

COMMONWEALTH OF MASSACHUSETTS

BOARD OF REGISTRATION OF GENETIC COUNSELORS

THIS AGENDA CONSTITUTES NOTICE OF THE REGULARLY SCHEDULED MEETING OF THE  
BOARD OF REGISTRATION OF GENETIC COUNSELORS  
IN COMPLIANCE WITH THE OPEN MEETING LAW, M.G.L. c. 30A, § 20

Monday, October 2, 2014  
9:30 a.m.

239 Causeway Street ~ 4<sup>th</sup> Floor ~ Room 417  
Boston, Massachusetts 02114

Agenda

Time	Item #	Item	Exhibits	Staff Contact
9:30 a.m.	I.	<b>Call to Order</b> <b>Determination of Quorum</b>		
	II.	<b>Approval of Agenda</b>	Draft Agenda	
	III.	<b>Approval of Minutes</b> A. June 16, 2014, Regularly Scheduled Meeting B. June 16, 2014, M.G.L.c.112 §65C Session	Draft Minutes	
	IV.	<b>Advisory Ruling</b> A. <u>Update</u> : draft of Advisory Ruling to PGC regarding title/designation	Hand-out	DM
	V.	<b>Policies</b> A. Valor Act	Draft of Policy	VB/DM
	VI.	<b>Scope of Practice Inquiries</b> Inquiry regarding whether or not a supervising GC is required to document/co-sign on all chart notes.	Email Inquiry	

	<b>VII.</b>	<b>Other Business/Announcements</b> A. <u>Revision of Application Question:</u> Minor Violation Limit increase B. <u>Update:</u> Letter to PGC supervisors regarding their responsibilities C. <u>Update:</u> Board's Laws and Regulations related to the current Certification Exam Cycle D. <u>Announcement:</u> Board members' state email addresses E. <u>Discussion:</u> Recruitment of Board members F. <u>Distribution:</u> Board meeting Calendar for 2015 G. <u>Follow-up:</u> Interchange Secure File and Email Delivery System for Board Materials	Copy of Application Questions  Hand-out  Hand-out  Board meeting dates for 2015	MP  DM  DM  MP  IH
11:00 a.m.	<b>VII.</b>	<b>Adjournment</b>		

COMMONWEALTH OF MASSACHUSETTS

Board of Registration of Genetic Counselors

Board Meeting

October 2, 2014

239 Causeway Street, Boston, MA 02114

Room 418

MINUTES

Board Members Present: Gretchen Schneider, Genetic Counselor 2, Chair  
Kayla Sheets, Genetic Counselor 4, Vice-Chair  
Tomi Toler, Genetic Counselor 1

Board Members Not Present : Kristen Mahoney Shannon, Genetic Counselor 3

Staff Present: Mary Phillips, Executive Director, DHPL  
Ichelle Herbu, Assistant Executive Director, DHPL  
Anson Chu, Office Support Specialist, DHPL  
David Murphy, Board Counsel, Office of the General Counsel, DPH

I. Call to Order – Determination of Quorum

A quorum of the Board was present. Ms. Schneider, Board Chair, called the meeting to order at 9:33 am.

II. Approval of the Agenda

The Meeting Agenda was reviewed.

DISCUSSION: None

ACTION: Ms. Schneider made a motion to approve the agenda as presented; Ms. Toler seconded the motion. Motion passed with Board members present and voting in favor unanimously.

Document: October 2, 2014 Board Meeting Agenda

III. Approval of Minutes

A. Minutes of the June 16, 2014 Regularly Scheduled Board Meeting were reviewed

DISCUSSION: None

ACTION: Ms. Schneider made a motion to approve the Minutes as presented; Ms. Sheets seconded the motion. Motion passed with Board members present and voting in favor unanimously.

Document: June 16, 2014 Regularly Scheduled Board Meeting Minutes

B. Minutes of the June 16, 2014, M.G.L.c.112 §65C Session Scheduled Board Meeting were reviewed

DISCUSSION: Ms. Toler informed the Board that the dates are incorrect on the footer.

ACTION: Ms. Schneider made a motion to approve the Minutes as amended; Ms. Sheets seconded the motion. Motion passed with Board members present and voting in favor unanimously.

Document: June 16, 2014, M.G.L.c.112 §65C Session Scheduled Board Meeting

IV. Advisory Ruling

A. Update: draft of Advisory Ruling to PGC regarding title/designation

DISCUSSION: Mr. Murphy gave an update to the Board. After the discussion from the previous meeting, the Board requested a drafted letter of the Advisory Ruling. Mr. Murphy presented and distributed the first draft of the letter to the Board for their review, input and edits if any. After reviewing the drafted letter, the Board wish to move forward with the letter, include this policy with the Provisional license letters and post it on the website.

ACTION: Ms. Schneider made a motion to adopt the policy; Ms. Toler seconded the motion. Motion passed with Board members present and voting in favor unanimously.

Document: Copy of Proposed Policy 14-01

V. Policies

B. Valor Act

DISCUSSION: Mr. Murphy informed the Board of the Valor Act. Ms. Sheets has a question on the reciprocity that was mentioned on the policy and whether or not there will be a reciprocity process implemented in the near future.

ACTION: Ms. Schneider made a motion to adopt the Valor Act policy; Ms. Sheets seconded the motion. Motion passed with Board members present and voting in favor unanimously.

Document: Copy of Proposed Valor Act Policy

VI. Scope of Practice Inquiries

Inquiry regarding whether or not a supervising genetic counselor of a provisional genetic counselor is required to document/co-sign on all chart notes.

DISCUSSION: Ms. Schneider informed the Board that the supervisor does not need to be on site, therefore it seems unreasonable for the supervisor to have to document/ cosign chart. The Board determined that the supervisor of a provisionally licensed genetic counselor is not required to document/co-sign on all chart notes of the provisional genetic counselor. However

the Board cautions that all supervisors are required to adhere to the accepted standards of the supervision of a provisional genetic counselor and comply with Board regulations at 270 CMR 3.03. The Board staff will address the email inquiry.

ACTION: None

Document: Email Inquiry

VII. Other Business/Announcements

H. Revision of Application Question: Minor Violation Limit increase

DISCUSSION: Ms. Phillips informed the Board that Question #16 on the Board's license applications indicate an applicant is to report a fine for a minor violation over \$100, but recommends the amount to be increased to \$250 or more.

ACTION: Ms. Schneider made a motion to change the fine amount to \$250 or more; Ms. Sheets seconded the motion. Motion passed with Board members present and voting in favor unanimously.

Document: Copy of Question #16 of the Application

I. Update: Letter to PGC supervisors regarding their responsibilities

DISCUSSION: Mr. Murphy distributed a draft of PGC supervisor letter for the Board to review. If Board adopts the letter, it will be distributed to all PGC supervisors once a PGC is licensed. The Board recommends changing ABGM to "ABMG or ABMGG" and other minor typos.

ACTION: Ms. Schneider made a motion to adopt the letter with the minor edits; Ms. Sheets seconded the motion. Motion passed with Board members present and voting in favor unanimously.

Document: Copy of Proposed PGC supervisors Letter, Hand-out

J. Update: Board's Laws and Regulations related to the current Certification Exam Cycle

DISCUSSION: Mr. Murphy distributed a copy of the PGC letter that was sent out in June 2014 to newly PGC for Board members to review. The Board was informed that the Board's procedures were changed to adapt to the changes in ABGC certification exam cycle. Board members discussed the possibility of revising the regulation's or issue a waiver during spring when the next cycle comes around. The Board is generally in favor of changing the language on the regulations. The regulations were written when the exam was only offered every two years.

ACTION: None

Document: Copy of PGC Letter, Hand-out

K. Announcement: Board members' state email addresses

DISCUSSION: Ms. Phillips informed the Board that they will be getting state email addresses for their use.

ACTION: None

Document: None

L. Discussion: Recruitment of Board members

DISCUSSION: Ms. Phillips informed the Board of Kristen Mahoney Shannon's resignation from the Board and asked if the Board have any individuals they can recommend to be on the Board. After discussion, Ms. Schneider will reach out to those individuals who she thinks would be interested in serving on the Board.

ACTION: None

Document: None

M. Distribution: Board meeting Calendar for 2015

DISCUSSION: Ms. Phillips informed the Board that the 2015 Board meeting dates were included in the Board materials. One of the Board member noticed that there might be scheduling conflict on the scheduled July 2, 2015 Board meeting as it is near July 4<sup>th</sup> weekend. After discussion, the Board reschedule the July 2, 2015 Board meeting to July 13, 2015.

ACTION: None

Document: Board meeting dates for 2015

N. Follow-up: Interchange Secure File and Email Delivery System for Board Materials

DISCUSSION: Ms. Herbu asked if the Board had any problems accessing the files on the Interchange system. The Board informed us that it was user-friendly and do not have any problems as of now.

ACTION: None

Document: None

## VIII. Adjourn

There being no other business before the Board, Ms. Schneider made a motion to adjourn the Meeting; Ms. Sheets seconded the motion. Motion passed with Board members present and voting in favor unanimously. The Meeting adjourned at 10:39 a.m.

The next meeting of the Board of Registration of Genetic Counselor will be held on Thursday, April 2, 2015, at 9:30 a.m. at 239 Causeway Street, Boston, Massachusetts.

Respectfully submitted:

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Gretchen Schneider  
Chair

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Date