

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 ~ Floor ~ Room 417
Boston, Massachusetts 02114**

Agenda

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

	VII.	Other Business/Announcements 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.	VIII.	Adjournment		

COMMONWEALTH OF MASSACHUSETTS

Board of Registration of Genetic Counselors

Board Meeting

June 16, 2014

239 Causeway Street, Boston, MA 02114

Room 417

MINUTES

Board Members Present: Gretchen Schneider, Genetic Counselor 2, Chair
Kayla Sheets, Genetic Counselor 4, Vice-Chair
Kristen Mahoney Shannon, Genetic Counselor 3
Tomi Toler, Genetic Counselor 1

Board Members Not Present : Jacqueline Rodriguez-Louis, Public Member

Staff Present: Mary Phillips, Executive Director, DHPL
Ichelle Herbu, Assistant Executive Director, DHPL
Anson Chu, Office Support Specialist, DHPL
Vita Berg, Chief Board Counsel, Office of the General Counsel, DPH
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 11:31 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: June 16, 2014 Board Meeting Agenda

III. Approval of Minutes

A. Minutes of the April 3, 2014 Regularly Scheduled Board Meeting were reviewed

DISCUSSION: Ms. Toler informed the Board that her Board member seat position is documented on the minutes as being the same as Ms. Schneider's position.

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: April 3, 2014 Regularly Scheduled Board Meeting Minutes

IV. Application for Full Licensure

None

V. Staff Assignments

None

VI. Complaints

None

VII. Scope of Practice Inquiries

None

VIII. Other Business/Announcements

A. Discussion: Letter to PGC supervisors regarding their responsibilities.

DISCUSSION: Ms. Herbu informed the Board that we do not send letters to the PGC's supervisors. Board staff asked the Board if they want to start sending letters to the supervisors after the applicants had obtained a provisional license. After discussion, the Board decided they want letters being sent to PGC's supervisors. Board staff will draft a letter and bring it to the next scheduled Board Meeting.

ACTION 1: Ms. Schneider made a motion for Board staff to develop a letter to go out to PGC and their supervisor at the time of license issuance that incorporates the supervisory guidelines. Ms. Sheets seconded the motion. Motion passed with Board members present and voting in favor unanimously.

ACTION 2: Ms. Schneider made a motion for Board staff to review the regulation and guidelines and develop a mechanism for a change of supervision documentation; Ms. Shannon seconded the motion. Motion passed with Board members present and voting in favor unanimously.

Documents: Guidelines for General Supervision of Provisionally Licensed Genetic Counselors

B. Discussion: Board's Laws and Regulations related to the current Certification Exam Cycle

DISCUSSION: When the regulation was written, the exam cycle was once every 3 years. As of this year, the exam is given twice a year. Because of the exam change, it created a short window for the applicants to apply for a provisional licensure. This created a major problem for the applicants as it is inconsistent with our regulations.

The Board discussed whether or not this can be a legislative change as ABGC's requirement keeps on changing. Ms. Berg mentioned that our regulations are too specific.

ACTION: Ms. Shannon made a motion to have Board Staff send a letter to all current provisional licensees in regards to this issue; Ms. Schneider seconded the motion. Motion passed with Board members present and voting in favor unanimously.

Document: None

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

DISCUSSION: Ms. Shannon passed around a drafted version of the Advisory Ruling to PGC regarding the title/designation. The Board reviewed the document. Board members noted that the first two bullets should be combined and the last two bullet points should refer to the regulations.

ACTION 1: Ms. Schneider made a motion to approve the drafted advisory ruling as amended; Ms. Sheets seconded the motion. Motion passed with Board members present and voting in favor unanimously.

ACTION 2: Ms. Schneider made a motion to adopt the advisory ruling as amended and post to the website once formatted. Ms. Toler seconded the motion. Motion passed with Board members present and voting in favor unanimously.

Document: Hand-out, draft version of Advisory Ruling

D. Announcement: Interchange Secure File and Email Delivery System for Board Materials

DISCUSSION: Ms. Herbu informed the Board that DHPL is going forward with the implementation of the interchange system and Board members will receive an invitation to join interchange within the next few weeks.

ACTION: None

IX. M.G.L. c. 112, § 65C Session (closed session)

Ms. Schneider made a motion to go into the § 65C Session at 1:26 p.m.; Ms. Sheets seconded the motion. Motion passed with Board members present and voting in favor unanimously.

The Board adjourned the Section 65C Session at 1:27 p.m. and resumed its Regularly Scheduled Board Meeting.

X. 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 1:27 p.m.

The next meeting of the Board of Registration of Genetic Counselor will be held on Thursday, October 2, 2014, at 9:30 a.m. at 239 Causeway Street, Boston, Massachusetts.

Respectfully submitted:

Gretchen Schneider
Chair

Date