



# Association for Clinical Cytogenetics

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

**ACC Council Meeting  
Canterbury Hall, Cartwright Gardens, London  
Tuesday 4<sup>th</sup> March 2008**

Kim Smith  
John Wolstenholme

Chair  
Treasurer

Amanda Dixon-M <sup>c</sup> Iver	<i>Ordinary Member</i>	Karen Thompson	<i>Genetic Technologist</i>
Gordon Lowther	<i>Ordinary Member/Chair, ETC</i>	Ann Reilly	<i>Genetic Technologist</i>
Sandra Birdsall	<i>Ordinary Member</i>	Rod Howell	<i>Trustee</i>
Peter Howard	<i>Ordinary Member</i>	Lorraine Gaunt	<i>Chair, PSC</i>
Ros Hastings	<i>Ordinary Member</i>	Maj Hulten	<i>President</i>
Suzanne M <sup>c</sup> Phee	<i>Junior Member</i>		
Stephen Mountford	<i>Junior Member</i>		
Mandeep Bahra	<i>Junior Member / Chair MLC</i>		
Philippa May	<i>Junior Member</i>		

1 **Apologies for Absence**

Apologies were received from Teresa Davies, Rob Morgan, John Crolla, Val Davison, Hazel Harvey-Smith, Simon M<sup>c</sup>Cullough & Beverley Royston.

2 **Minutes of the meeting held on Tuesday 4<sup>th</sup> September 2007**

Agreed.

3 **Chairs Report**

3.1 **Modernising Scientist Careers (MSC)**

Professor Sue Hill, Chief Scientific Officer and Professor Shelley Heard, Lead for MSC met with leads from all HCS professions in December. Proposed structure and timescale as presented at previous meeting. A single four month genetics module or a six month module joint with Cellular Science were offered as options for rotation period. MSC had invited comments on each stage of structure and perceived problems - unanimous concerns over general training for two years and the standard of the individual at point of registration. MSC champions have been appointed for each group – Graham Beastall & Nicky Fleming for Life Sciences. MSC plan to publish a consultation document in May. The output from the meeting was circulated to all HoDs.

3.2 **'Our NHS, our future: the contribution of HCS'**

Sue Hill had published this document on HCS. It was noted that Cytogenetics was not represented appropriately – PH had volunteered to write to Sue Hill and express ACC concerns

3.3 **Associate Practitioner role**

HHS had written a draft summary of role & responsibilities. It was agreed that the format should be limited to principle responsibilities of the post and not a full job description and should be more specific to cytogenetics.

**ACTION – KS to feedback to HHS. HHS to amend document, incorporating items from existing MTO1 job descriptions.**

3.4 **Ministry of Justice consultation on use and sharing of personal information in the public and private sectors**

BSHG had responded on behalf of genetic disciplines

3.5 **UKGTN**

Chair ACC has been invited to sit on steering group. Eileen Roberts has agreed to represent Cytogenetics on the UKGTN Gene Dossier Committee.

House of Lords Science & Technology Committee has issued a call for evidence on Genomic Medicine – professions are encouraged to respond.

3.6 **Fetal Anomaly Screening Programme Committee**

NICE antenatal guidelines & FASP Best practice document should be published in April 2008 and will contain changes to risk cut-off figures. There will be a six month lead in time and the new cut-off figures will be implemented in October.

3.7

#### **ACS**

Timetable for fixed date assessments published on ACS website. Several professions including Cytogenetics have identified a need for more assessors - ACS Board agreed assessors must be AfC grade 8B or above.

***ACTION – KS to contact possible laboratories.***

3.8

#### **AGNC**

AGNC has written to DH about problem meeting 18 week target due to time required to gather family history data. AGNC has asked genetic professions to support them in writing to DH. This was agreed.

***ACTION – KS to write to DH.***

3.9

#### **Spring Meetings**

2009 – Edinburgh (CMGS in Exeter)

2010 – Oxford (joint meeting with CMGS proposed)

2011 – Newcastle

The AGM will take place at the Spring Conference in Liverpool.

***ACTION –Chair of each sub-committee to give verbal report at AGM***

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#### **Education & Training Committee**

Report submitted. Issues for discussion:

Proposal to remove project exemption from training programme. It was agreed to retain exemption but postpone the decision to apply until there had been demonstration of competence to the satisfaction of the employing laboratory in 'Experimental stage 3'.

There had been a meeting in January with Shirley Fletcher on developing a MRCPPath curriculum but no subsequent action.

Funding available to develop MRCPPath e-learning – RCPPath have requested volunteer authors. GL raised concerns over availability and time from our small profession to complete the project within the timeframe.

ETC Terms of Reference were agreed.

5

#### **Professional Standards Committee**

Report submitted. Issues for discussion:

Concern over poor response to request for general audit data from UK laboratories.

Need for updates on FISH in Oncology & Prenatal Best Practice documents and new Tissue BP.

LG proposed a mechanism for cytogeneticists to submit changes to existing documents or ideas by emailing the website. Also a mechanism of document control and removal and archiving of old documents from the website after four years. These were agreed.

PSC Terms of Reference were agreed.

6

#### **Membership Liaison Committee**

Report submitted. Issues for discussion:

Review of membership identified that a significant proportion of genetic technologists are not members.

Some feedback comments suggest unaware of breadth of ACC work. Agreed MLC would host a stand at the Spring Conference and produce an ACC MLC information sheet.

MLC agreed to produce a 'Welcome Pack' for new members of Council for June meeting.

MLC Terms of Reference were reviewed and amendments proposed.

***ACTION – MLC review Terms of Reference***

7

#### **Technologists Report**

Report submitted. Issues for discussion:

Laboratory communication - Agreed that KT would contact HoDs and ask for a GT network contact person to be identified.

A draft GT specific CPD portfolio was discussed – the introductory section was informative however concern was expressed over producing an additional portfolio format to the existing CPD portfolio on the ACC website.

***ACTION KT to co-ordinate producing a list of GT network contacts.***

8

#### **Scientific and governance items**

Correspondence between ACC Chair and Chair of UKNEQAS Steering Group was noted.

- 9        **Networks and European Issues**  
RHa presented a listing of networks and their websites.
- 10       **Report back from Meetings**  
No reports submitted. JCMG & BSHG offered support for genetics in MSC consultation.
- 11       **Treasurers Report**  
Auditors advise that no honoraria be paid to speakers at study days as ACC would be liable for tax.  
JW confirmed that the accounts would be ready for presentation at the Spring Conference.
- 12       **Correspondence**  
None.
- 13       **Applications for Membership**  
Agreed previously by Chair & Secretary.
- 14       **Matters Arising**  
National Assessors – Following article in RCPATH Bulletin, use of national assessors will be endorsed by ACC.  
***ACTION – JW to circulate agreed letter to all HoDs.***
- 15       **Any Other Business**  
Member's terms of office and elections were noted.
- 16       **Council Meetings**  
Tuesday 3<sup>rd</sup> June, Tuesday 2<sup>nd</sup> September, Tuesday 2<sup>nd</sup> December.  
11.15am Canterbury Hall, London

The meeting closed at 4pm