



Association for Clinical Cytogenetics

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

ANNUAL GENERAL MEETING

Tuesday 18th September 2007
Central Hall University of York

The meeting was held in the presence of 45 members.

1	Apologies There were no apologies.
2	Minutes of the previous AGM held on 19th September 2006 The minutes of the AGM held on 19 th September were accepted without correction.
3	Chairs Report
3.1	Council – Retiring members KS thanked Jonathan Waters and Fiona Harding for their hard work and contribution to professional matters during their term of office.
3.2	Council elections Hazel Harvey Smith (Ordinary member), Phillipa May (Junior member) and Ann Reilly (Genetic Technologist) have been elected.
3.3	Council Structure The review of Council structure has continued and a proposal to establish a Membership Liaison sub-committee will be put to the membership following this report.
3.4	Sub-committees
3.4.1	ETC <ul style="list-style-type: none">○ The draft ‘Genetics’ training programme agreed by both ACC and CMGS was presented at a Skills for Health meeting in December. No further meetings have taken place, the SfH contract has now finished and the Training Modernisation project is moving back under the direction of the Chief Scientific Officer. As the timescale for the NOS review is now uncertain, work is starting on producing a Genetic Technologists Training Programme.○ The ACC is funding a ‘Training for Trainers’ residential course for Genetic Technologists.○ Feedback from laboratories and the National Trainer indicates a successful first year of new pre-registration training programme.
3.4.2	Professional Standards Committee <ul style="list-style-type: none">○ General, Postnatal Blood, CVS and Haemato-oncology Best Practice guidelines were ratified and are on the ACC website○ KS thanked Edna Maltby who has completed her term of office as Chair of Professional Standards Committee○ Council has established a new structure for the Professional Standards Committee. The Chair is Lorraine Gaunt and the Deputy Chair is Jonathan Waters. Working parties will be established to produce specific Best Practice guidelines and will be disbanded once complete. It is hoped this structure will allow a highly focused approach and the timely production of the guidelines. The PSC will continue to be responsible for UK core audit data and John Emslie will help with data collection and collation.○ There will be a standardised format for all Best Practice documents.

3.4.3	<p>Junior Liaison Committee</p> <ul style="list-style-type: none"> ○ The junior members of Council have produced an example portfolio for recording CPD. This is available on the website. HPC will be selecting individuals for a two year retrospective review of CPD from July 2009 onwards and so all members should now be keeping CPD records.
3.5	<p>Timing of AGM</p> <p>Council is considering moving the AGM to the Spring meeting and would welcome opinions from the membership.</p>
3.6	<p>Head of Departments meeting</p> <p>HoDs met in March to review the implementation of array CGH in NHS labs and agree service strategy. Professional Standards Committee will be taking forward service standards.</p>
3.7	<p>Microarrays & UKGTN</p> <p>UKGTN has asked the ACC to keep them updated with the development and funding of array CGH service in NHS laboratories.</p>
3.8	<p>Reference Laboratories</p> <p>The Chairs of ACC and CMGS have met with the leads for the two reference laboratories to speculate on future service changes and discuss areas where the RLs may help the diagnostic NHS laboratories.</p>
3.9	<p>DoH National Assessors</p> <p>The ACC and ACB are supporting the ongoing use of DH national assessors as advisors during recruitment. The RCPATH is raising this issue with the Chief Scientific Officer, requesting an updated recognition of the scheme.</p>
3.10	<p>Consultations</p> <p>ACC has responded to HPC consultations either directly or via ACS:</p> <ul style="list-style-type: none"> Standards of Proficiency Standards of Education & Training HPC Fees Guidance notes for groups seeking registration Confidentiality Standards of conduct, performance & ethics.
3.11	<p>Collaboration with CMGS</p> <p>ACC and CMGS executives are discussing areas of joint interest and development with a view to stronger collaboration between the professions.</p>
3.12	<p>Federation of Healthcare Scientists</p> <p>The FHCS has a consultation underway on a new FHCS structure and remit with a view to representing all NHS Healthcare Science disciplines to the DoH. The ACC will raise issues and concerns with this proposal on behalf of our members.</p>
3.13	<p>Home Office Shortage Occupation List</p> <p>ACC has responded to this review and the list now includes Registered Clinical Scientists (Cytogenetics) however pre-registration trainees have been removed.</p>
3.14	<p>ACC Research Project Grants</p> <p>This year the ACC has launched a funding opportunity for research projects within NHS Cytogenetics laboratories. The first round of applications have been reviewed and grants have been awarded to Nottingham for studies in non-invasive prenatal diagnosis and Birmingham for array studies in X-linked MR.</p>
3.15	<p>Website</p> <p>Many thanks to Gavin Cuthbert who has updated our website in line with BSHG coordination and produced a user friendly but professional format.</p>
4	<p>Resolutions</p>

	<p>Resolution 1 – To amend rule 9.1, to allow AGM to be arranged between the months of March and September (was formerly April and September) Proposed by (on behalf of Council): Kim Smith Seconded by (on behalf of Council): Teresa Davies Passed unanimously</p> <p>Resolution 2 – To amend rule 10.1 ‘...The Council shall elect the Chairman and a Deputy Chairman from a serving or retiring <i>ordinary</i> member of Council.....’ to ‘...The Council shall elect the Chairman and a Deputy Chairman from a serving or retiring member of Council elected by the membership.....’ Proposed by (on behalf of Council): Kim Smith Seconded by (on behalf of Council): Teresa Davies Passed unanimously</p> <p>Resolution 3 – To amend rule 10.3.7 ‘The Council shall elect as Chairman any member of the Association who is a serving or retiring member of Council. The Chairman shall hold office for three years notwithstanding that during this time his term of office as an ordinary member of Council shall have expired. A Chairman whose term of office as an ordinary member of Council has expired shall retain full voting membership of Council for the remainder of his chairmanship by virtue of his election of chairman.....’ to ‘The Council shall elect as Chairman any member of the Association who is a serving or retiring member of Council <i>elected by the membership</i>. The Chairman shall hold office for three years notwithstanding that during this time his term of office as a member of Council shall have expired. A Chairman whose term of office as a member of Council has expired shall retain full voting membership of Council for the remainder of his chairmanship by virtue of his election of chairman.....’ Proposed by (on behalf of Council): Kim Smith Seconded by (on behalf of Council): Teresa Davies Passed unanimously</p> <p>Resolution 4 – Resolution 10.3.5 to delete final sentence ‘The Junior members of Council shall form a Junior Liaison Committee, which shall meet on such days and hours and at such places as shall be agreed from time to time’ Proposed by (on behalf of Council): Kim Smith Seconded by (on behalf of Council): Teresa Davies Passed unanimously</p> <p>Resolution 5 – To amend rule 14.3 ‘...The following two standing Committees of Council shall approve their own Chairman: Junior Liaison Committee and the Associated Genetic Technologists Committee.....’ to ‘...The following Committee of Council shall approve their own Chairman: Membership Liaison Committee.....’ Proposed by (on behalf of Council): Kim Smith Seconded by (on behalf of Council): Teresa Davies Passed unanimously</p>
5	JLC Report
5.1	JLC has maintained contact with the lab network and disseminated appropriate information to junior members.
5.2	JLC terms of reference are available on the ACC website.
5.3	There was a good response to the questionnaire about recording CPD and post registration training. JLC will analyse the data. Thanks to those labs who shared their lab CPD portfolio

	formats.
5.4	An example CPD portfolio is available on the website, which can be used by members. The JLC would like to remind registered staff that they should have been recording CPD from July.
5.5	Thanks to Sheffield for the JLC slot at the Spring meeting. The session was well attended, and JLC would like to thank Gordon Lowther and Suzanne McPhee for their talks.
5.6	An article on the CPD questionnaire was published in the June BSHG newsletter. In addition JLC members have raised the profile of the committee by publishing articles on themselves in the newsletter.
5.7	JLC responded to a careers questionnaire and produced a case study on the role of a cytogeneticist for the University of Edinburgh careers service.
5.8	JLC have a slot at the A grade training course to talk about professional issues and the ACC. Thanks to Fiona for presenting the talk at the November course.
5.9	JLC would like to welcome the newly elected member - Philippa May and thank our retiring member Fiona Harding for all her hard work over the last 3 years.
6	Education and Training Committee Report
6.1	Gordon Lowther new Chairman of ETC
6.2	Pre-Registration Training This has continued throughout the year supported by the National Trainer and the external assessors. At present there are trained assessors in every laboratory and 9 external assessors responsible for project and audit marking and final exit exams. The external assessment workload is barely sustainable and it may be necessary to recruit and train more external assessors. Revised project guidelines were circulated and ETC would advise all to review them before submitting projects,
6.3	Post-Registration Training Study days run this year: Microarrays – Cardiff Molecular genetic for Cytogeneticists – NOWGEN, Manchester was run and due to its success has already been repeated and further dates are planned. Planned Study days Disorders of Sex development and Clinical management – Newcastle, October Not In the Textbooks – Birmingham, November RCPATH approval for CPD for ACC run courses has been obtained for the next three years.
6.4	Technical Training It had been agreed that the draft training programme being developed by the Genetic Technologists was put on hold, as the NOS were now being ‘unbundled’ by Skills for Health and it would be unwise to go ahead linking any training to NOS which had not yet been finalised. As there has been little progress by SfH it was agreed at Council (Sept. 2007) that formulation of a training scheme should not be delayed any further and this is being taken forward by the Technologists representative on Council.
6.5	Workforce ETC continues to collect workforce data from all UK laboratories and inputs workforce planning information to the Department of Health Workforce review Team.
6.6	White Paper Trainee/Trainer Funding. For intake this year a total of eight ‘White paper’ trainees have been requested and agreed (by five Laboratories). Also with the uncertainty around the date of any change in the training scheme a further three years funding has been secured for the 2.5 WTE nationally funded trainer posts along with administrative support for the national trainer post (this takes them up to the beginning of 2011 allowing for any slippage in the introduction of a new training scheme).

6.7	<p>Modernising Healthcare Science Careers</p> <p>During the year the Chief scientific Officer has taken back the responsibility for the modernisation programme from SfH. The most recent proposed date for a changeover in training schemes was set at 2011 however this is considered as unrealistic to be achieved as progress is very slow – with no further information being released recently. The professions involved still have major concerns (which have been communicated back to the CSO) regarding the content and delivery of a generic scheme and its ability to produce scientists who are both registerable and/or fit for purpose.</p>
6.8	<p>e-Learning Project</p> <p>Through the RCPATH a DoH initiative for developing e-learning aimed at higher specialist training has been launched. Five pilot disciplines were to be involved but by request genetics have now been included in this. The chairs of the ETC and CMGS TAB have both been invited to become involved and recently attended a preliminary meeting. The project is being led by the Cambridge Biomedical Computing Unit (CBCU) to support the IT aspects. This is at a very early stage as yet but looks as though it could be a very promising tool for training as it develops.</p>
7	<p>Professional Standard Committee Report</p>
7.1	<p>A questionnaire was sent to all HoDs in 2007</p>
7.2	<p>QF-PCR Best Practice Guidelines</p> <p>A best practice meeting was held in February 2007. Separate ACC and CMGS Guidelines were produced reflecting differences in opinion over report oversight. Further work is required to audit changes in practice in CVS preparation to assess risk.</p>
7.3	<p>Data Collection</p> <p>Collection of audit data will be done by John Emslie. The collection will be simplified and an expert group will decide what haematological data will be collected.</p>
7.4	<p>Solid Tissues</p> <p>Led by Jon Waters this will look at referral policies and methods used. A questionnaire approach will be used to collect data.</p>
7.5	<p>Array CGH</p> <p>Led by Lorraine Gaunt this follows on from the Oxford meeting. Example reports have been circulated. Comparison of BAC Arrays/Oligoarrays/ SNP arrays will be done. European Guidelines will be considered in producing ACC guidelines.</p>
7.6	<p>Future</p> <p>MLPA (possibly with CMGS)</p> <p>Haematological data</p> <p>Other ideas from membership</p>
7.7	<p>Thanks to Gavin Cuthbert for putting documents on the website.</p>
8	<p>Technologists Report</p>
8.1	<p>Karen Thompson and Beverley Royston attend ACC and AGTC meetings.</p>
8.2	<p>Training for Trainers</p> <p>ACC funded a Training for Trainers course specifically for technologists who were ACC members.</p>
8.3	<p>With the help of the ACC, ETC, CMGS and TAB, the AGTC are working on a national training programme for Cytogenetic and Molecular Genetic Technologists. The AGTC are working towards a training programme that can be easily incorporated once the NOS have been set and an education provider agreed.</p>
8.4	<p>Registration</p> <p>The voluntary register has been open for one year now. Receipt of applications was slow to begin with, but Genetic Technologists now have the greatest number of registrants on the voluntary register.</p>

	<p>The registrar receives many queries regarding application forms and requests for a sample report. A sample report cannot be published however AGTC can assist with any queries. Contact details are on the Genetic Technologists link on the ACC website.</p> <p>The ACC website has more GT information links, where you can download application forms and guidance notes to help with application.</p>
8.5	<p>Spring Meeting The AGTC are planning a session at the spring meeting next year and help with voluntary registration application forms is likely to be a major aspect of the session.</p>
9	<p>Treasurers' Report</p>
9.1	<p>Adoption of Accounts The accounts were audited by Wilkins Kennedy. Copies of the financial statement were made available to members at the meeting. The accounts remained healthy. Proposal to adopt accounts: Proposed by Peter Howard, Seconded by Gordon Lowther Passed unanimously</p>
9.2	<p>Reappointment of Auditors Proposed by Peter Howard, Seconded by Gordon Lowther Passed unanimously</p>
9.3	<p>Travel Awards There was only one request in the last financial year.</p>
9.4	<p>Genetic Technologists training The Training for trainers course cost about £10,000</p>
9.5	<p>Spring Meeting John Wolstenholme confirmed that the audited accounts should be available for the Spring Meeting.</p>
10	<p>Correspondence The sad deaths of Dame Marina Seabright and Professor Evans were noted.</p>
11	<p>Matters arising from the AGM held on 19th September 2006. There were no matters arising.</p>
12	<p>Any other Business Peter Howard reminded the members present that the Spring Meeting will be held in Liverpool, the 2008 European City of Culture. The ACC meeting will be on 31st March and 1st April, to be followed by a joint one day meeting with the CMGS.</p>

The meeting closed at 3:10pm.