



Association for Clinical Cytogenetics

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

**ACC Council Meeting
Canterbury Hall, Cartwright Gardens, London
Tuesday 7th December 2007**

Kim Smith
John Wolstenholme
Teresa Davies

Chairman
Treasurer
Secretary

Amanda Dixon-M ^o 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>	Val Davison	<i>Trustee</i>
Hazel Harvey-Smith	<i>Ordinary Member</i>	Rod Howell	<i>Trustee</i>
Peter Howard	<i>Ordinary Member</i>	Lorraine Gaunt	<i>Chair, PSC</i>
Simon M ^c Cullough	<i>Junior Member</i>	Val Davison	<i>Trustee</i>
Stephen Mountford	<i>Junior Member</i>	Rod Howell	<i>Trustee</i>
Mandeep Bahra	<i>Junior Member / Chair MLC</i>		
Philippa May	<i>Junior Member</i>		
Suzanne M ^c Phee	<i>Junior Member</i>		

1 **Apologies for Absence**

Apologies were received from Rob Morgan, John Crolla and Ros Hastings

Philippa May and Hazel Harvey-Smith were welcomed as new Council members.

2 **Minutes of the meeting held on Tuesday 4th September 2007**

Agreed

3 **Chairs Report**

3.1 **Standing Committees**

Gordon Lowther originally agreed to Chair ETC for one year. KS proposed GL continue for term of three years. Seconded by Val Davison and agreed by Council.

The establishment of the Membership Liaison Committee was agreed at the AGM. This will take over the remit of the JLC which will be disbanded. Individuals elected as Junior Members will sit as Council members in their own right.

All sub-committees were asked to review and update their Terms of Reference.

ACTION – Draft revised Terms of Reference to be discussed at next Council meeting.

3.2 **Training Modernisation**

Professor Sue Hill, Chief Scientific Officer and Professor Shelley Heard, new Director of Training at RCPATH are the joint leads for implementing 'Modernising Scientist Careers'.

Chairs of HCS professional organisations were invited to a meeting in Keele where the draft plan was presented. This included grade 1-4 support workers, grade 5-6 trainees who would undertake two years general training and one year specialist training, grade 7 slow track (workforce) and fast track higher specialist trainees. The latter would be fixed term for five years. The number of these posts would be workforce managed against future consultant vacancies. An individual must complete MRCPATH and obtain higher registration before being eligible to apply for consultant posts. Another meeting with HCS professions is scheduled for 19th December. The timetable is to implement new structure in 2012.

3.3 **Consultant Job Profiles**

John Old, on behalf of RCPATH, has requested job profiles for scientist and medical consultants. These are being written jointly by ACC & CMGS.

3.4 **MRCPATH syllabus**

John Old, on behalf of RCPATH, is co-ordinating writing a syllabus for MRCPATH in Genetics. It was agreed that Chair ETC (GL) with external Pre-registration training assessors and Lead Examiner in Genetics (TD) and examiners should work with John Old on this project.

- 3.5 **Regulation of Healthcare and Associated Professions**
Health Care and Associated Professions Order Consultation - Consultation closes February. It was agreed that PH & SB would review document and draft response, if required.
Action - PH & SB to review and respond, if required.
- 3.6 **National Genetics Reference Laboratories Steering Group**
Group established to oversee NGRL objectives and performance. Both NGRLs asked to produce key performance indicators to help define objectives and requirements.
- 3.7 **UKGTN**
UKGTN asked ACC to nominate a representative for Gene Dossier Committee. Possible individuals were suggested.
Action – KS to respond to UKGTN
- 3.8 **ACS assessments**
ACS has requested that all professions operate fixed date assessments for 2008 onwards. ACS assessors have agreed availability for dates in February, May, August and November. Dates and process will be advertised on the ACS website.
- 3.9 **Fetal Anomaly Screening Programme Committee**
The ACC Chair has been invited to represent Cytogenetics on this committee. KS informed the FASP committee that the published screening standards state '97% within reporting time guidelines' and this figure is different to the 95% quoted by ACC professional guidelines and used by NHS laboratories.
- 3.10 **Array CGH Research proposal**
A letter has been sent to Clinical Genetics departments inviting support for a research project, led by Nigel Carter and Helen Firth, to undertake array CGH on 10,000 patients across the UK. VD confirmed that the proposal involved samples being processed in Birmingham, Salisbury & Edinburgh and data analysis at the Sanger.
- 4 **Education & Training Committee**
Report submitted: New format PCCC being printed with updated logo. Revised training handbook circulated in September. Assessors had raised concerns over project exemptions. The post-registration training audit had shown that members felt that their CPD needs were being met by the existing combination of conferences, study days and internal educational programmes.
ETC will assist with writing the syllabus and learning outcomes for MRCPATH in Genetics.
A joint ACC/CMGS meeting is planned to progress the national training programme for Genetic Technologists.
March 2006 workforce data was ratified for HoD circulation.
Department of Health has proposed funding for an e-learning package to support higher specialist training.
GL proposed Eileen Roberts as new ETC Secretary. This was agreed.
- 5 **Professional Standards Committee**
Updated QF-PCR guidelines on ACC website. Also examples of array reports on website.
A group will be convened to draft guidelines on array CGH. Jonathan Waters is leading on Solid Tissue guidelines. An audit on biallelic abnormal QFPCR results is underway. Basic audit data will be collected from laboratories in the near future.
A formal review process for Best Practice guidelines was discussed. It was agreed to implement a formal request process for amendments, remove documents from the website when superseded or, if not updated, after four years.
- 6 **Membership Liaison Committee**
Report circulated: Thanks to Fiona Harding for CPD presentation at BSHG. PM has produced a 'Cytogeneticist case study' for a government job website. SM presented on ACC structure and function at the ACC autumn training course. MB attended a careers fair in conjunction with Northgate. A career profile has been added to the UK universities careers website. A sample ACS portfolio is ready to go onto the ACC website.
The production of an information flyer for the ACC and a welcome pack for new members of Council is underway.
- 7 **Technologists Report**
A report was circulated: VRC have requested a rewrite of admission criteria to exclude grades and bands. AGTC felt this would not be possible. Enquiries have been received from non-NHS Genetic Technologists however entry criteria for this group is unclear. AGTC guidance on completing VRC

application forms will be circulated to laboratories. AGTC will produce their own logo.
KT thanked ACC for financial support for a very successful 'Training for Trainers' course.

- 8 **Scientific items/UKNEQAS/UKCCG**
Concern was expressed over problems with recent NEQAS rounds and specifically with the launch of web based rounds. It was agreed that Council would raise the concerns formally.
ACTION KS to write to Chair of UKNEQAS Steering Group.
- 9 **Report back from Meetings**
- 9.1 **RCPATH**
MRCPath – Part 1 Eight (Cyto) & nine (Mol) passed, Part 2 Two (Cyto) passed. Three candidates have submitted published works. A College training day is now mandatory for College examiners.
- 9.2 **JCMG**
Modernising Scientist careers was discussed and JCMG support offered.
- 9.3 **BSHG**
Concern was expressed about the open access for placing job adverts and no monitoring of content. A sub-group has been established to identify future keynote speakers for the annual conference.
- 9.4 **FHCS**
Jonathan Waters responded to the consultation on behalf of ACC and commented that the benefits of membership were unclear and more effort should be focused on increasing value.
Amanda Dixon-McIver will replace Jonathan as the ACC representative on FHCS.
- 9.5 **GenCAG**
No report.
- 10 **Treasurers Report**
Research awards have been paid. It was agreed to invite applications for the second round.
No applications for travel awards.
Future venues for Spring Conferences need to be identified as deposits may have to be made one or two years in advance.
- 11 **Correspondence**
Edna Maltby had enquired about the profession revisiting workload currencies. It was agreed that PSC will consider whether any data should be collected as part of the national audit that could inform tariff setting.
FHCS had circulated a statement on the Associate Practitioner. It was agreed to draft the role of a Grade 4 Associate Practitioner in Cytogenetics as this could feed into the Modernising Careers discussions.
ACTION HHS to draft for next Council meeting.
- 12 **Applications for Membership**
None
- 13 **Matters Arising**
National Assessors – The next RCPATH Bulletin will have an article on the use of National assessors. It was agreed to hold circulation of the letter with ACC recommendations and review after the Bulletin article is published.
- 14 **Any Other Business**
Health and Social Care Bill
ACTION PH & SB to review and advise Council with draft response, if required.
It was agreed at the 2007 AGM to move next AGM to Spring Meeting.
ACTION PH to allocate AGM slot in conference programme. TD will review rules re effect on elections.
- 15 **2008 Council Meetings**
Tuesday 4th March
Tuesday 3rd June
Tuesday 2nd September
Tuesday 2nd December

16 **Next Meeting**
Tuesday 4th March
Bloomsbury Room
Canterbury Hall

The meeting closed at 3.55pm