposal to replace GP reference by self certification.

Action: NB to respond to HPC.

3. Genetic testing in Children

CW commented that there was no update.

4. Applications for membership

Eight have been received and approved (six from GTs and two from scientists).

13 Matters arising from previous meeting

1. ACC had been contacted by a consultant haematologist at Hammersmith Hospital who wished to approach cytogenetics laboratories directly for details of patients newly diagnosed with CML to support a CML registry. It was agreed that ACC would take no action pending receipt of a formal proposal. SB reported had received document.

14 Any Other Business

1. Farewell to those leaving Council

KS, TD, RH, PM, HHS and AR with thanks for their hard work over their respective terms of offices.

2. New Trustees

KS and Tony Parkin.

3. Election of Deputy Chair

This is an annual appointment. SB was elected as Deputy Chair.

4. Election of secretary

The second person in the election will be invited.

Action: Secretary.

5. Clinical coding meeting

SB attended this meeting.

Action: SB to circulate report to council.

6. Secretary's email address

Council have been provided with TD's new email address.

15 Date and venue for next meetings

Tuesday 1 June 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 15.45.