



**ACC Council Meeting  
British Society of Hematology, 100 White Lion Road, London  
Tuesday 2 June 2009**

Kim Smith (KS)	Chair
Amanda Dixon-M <sup>o</sup> lver (ADM)	Treasurer
Teresa Davies (TD)	Secretary
Katie Waters (KW)	Assistant Secretary

Sandra Birdsall (SB)	Ordinary member	Beverley Royston (BR)	AGTC Representative
Nick Bown (NB)	Ordinary member	John Crolla (JC)	Trustee
Hazel Harvey-Smith (HHS)	Ordinary member	Rod Howell (RH)	Trustee
Anne Reilly (AR)	Genetic Technologist member	Lorraine Gaunt (LG)	Chair, PSC
		Gordon Lowther (GL)	Chair, ETC
Mandeep Bahra (MB)	Junior member		
Ian Cook (IC)	Junior member		
Phillippa May (PM)	Junior member		
Suzanne M <sup>o</sup> Phée (SMc)	Junior member		
Stephen Mountford (SM)	Junior member		
Invited new members attended as observers			
Steven Williams	Ordinary member	Chris Kettle	Junior member
Christine Waterman	Ordinary member	Ros Allen	Genetic Technologist member

Chair welcomed new members. Chair reminded them that they have been elected by ACC membership and are on Council to represent the members.

Chair thanked the members whose terms have come to an end for all their hard work.

1 **Apologies for Absence**

Apologies were received from Peter Howard (PH), Karen Thompson (KT) and Val Davison (VD).

2 **Minutes of the meeting held on Tuesday 10 March 2009**

These were accepted with minor amendments.

3 **Chairs Report**

**1. National Specialised National Definition Set - Medical Genetics Services (all ages) no 20.**

KW and Tony Parkin updated definition on behalf of ACC earlier this year. The revised document that went out for wider consultation had undergone a major rewrite and included a split between core medical genetics services and support services provided to other specialities. This version of the document was circulated to HoDs for comments. There were a low number of responses. Concern was expressed over the proposed definition of core and support services. Chair sent collated ACC response to The National Specialised Commissioning Team.

**2. Designation of Genetic Services**

Final version is available on London Specialised Commissioning Group website.

**3. Cytogenetics workload banding system v1 – Draft for modelling purposes.**

Report prepared by: Edna Maltby (Sheffield), Tony Parkin (Nottingham), Katie Waters (London), John Wolstenholme (Newcastle). KW presented the report.

At the Heads of Departments meeting held on 26 January 2009 it was agreed that a small working group would look at a system of workload units for clinical cytogenetics. This would be similar to the system proposed by the CMGS where the chosen unit was a report and where the report units were weighted to reflect complexity of activity. The group met on 9 March in Sheffield to agree a proposal for cytogenetics. The group has trialled the proposed system locally. Group considered that draft

cytogenetics system should be distributed to Heads of Departments for further trialling in more laboratories (different scopes and sizes).

Proposed system was discussed. Feedback from Council was positive. Minor modifications to document were suggested.

**Action: KW to take back to group.**

**Circulate updated version to HoDs with an invitation to participate in trialling the scheme with their own data. HoDs on Council agreed to participate.**

**4. Joint ACC and CMGS meeting.**

The two executives will meet to discuss joint working and activities on 12 June. The proposal to work more closely was supported by HoDs who attended the joint ACC/CMGS day in Newcastle.

**5. Royal College of Pathologists Chair of Genetics SAC**

Jo Whittaker has resigned. Jonathan Waters appointed as Chair.

**6. ACC Spring Conference.**

Chair thanked Eddy Maher and his staff in the Edinburgh laboratory for an excellent scientific meeting. Chair requested that individual reports presented at AGM are sent to her to be collated and then put on website for AMG report.

**Action: Presenters to send reports to Chair by end of June.**

14 **1. ACC archive**

TD reported that she had a number of historical documents where the decision to discard or to keep and archive needed to be taken. It was noted that Wellcome is to archive website.

It was agreed following discussion that the following documents would be kept:

Handwritten ACC minutes in notebooks from 1983 to 1989.

DipACC examination records. (TD to ask Gavin Cuthbert to archive).

ACC publications/bulletins

ACC rule changes.

Other records would be destroyed.

This item was taken before lunch to enable Council members to view records.

4 **Education & Training Committee**

Report circulated and presented by GL.

**1. Modernising Science Careers (MSC)**

Outcome of consultation still unknown.

**2. Curriculum development**

Work is ongoing on the development of the genetics curriculum. Work by the other life sciences groups has commenced to develop their curricula, particularly in relation to those elements which will form the knowledge for the rotational parts of the training scheme.

**3. MSC Genetics Pilot**

Expressions of Interest document for hosting the Genetics Pilot is nearing completion and will be distributed imminently. A launch meeting has been proposed by MSC Genetics pilot team for 16 June in Birmingham.

**4. Current Training Scheme**

From March meeting responses from HoDs indicated that there will be nine trainees in the system this year (seven supernumerary and two non-supernumerary) a decision as whether to run the two training courses (Oct 2009 and April 2010) was deferred to this Council meeting pending the results above.

Council agreed that national training course(s) should be run but the duration should be shorten and supported with distance learning and that there should be a review of content with inclusion of more molecular techniques and bioinformatics.

Action: GL to take forward with ETC.

**5. Workforce Data**

Data / reports for 2007 and 2008 have been redrafted and circulated to Council for approval.

Reports ratified by Council to be distributed to HoDs. It was noted that it would be useful in further data collections if scientific/technical staff on band 6/7 could be separated.

**Action: GL**

**6. Responses on behalf of ACC**

None

**7. RCPATH Virtual study group and E-Learning**

Thirteen (of 14) candidates taking part in the ACC/ETC virtual study group passed the Part 1 written exam.

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## **Professional Standards Committee**

Report circulated and presented by LG.

### **1. Change requests**

Request details and comments from the PSC are now displayed on the website. There is notification of this on the home page of the website. Some requests have resulted in direct minor changes to some guidelines. Other requests require feedback from the membership before a specific date, after which a change will be made to existing guidelines. Some comments will be considered by those who are actively revising existing or compiling new guidelines.

It was noted that if a laboratory director chose to deviate from professional Best Practice guidelines/recommendations and implement different protocols/criteria locally then the change(s) should be documented and identified to CPA.

### **2. Archived guidelines**

Requests for these continue to be received and fall into three main categories. Requests from non- UK labs, laboratories about to have CPA assessments and those associated with ongoing legal cases.

### **3. Tissue Guidelines: Report from Annette Cockwell**

The result of the solid tissue questionnaire was distributed before Christmas and the best practice committee has been formulating the guidelines on the basis of the questionnaire answers. One of the areas for inclusion in the guidelines is the disposal of tissues after testing.

### **4. Prenatal Guidelines: Report from Lisa Burvill –Holmes**

The amalgamation and updating of the AF and CVS Best practice Guidelines (also incorporating Fetal bloods) is almost complete and should be available soon. Responses to comments will be posted on the website soon. Question re spelling Foetal/Fetal? Agreed fetal.

### **5. Audit data update: John Emslie**

Not all labs have responded to request for data and reminders will be sent.

### **6. New CLL guidelines: Edna Maltby (EM)**

The workshop held in Leeds in October 2008 was well attended by cytogeneticists and haematologists with very good and comprehensive presentations of current and perhaps future practice.

Questionnaire was sent to all attendees and all Cytogenetic HoDs to form the basis of draft guidelines.

All responses were collated and sent back to respondents in May 2009.

EM currently working with Sheila O'Connor to prepare draft guidelines which will be circulated to respondents for comment before submitting to PSC by July 09.

### **7. New Oncology guidelines: Fiona Ross**

A draft revision is expected to be sent to laboratories in the next month or so.

### **8. Down Syndrome register**

National Screening Committee is reviewing funding for the Register. Fetal Anomaly Screening programme is looking at alternative ways of collecting the data. Chair has previously written to Pat Ward informing that electronic submission of data by cytogenetic laboratories would be possible but that chasing missing data/outcomes would not be performed.

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## **Membership Liaison Committee**

Report circulated and presented by SM.

### **1. Spring Conference feedback**

Committee had a stand which received some interest but was in an awkward corner. It is hoped that in future the conference liaison member might help in allocating a more favourable site. SM gave a presentation about the CPD audit process during the AGM (based on a talk given by Mark Potter, Communications Manager at HPC). Feedback so far has been positive with requests received for copies of the talk so that it can be given locally. It is hoped that after the first round of audits that some anonymised successful audits can be placed on the website (this will be checked with HPC).

There was discussion as to how to attract attendees to the stand. Chair assured MLC that stand space allocation at next conference would be more favourable.

### **2. Committee membership:**

SM, SMc and MB have finished their term. MLC now consists of PM (chair), IC (secretary) and Simon McCullough (co-opted ETC representative). A volunteer from Oxford laboratory will be co-opted to be 2010 Spring Conference liaison. Other members will be co-opted as required.

### **3. Website**

The wording agreed at the last Council has been updated. Further changes will be required to update MLC membership. MLC secretary holds the laboratory contact details and is central point of contact.

**Action: MLC**

#### **4. Representation on ETC**

Simon McCullough has continued as the MLC representative on the ETC and has been involved in assigning topics and checking essay plans in his role as a facilitator for the ACC virtual FRCPath part 1 group. It is hoped that there will be sufficient participants to run the course again for 2010.

#### **5. Membership profile**

PM is collating the membership profile in order to determine the percentage of GTs who are members of the ACC. There is a target of 25% for VRC to move forward. To date, responses have been received from 24 of 34 laboratories. Twenty-eight GTs are ACC members, and one is a CMGS member representing approximately 15% of GT workforce. Circulating the requirements of the VRC (via MLC contacts/GT contacts/ HoDs) may encourage more GTs to join.

### **7 Genetic Technologists**

Report circulated and presented by BR.

#### **1. Election of new members to AGTC**

There were three vacancies (two ACC and one CMGS) to replace members whose terms of office had been completed. One ACC and two CMGS applications were received leaving an ACC vacancy. Replacement for Sarah Willis on ETC is ongoing.

#### **2. VRC**

Council is currently breaking even financially. There is a possibility that cost of renewals may be increased. This will be discussed at next VRC meeting in October. A CPD audit of 2.5% of VCR membership will commence in October 2009.

### **8 Scientific and Governance items**

#### **1. Non-Invasive Prenatal Diagnosis (NIPD)**

JC provided an update on NIPD project RAPID (reliable, accurate prenatal invasive diagnosis). Grant lead for project is Dr L Chitty. The project is fully funded by NIHR and aims to evaluate free fetal DNA for NIPD. RAPID project starts on 1 July. There will be a launch meeting on 7 July in London. The website goes live at the beginning of July: [www.rapid.nhs.uk](http://www.rapid.nhs.uk).

#### **2. Implementation of array CGH into NHS genetic services.**

JC reported that a meeting organised by NGRL (Wessex) will be held on 8 July in London. Chair has been invited to speak about the ACC audit data and data sharing. Information will require updating and a questionnaire will be sent to HoDs. Ideas for questions to be included should be sent to Chair by 5 June.

**Action: Council members.**

#### **3. Syndromic mental retardation gene dossier**

JC reported that gene dossier submitted by John Barber to UKGTN for 'Syndromic mental retardation' to detect genomic imbalance using array technology had been accepted.

#### **4. Deciphering developmental disorders (DDD) project (Nigel carter and Helen Firth)**

Heads of Cytogenetics laboratories, clinical and academic representative were invited from each of genetics centres to attend a collaborators meeting on 7/15 May at Sanger Centre. Meeting was a follow on from preliminary proposal submitted to The Wellcome Trust last year. Sanger Centre proposing to undertake array studies on 15,000 cases with learning difficulties.

**5. NQAAP:** A nomination to replace VD in 2010 is required.

**Action: Council.**

### **9 Networks & European Issues**

#### **NGRL**

No reports had been received. JC suggested that email request in advance of the meeting.

**Action: Secretary. JC will email reports for circulation.**

### **10 Report back from external meetings**

#### **1. Joint Committee on Medical Genetics (JCMG)**

Chair reported that House of Lords Science and Technology Committee enquiry into Genomic Medicine's report was due in June.

DH are doing a stock take of delivery of 2003 Genetics White Paper targets.

NHS Genetics Education and Development Centre in Birmingham contract has been renewed for 5 years.

Diane Paine has left Genetics Policy unit. Colin Pavlin (Senior Genetics Policy Manager) and Andy Earnshaw will represent unit.

## **2. GenCAG**

Tony Parkin's report previously circulated.

## **3. UKGTN**

Chair reported that the administrative function is to be hosted by NCG. A JCMG representative has been invited to sit on UKGTN National Steering group. No meeting report.

## **4. RCPATH**

Clinical Genetics FRCPATH part 1. An exam to fulfil PMETB requirements is under development by Clinical Genetics Society. Qualification will be a requirement for a consultancy (clinical) post. New chair of Panel of Examiners taking over from TD will be Fiona McDonald from 1 September. FRCPATH part 1 practical exams for cytogenetics and molecular genetics will be held on 29 September, there will be no viva.

Council expressed their thanks to TD for her term as Chair.

## **5. ACS**

HPC are drafting new Council structure to consist of 13 elected professional members, ten appointed (of which one will be chair) and ten lay members. Technical groups registration has been put on hold. Clinical Scientists registration renewals are due this year.

## **6. BSHG**

ADM reported that annual conference will be held at University of Warwick. There is support from professional bodies to attend at new venue. It will be 2.5 days starting on 31 August.

There has been discussion regarding re-issuing of laboratory reports containing data from another laboratory. It was noted that this was covered by CPA standards.

## **7. FASP**

HHS to attend next meeting Chair has forwarded recent HHS papers.

## **8. NRGL**

TD attended steering group meeting. Engagement and communication with laboratories by the reference laboratories was discussed.

## **9. FHCS**

No meeting.

## 11 **Treasurer's Report**

### **1. Spring Conference**

ADM reported that conference had made a £5000 profit. ADM noted that there is no ACC document that defines what external speakers can claim as expenses. ADM is drafting a document for comment. It was agreed that car mileage would be paid at the lowest flat rate as given in Agenda for Change: NHS Terms and Conditions of Service Handbook.

**Action: ADM**

### **2. FHCS**

ADM reported that fee for 2008 was outstanding and that ACC had now been invoiced for 2009. Council made decision to withdraw from FHCS.

**Action: ADM to write letter informing FHCS of the decision.**

### **3. Funding of joint ACC/CMGS study days**

Issue is that currently CMGS do not charge for attendance whereas ACC charge a set fee. Council supported that study days should be self funding events and cover costs.

**Action: Executive to take to Joint ACC/CMGS meeting.**

### **4. Travel awards**

One travel claim award has been approved.

## 12 **Correspondence / Applications for Membership**

### **1. BSHG Newsletter**

There are two editors for the ACC newsletter that is published two times a year. ADM to stand down. Simon McCullough is willing to stay on and provide continuity.

**Action: HHS volunteered to replace ADM as an editor.**

Membership applications: TD reported that 16 applications had been approved.

### **2. National Guidelines for RCOG**

Prof Z Alfrevic has enquired about ACC prenatal data (numbers of amniotic fluid and CV samples) to inform rewriting RCOG guidelines. Prof Alfrevic advised to contact ACC with more details.

### **3. RAPID project**

ACC representative nominated is TD.

13 **Matters arising from previous meeting**

**1. Nomination for president.**

**Action: Executive to take forward.**

**2. Consultation documents**

NB reviewed two HPC documents and revised RCPATH retention and storage guidance. No ACC statements/ responses were required.

**3. ACC chair**

KS's term of office finishes in September. KS suggested that change to a new chair is moved to coincide with AGM at Spring Conference. Agreed by Council.

14 **Any Other Business**

**1. Council succession planning for the future**

Council agreed strategies need to be put in place to prepare senior ACC members for future ACC roles.

16 **Next Meeting**

Tuesday 1 December 2009

Start time 11.15. Lunch will be provided.

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

Note: 1 September meeting cancelled.

The meeting closed at 15.45.