



Association for Clinical Cytogenetics

<http://www.cytogenetics.org.uk>

**ACC Council Meeting
Cartwright Hall, Cartwright Gardens, London
Tuesday 2nd December 2008**

Kim Smith (KS)	Chair
John Wolstenholme (JW)	Treasurer
Teresa Davies (TD)	Secretary
Katie Waters (KW)	Assistant Secretary

Amanda Dixon-M ^c Iver (ADM)	<i>Ordinary Member/Treasurer elect</i>	Karen Thompson (KT)	<i>Genetic Technologist</i>
Sandra Birdsall (SB)	<i>Ordinary Member</i>	Ann Reilly (AR)	<i>Genetic Technologist</i>
Nick Bown (NB)	<i>Ordinary Member</i>	Beverley Royston (BR)	<i>AGTC Representative</i>
Suzanne M ^c Phee (SM)	<i>Junior Member</i>	Rod Howell (RH)	<i>Trustee</i>
Stephen Mountford (SMo)	<i>Junior Member/ Chair MLC</i>	Lorraine Gaunt (GL)	<i>Chair, PSC</i>
Ian Cook (IC)	<i>Junior Member</i>	Gordon Lowther (GLo)	<i>Chair, ETC</i>
Mandeep Bahra (MB)	<i>Junior Member</i>		
Phillippa May (PM)	<i>Junior Member</i>		

It was with great sadness that Council noted that Rob Morgan had recently died. He had made a great contribution to both ACC and cytogenetics over a number of years and will be missed.

1 Apologies for Absence

Apologies were received from Val Davison (Trustee), John Crolla (Trustee), Peter Howard (Ordinary Member), Hazel Harvey-Smith (Ordinary Member).

2 Minutes of the meeting held on Tuesday 2nd Sep 2008

Amend DECIPHER paragraph in 3 - Chairs report.
Insert local decision in 7 – GT report

3 Chairs Report

KS and five HoDs/senior staff met with the DECIPHER team to discuss NHS service needs. It was agreed to establish a NHS superuser group that could facilitate collection of UK NHS data into a searchable resource that could assist with imbalance interpretation. KS has circulated a summary of the meeting to all HoDs.

UKGTN steering group. KS reported that UKGTN will expand its repertoire to include biomarkers.

Hilary Burton/PHGU has undertaken a literature review of arrayCGH for learning difficulties and concluded there is insufficient evidence to use as first test and further work is required. There had been a debate over how arrays could be commissioned and the steering group suggested it could be by a service specification proposal that could be submitted to GenCAG via UKGTN. This item will be further discussed at Heads of Departments meeting in January.

There was discussion as to whether block purchasing discounts for arrays for NHS laboratories could be negotiated via PASA.

Action: TD to investigate further.

KW and Tony Parkin have been nominated to work on the revised National Definition set for Medical Genetics services (no 20), timetable for completion unclear and KS is seeking clarification.

A document on 'Designation of service providers' is being drafted and KS described the draft criteria submitted to the steering group.

DH and 18 week pathway. VD attended this meeting.

Action: VD to provide feedback to next meeting.

NGRL steering group. KS reported that there had been discussion of issues raised by ACC and CMGS over level of communication and consultation. As a result NGRL had committed to improve two-way communication. NGRL were willing to contribute to the joint ACC/CMGS Heads of Departments meeting in January.

FASP steering group. Development of NIPD noted but no changes to screening plans and timetables envisaged. Funding of Down syndrome register to become more limited and Pat Ward asked KS to investigate whether Cytogenetics laboratories would agree to directly submit minimum data set required. Following discussion, it was agreed that KS should clarify minimum dataset with Pat Ward and email HoDs for opinion on their ability to provide data. It was noted that most laboratories do not collect outcome data.

MSC. KS copied ACC/CMGS letter to HoDs for information and reported that ACC and CMGS representatives had been invited to meetings on roles and curricula planning. See GLo's report in 4. MSC consultation document has been published. ACC will make a response following consultation at HoDs meeting in January.

ACS. There was discussion over the content of portfolio and interview. These are two distinct parts. The "A grade" training information in the portfolio need only be a brief summary as this work has already been formally assessed. Council agreed that example portfolio on website needs to be updated.

Action: MLC to update example portfolio on website.

CSO conference 25 November 2008. KS attended. Focus was on quality and patient centred services. An Academy of HCS was proposed although at this stage it is unclear how this would affect existing relationships with RCPATH, FHCS and HPC.

HoDs meeting. To be held on 27-28 January 2009 in Newcastle. First day ACC only, second day ACC and CMGS. Agenda for second day to be agreed jointly.

4 **Education & Training Committee**

Report circulated. GLo reported that meeting to launch GT training programme on 17 November 2008 in Manchester had been well attended. Following the meeting positive feedback had been received along with helpful comments and suggestions for improvements. The go live date for the programme is 1 January 2009. Meeting included a presentation from Graham Beastall followed by a question and answer session on MSC. It is proposed to run another ACC/CMGS Training for Trainers course for Genetic Technologists and Clinical Scientists to support new training scheme. Date to be confirmed. GLo noted that MSC document 'The future of the Healthcare Science Workforce' had been launched at CSO conference and is available on DH.gov website. Consultation period ends 6th March. Members are encouraged to respond.

Action: KS asked MLC to review consultation document/proposals from viewpoint of junior members and draft a response commenting on both good and bad points and citing any issues they felt should be pursued. Response to KS, copied to GLo, by end of first week of January.

Co-opted ACC members (GLo and Eileen Roberts) and CMGS members (Dave Baty and Maggie Williams) have been invited to join Curriculum Development Committee of MSC to take forward launch of Genetics pilot in 2009. First meeting was held on 11 November with further meetings scheduled. Bids will be invited to participate in pilot for 2009. Full roll out is planned for 2010.

ACC have responded to two documents - HPC consultation on 'Standards of Education' and Skills for Health's request for information regarding job descriptions and competencies for skill levels 1-4.

RCPATH e-learning project is ongoing. The launch meeting, scheduled for 25 November, was postponed until new year. Sue Hamilton (Manchester) has been nominated as training representative on RCPATH Training Committee replacing Sian Morgan.

Action: TD to inform RCPATH and SM/SH.

5 **Professional Standards Committee**

Report circulated. LG reported that Best Practice Guidelines for arrays have been sent to HoDs for comment with a response deadline of the beginning of January to enable further discussion at the HoDs meeting if required.

Constitutional audit data for 2006/07 was put on website at the end of September. Draft template for 2007/08 on website, version to be finalised

Most change requests to existing Best Practice Guidelines have been redirected to the original authors for review.

6 **Membership Liaison Committee**

Report circulated. SM has taken over as Chair of MLC committee.

ACC membership list had been obtained from Ruth Cole. The list does not record whether member is

scientist or technologist or trainee. Therefore profile of staff in profession cannot be obtained. KS suggested information is obtained via junior member's laboratory contacts.

Action: SM to take forward and report to next meeting.

National Pathology week 3-9 September 2008: SMc and SM participated in events to promote Cytogenetics. Career fairs: MB and PM attended two careers fairs organised by Northgate.

New MLC structure agreed as Chair (SM), Secretary (PM), Training lead (currently SMc and IC). A strategy for recruitment to committee needs to be put in place.

Action: SM to take forward and report to next meeting.

A MLC Conference lead will be co-opted from the laboratory organising the Spring conference each year.

It was agreed that the information on the MLC website should be updated.

Action: MLC.

7 **Genetic Technologists**

Report circulated. KT reported from AGTC meeting held on 19 November. AGTC are clarifying which skill level will be the entry grade to the Genetic Technologist profession. Council noted that skill level should be used to define entry grade and not Agenda for Change bands. Entry qualification also requires clarification as this has to be consistent with educational requirements for skill level entry. Voluntary registration guidance notes will be updated to include new GT training programme. New training programme - ACC ETC and CMGS TAB are debating retrospective eligibility for GTs who started in 2008.

Cost of VRC registration to increase next year. AGTC logo was approved by Council.

8 **Scientific and Governance items**

UKCCG steering committee: Report from meeting held on 6 November circulated. NB reported that Leukaemia Cytogenetics Research Group had relocated to Newcastle and next meeting will be held on 12 March 2009 in Newcastle. Best practice guidelines have been discussed and UKCCG recommend that oncology guidelines should be more disease specific. Council agreed that it is appropriate for any changes to the guidelines to go through Professional Standards committee. Christine Harrison has attended recent ISCN committee meeting. A new version is due in 2009 with most of new ISCN relating to aCGH nomenclature.

NQAAP: KW to step down in 2008 followed by VD in 2009. Replacements to be nominated. Roger Mountford has extended his term as Chair for one year.

Action: Executive council members to take forward.

CVS database: JW reported that EUCHROMIC data will be populated into ACC database. JW reported that funding would be needed for further updates.

9 **Networks & European Issues**

NGRL feedback to date was informal via Council attendees at external meetings. Council noted that NGRL had previously agreed to provide a regular report for the professional bodies.

Action: KW to request written reports for Council meetings.

10 **Report back from external meetings**

RCPATH SAC: No report.

Action: KW to clarify with JC who is stepping down from SAC and requires replacing.

JCMG: JW attended last meeting and reported opinion that DH needs a strategy for NIPND within next 18 months.

11 **Treasurer's Report**

JW and ADM reported that Liverpool Spring Conference was in profit.

There have been no travel claims.

The research awards scheme has closed as all the funding had been allocated.

ADM reported that BSHG newsletter would change to twice yearly from 2009 (January and June). An editorial board is to be set up with each constituent body having a representative on the board.

Action: Member to be nominated. ADM to email Helen Middleton to clarify role/responsibilities.

ADM to take over formally as Treasurer from 1st January 2009.

12 **Correspondence / Applications for Membership**

Website archiving: KS received letter from Wellcome Institute offering to archive information on ACC website for historical purposes and to preserve it for the future. This would apply to 'public access'

information only. There would be no financial cost. Council agreed.

Action: KS to respond.

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

13 **Matters Arising**

None discussed. Nomination for president deferred to next meeting.

Action: Executive.

14 **Any Other Business**

Chair of BSHG has approached ACC to consider combining ACC scientific conference with BSHG. Consensus of council was to leave as two separate meetings.

Action: TD to inform BSHG of decision.

Succession planning: Following discussion, it was agreed that one junior member and four ordinary members will be elected in 2009. Election results will be available for March meeting.

GT representation to remain at two members.

KS will stand down as Chair in 2009 and a new Chair will be elected.

Action: TD to send out calls for nominations in January.

Council agreed to adopt a recommendation from the previous Trustee's review of Council membership to have 'members' of Council rather than several categories of membership. This will require a rule change to be notified to the membership and will have to be timetabled for the 2010 AGM.

16 **Next Meeting**

Dates for 2009: All Tuesday. Start time 11.15. Lunch will be provided.

10 March

2 June

1 September

1 December

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

The BSH is a short walk from Angel tube station on the Northern line.

The meeting closed at 16.15.