ASSOCIATION OF CLINICAL PATHOLOGISTS
Meeting of Council

Minutes of the 347th Meeting of Council held on
Tuesday 13th October 2015 at
The Hallam Conference Centre, 44 Hallam Street, London W1W 6JJ

Present
Dr M Wood (Chair) (MW)
Dr E Carling (EC)
Dr I Chaudhry (IC)
Dr R Herriot (RH)
Dr A Oriolowo (AO)
Dr R Panigrahi (RP)
Prof. T Reynolds (TR)
Dr K Skordilis (KS)
Dr B Wilkins (BW)

In attendance
Mrs R Eustace (RE)
Mrs P Horrocks (PH)

Apologies
Dr J Burton
Dr O Dotsenko
Dr S Knowles
Dr R Liebmann
Dr P Lumb
Dr S Marshall
Dr M Morgan
Dr J Murphy
Dr W Simpson
Dr G Spickett
Dr P Twomey
Dr N Wong

1. Welcome to new Council members and introductions
New member, Dr Richard Herriot was welcomed to his first meeting of Council.

2. Minutes of the 346th meeting of Council held on 16th June 2015
The minutes were agreed as an accurate record and signed by the Chair.

3. Matters arising from the minutes
Item 2 - Annual Summer School for medical students. The summer school took place and the ACP sponsored a prize. A report will be published in the next issue of ACP News. We hope to continue our engagement with the Summer School, the next one being at Guys Hospital in August 2016.
Item 3c – Medical Student membership category. Clarification will be sought from Dr Julian Burton and Dr Olena Dotsenko as to whether students have been asked for their views, on how the ACP may be able to support them and how membership may be relevant to them.

**ACTION:** RE to clarify with JB.

Item 3d – BW reported that she has written to Professor Shinton to ask for further clarification on how he would like Council to help.

Item 5c iii – Dr Pat Twomey is arranging a Basic Management Course to be held in conjunction with the Spring Council and Branch meeting in Dublin in March 2016.

4. **Honorary Secretary’s Report**

i) **Membership**
   3 Ordinary and 17 Trainee membership applications were received and approved. It was noted that long-standing member Professor Adam Fleck has passed away.

ii) **2016 Hot Topics/Current Issues Management Day**
   TR has arranged the programme and all speakers have confirmed. We have 16 registered to date.

iii) **ACP Link and Branch’s representation**
   Dr Tim Bracey has volunteered to take on the role of President or the South Western Branch. This was approved by Council.

iv) **List of Council Members and Committees 2015/16**
   A list of Council members and committees was attached to the agenda. Dr John Murphy has tendered his resignation as Chair of the Histopathology Committee. In the absence of a Vice Chair, Dr Iskander Chaudhry has kindly offered to chair the next meeting at the end of November 2016. Appointment of a new Chair and Vice Chair will be discussed at that meeting.
   Vacancies exist for a Vice Chair on the Haematology and Microbiology committees, this will be addressed at their next meetings.
   The Trainee Members Group is in the process of appointing 4 new members. Drs Christine Shilling and Tamara McNamee have been invited to represent Ireland, Dr Sylvia Wright will become the representative for Scotland and Matthew Clarke has agreed to become our communications representative, particularly responsible for TMG contributions to the website and ACP News.

v) **Documents received by the ACP**
   None
5. **Re-election of Honorary Officers**
In the absence of the President, Dr K Skordilis proposed the re-election of Drs Marion Wood and Ade Oriolowo and Professor Tim Reynolds as Honorary Officers of the Association. There were no objections and the Officers were re-elected.

6. **Treasurers report.**

i) **General position:**
Bank Balances as at 31st Sept 2015:
HSBC ACP £239k, ACPath Ltd £150k Immunology Training Days £22k.
£2,900 has been paid for student research funds.

**Income**
Overall income is down by £8.5k comprising a fall in subscription by £8k and JCP income by £4k.

**Expenditure**
Direct expenditure is underspent by £24k. It is nice that we have spent £33k of the 50k in the education budget; ideally we need to spend as much as possible of the rest before the end of the financial year. Spending by branches is up by £3k again, an indication of increase in activities that is welcomed.
Overhead expenditure is under spent by £22k
Total expenditure is underspent by £101k against planned budget
Overall surplus after NSM is £146k

ii) **BMJ Publishing Group - report**
A meeting with representatives from the BMJ Publishing Group will take place this afternoon.

7. **Management Courses**

i) **Senior Management Course: 2nd - 4th September 2015**
The course was well subscribed with a broad spectrum of specialties and grades of staff represented. A very successful course, with some very positive feedback. Podcasts from the meeting will soon be uploaded to a password protected area of the website for delegates to view.

ii) **Plans for 2016 Senior Management Course**
The course will again be held at Hardwick Hall on Wednesday 14th – Friday 16th September 2016.

A discussion followed on reviving the Basic Management Course. In addition to the half-day course being offered by Dr Pat Twomey at the Branch meeting in Dublin in March, BW would like to revive a one day management course aimed at trainees in the earlier stages of training. Topics may include: How money flows within the NHS, Basic principles of how commissioning works, Basic principles about the differences between healthcare in the devolved nations, How health services are structured, some basic information on how the Health & Social Care Act has impacted
on the link between Health and Social services. BW suggested holding the course on an annual basis and would like to take this idea forward.

**ACTION:** RE to add Basic Management Course as an item on the agenda for the January Council meeting.

8. **Education Secretary’s Report**
Dr Julian Burton submitted a report which is attached to these minutes.
RE advised the committee that to date we have no registrations for the Haematology Exam Day planned for January 2016. After discussion it was agreed by Council that as an incentive, non-members would be offered the course free of charge on condition that they join the Association as a trainee member and pay their joining fee at the time of registration.

**ACTION:** RE will update the Exam Day advertisement with the new offer and send to BW to circulate among trainees.

9. **Website update**
There are 13 different modules now on the education pages. IC is currently liaising with Dr Phil Lumb to add Forensic Pathology cases as well. Agreement had been reached and approved by Council to run a pilot study to Video podcast 5 of our courses. The Senior Management Course was recorded in September and podcasts from this will soon be available for delegates to view on a password protected area of our website. The remaining 4 meetings are: the Haematology exam day, Hot Topics meeting, Autopsy Update day in March and the National Scientific Meeting. Branches wishing to record their meetings will be given the opportunity to apply for funding.

10. **Scientific Meetings**

i) **Feedback on 2015 National Scientific meeting**
The meeting was a launch venture into Leadership training and it had been anticipated that we would bear substantial costs in running it for the first time. The feedback was generally positive and some suggestions will be taken forward into future programmes.

ii) **National Leadership Skills Day – Wednesday 8th June 2016**
This will be a full day programme on Coaching Skills. It has been identified that workshop style works best and it is hoped this will attract between 40 – 50 delegates. BW aims to build up a model to take forward along with other resources to take around the country as workshops in regional centres. Three requests have already been received to take either a whole day or half day programme to a specific hospital, so that the BMS staff as well medical staff can join in and do something together.

iii) **National Scientific Meeting – Thursday 9th June 2016**
The topic is Gastrointestinal Pathology. Dr Newton Wong and IC have developed the programme. IC will liaise with Dr Olena Dotsenko, Chair of the Trainee Members Group, to discuss the potential for a Trainee session.

**ACTION:** IC to discuss with Dr Olena Dotsenko re: Trainees session.
After discussion it was agreed an e-newsletter would be a positive way in which to promote our meetings and other news within the Association. It could include a message from the Chair of Council and perhaps other members of Council.  
**ACTION: IC will liaise with the office to develop a template for an e-newsletter.**

IC asked for guidance from Council on future NSM programmes. After discussion it was agreed possible topics may include Endocrine or Cardio thoracic, possibly as a joint meeting with relevant specialty groups.

11. **Publications Secretary’s Report**
The next issue of ACP News is at the printer. The dedicated email address seems to be working well. The next edition is on schedule to be published by the end of the year. The Editor asked Council for guidance on whether we should advertise external meetings, organised by ACP members, in ACP News free of charge. It was agreed after discussion that we would not offer free advertising however if the member provided a post meeting report on the current course, they could use it to promote their next year’s event. Free advertising would be offered on our website and in the e-newsletter. A trainee, Matthew Clarke, is helping the Editor co-ordinate articles. EC would like to establish formal links with each of the sub-committees and it was agreed he would compose and email for RE to forward to the Chairs of each committee asking them to nominate a contact for ACP News.  
**ACTION: EC to draft an email for RE to forward to the committee chairs.**

12. **Report from the Trainee Members’ Representative**
A report from Dr Olena Dotsenko was tabled at the meeting. RE suggested that the term of office of the Trainee Members Group Chair should be increased from 1 year to 2 years. It was also suggested that members of the Trainee Members Group could remain as a member for the first year after completion of training. Council agreed to put these suggestions to the Trainee Members Group and discuss again at the next Council meeting in January.  
**ACTION: Office to put these suggestions to the Chair of the TMG.**

13. **ACP Committees – Specialty reports**
Forensic Pathology – A report from Dr Phil Lumb was tabled at the meeting. A proposal to change the name of the Forensic Pathology Committee to the Forensic and Autopsy Pathology committee was approved by Council.

14. **Pathology Quality Assurance Review**
TR reported that funding has dried up and therefore no further work is being carried out on this at the present time.
15. **African Strategies for Advancing Pathology**
   A reply to our letter asking for further clarification has been received however after discussion it was agreed that our questions had not been fully addressed and we would like to seek further clarification before we commit ourselves to provide the funding.
   **ACTION:** MW will contact Dr Simon Knowles to seek further information and clarification.

16. **National Leadership Skills – NLSM Logo**
   BW has proposed a competition to design a new logo for the Leadership Skills initiative. This will be launched in the next issue of ACP New, with a prize for the winner.

17. **ACP Diary Dates**
   A list of diary dates was attached to the agenda.

18. **Chair’s Items**
   i) **UKAS**
      A report from TR was attached to the agenda.

   ii) **Report from ILPP 2015 meeting**
       MW and the President Dr Simon Knowles attended the meeting in Dublin. A report is attached to the minutes.

   iii) **Pathology Alliance Group**
       BW reported on the meeting. Topics discussed included the summer school, issues surrounding the juniors’ contract, SPA’s and National Clinical Director positions.

   **Dates of 2016 Council Meetings:**
   Tuesday 12th January 2016  10.30am – Hallam Conference Centre

   Saturday 12th March 2016  9.30am – at Doubletree by Hilton, Dublin
   In conjunction with the Irish Branch meeting (Friday 11th March 2016)

   Wednesday 8th June 2016  5.15pm – Grange Fitzrovia Hotel, London to be followed by Council dinner
   AGM - Wednesday 8th June 2016  5pm
International Liaison of Pathology Presidents – 2015 meeting, report for ACP Council
Marion Wood, Chair of Council

The 2015 meeting of ILPP took place on 26th and 27th June in Dublin at the Royal College of Physicians of Ireland, hosted by Dr Peter Kelly, Dean of the Faculty of Pathology of the College. The secretariat for ILPP is provided by the RCPath Australia.

Following discussions in 2014, membership of WASPALM was again raised. Many ILPP member organisations have either withdrawn from WASPALM (ACP is one) or have concerns about its role and activities. The link and influence of WASPALM at the World Health Organisation was raised; it was proposed that ILPP might contact WHO regarding this and the potential for ILPP to provide an advocacy role for Pathology at WHO.

Agenda items are proposed by member organisations and grouped into themes by the secretariat, this year including: Education, Genomics, Professional Practice, Promotion, Quality & Accreditation and Developing Countries. Discussions were wide-ranging and frequently the topics merged, with sharing of experience & practice across these diverse areas.

Education included:
- undergraduate & postgraduate training in Pathology,
- how to ensure professional competence
- review of Revalidation, which is at different stages in the member countries: in the US there is a 10 year revalidation cycle for those who qualified post 2005, with differing activities to be submitted each 2 years during the cycle, including 360 feedback, evidence of on-going CME and an examination to be passed! In Canada and Hong Kong there is no formal revalidation system yet, in Hong Kong CME is mandatory.

Genomics, was almost 25% of the agenda and provoked much discussion:
- ensuring quality and understanding of these new technologies - by pathology practitioners, requesters, our patients and the wider public?
- development of a specific curriculum for the sub-specialty – in the US there is already a 1 year certified fellowship in Molecular Diagnostics & NIH funded training in Genetics. In Hong Kong a task force hopes to have a draft curriculum later this year.
- The college in Australia has developed standards for DNA Sequence Variation Databases – https://www.rcpa.edu.au/Library/Practising-Pathology/DNASeqVar.
- In the US there is a standards document ”in press” and a regulatory framework for approving new technologies, with a checklist to assist the laboratory accreditation programme.

Professional Practice & Promotion:
- how to raise of awareness of the critical role of Pathologists in the healthcare process?
- in the US patients often get their results directly and are likely to call the Pathologist whose name is on the report!
- benchmarking, suggestions of ways in which to make valid comparisons of workload between individuals or groups of practitioners.
- Digitisation is at different stages in different countries. In some places it is being introduced as the solution to long term storage, others are trialling it for viewing frozen sections, seeking a second opinion or when trying to provide cover for leave.
- membership retention and growth. As in ACP, for some other ILPP organisations membership is not mandatory for professional practice. Using media & technology to develop improved links with membership, recruit and retain new members, with “Tweets”, Presidential blogs and “Linked-In all used in one area or another.

The above is just a brief outline of some of the discussions – a fuller report of the meeting is scheduled for the Winter edition of ACP news.