



# HUMAN GENETICS SOCIETY OF AUSTRALASIA

ARBN. 076 130 937 (Incorporated Under the Associations Incorporation Act)  
The liability of members is limited

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## Terms of Reference

Title:	<b>Certification Committee for Genetic Counsellors</b>
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### Function

This Committee is an operational sub-committee of the [HGSA Board of Censors \(BoC\) for Genetic Counselling](#) and is responsible for administering the Certification of HGSA genetic counsellors.

The aim of the Committee is to maintain the professional credibility of MHGSA/FHGSA genetic counsellors and protect the recognition of these individuals as the appropriately qualified health care professionals to be providing genetic counselling in Australasia.

Members of the Committee will administer Certification in accordance with the [HGSA Practitioner Certification for Genetic Counsellors Policy](#) in a timely manner to ensure minimum standards for education and professional development, and a transparent mechanism to demonstrate the competence of MHGSA/FHGSA certified genetic counsellors.

The role of the Certification Committee in the regulatory process is:

- (a) To develop, review, modify, and make available, the [Practitioner Certification for Genetic Counsellors Policy](#) (the Practitioner Certification Policy) for prospective and current Trainees in genetic counselling.
- (b) To administer Continuing Professional Development for MHGSA genetic counsellors undergoing certification, as laid down in the [Continuing Professional Development for Genetic Counsellors Policy](#).
- (c) To assess, using methods determined by the [Board of Censors in Genetic Counselling](#), and as laid down in the [Practitioner Certification Policy](#):
  - (i) applicants wishing to undertake MHGSA or FHGSA Certification.
  - (ii) competence of Trainees undertaking MHGSA or FHGSA Certification.
- (d) To maintain written records of assessment outcomes and supervised training of individual Trainees, and minutes of Committee meetings, and to provide the [Board of Censors for Genetic Counselling](#)

with copies of all written records and minutes of Board meetings.

- (e) Provide Trainees with guidance, support, and encouragement during their personal training program.
- (f) Recommend for Certification to the HGSA Council, through the [Board of Censors for Genetic Counselling](#), Trainees who have satisfied the requirements of the Board at the MHGSA or FHGSA level as specified in the [Practitioner Certification Policy](#).
- (g) Recommend for Certification to Council, members who have trained outside Australia and New Zealand and whose training and experience is, in the view of the Board, of an equivalent standard to that of Australian and New Zealand Trainees in genetic counselling.
- (h) The administration of Certification for genetic counsellors is delegated to the Certification committee.
  - (i) Certification requirements established by the Committee must be approved by the [Board of Censors for Genetic Counselling](#).
  - (ii) Documentation of completion of the requirements for Certification as administered by the Certification Committee will be issued in the joint names of the [BoC](#) and the Committee.

The Committee will provide the [BoC](#) with a written annual report of the Certification program administered by the Committee.

### **Establishment**

Following a call for expressions of interest, the Committee members will be selected by the [Board of Censors for Genetic Counselling](#) on behalf of the HGSA Council.

The Committee will elect the following Executive Officers from among its members for the term of the Committee:

- Chairperson
- Deputy Chairperson
- Secretary.

The Chair of the Certification Committee will also sit on [the Board of Censors for Genetic Counselling](#).

On retirement or resignation of an Executive Officer, a replacement shall be elected by the Committee from the remaining membership of the Committee until their normal term as member of the Committee ends. Office holders will be eligible for re-appointment for one further term unless they have vacated office for at least one term and, if re-appointed, may serve up to two further terms. The quorum for a meeting of a Committee is at least half the full membership of the Committee.

### **Relationship to the Society**

The Certification Committee reports to the [Board of Censors for Genetic Counselling](#). It is subject to the provisions of the HGSA Constitution and its By-Laws, and to the direction of the [Board of Censors for Genetic Counselling](#) (on behalf of the HGSA Council) with regard to all matters in connection with the Committee including, but not limited to, its establishment, membership, operation, and termination. Administrative support for the Committee is provided through the HGSA Secretariat.

## Membership

### Members of the Certification Committee

The Committee will consist of at least five members, who will:

- be current members of the HGSA
- be FHGSA genetic counsellors
- have current certification by the [Board of Censors for Genetic Counselling](#)
- have at least two years of experience post-FHGSA certification.

The Committee will also have:

- at least one member who is a certified Clinical Geneticist and member of the HGSA
- at least one Academic member who is a PhD Genetic Counsellor.

Members of the [Certification Committee](#) must not hold a current position on the [Genetic Counsellor Professional Concerns and Complaints Committee \(PCCC\)](#).

## Operation

### Committee Meetings

At a minimum, the Committee will meet at least twice a year. Final minutes of all meetings are to be uploaded to the [Committee page](#) on the HGSA website via the HGSA Secretariat.

The Chairperson or Deputy Chairperson must be present at each meeting of the Committee. In the absence of the Chairperson, the Deputy Chairperson will be the chairperson of the meeting. The person acting as chairperson will have an ordinary vote and a casting vote.

### Term

Committee members will stand for a term of three years. For institutional memory, and whenever possible, the Deputy Chair will take the role of the Chair for the following term. Approximately half of the members of the incoming Committee will have been members of the previous Committee.

### Communication

The Committee will provide final recommendations and any other recommended action to the [Board of Censors for Genetic Counselling](#) in writing.

The Committee will keep all proper and necessary records and accounts, including, but not limited to, minutes of all proceedings and resolutions of meetings of the Committee. Notice of a meeting of the Committee, the agenda for the meeting, and the minutes of the meeting will be distributed to all members of the Committee.

The Committee will provide reports of their activities to the HGSA Council through written reports to the [Board of Censors for Genetic Counselling](#) for meetings of the BoC or on request. The BoC will include Committee reports in its reports to HGSA Council, and will inform the HGSA Council in writing no more than one calendar month after any change in the Committee membership.

## Finance

The operating costs of the Committee will be accounted for by the [Board of Censors for Genetic Counselling](#), and are subject to any expenditure limits determined by the [BoC](#), HGSA Executive or Council. Funds provided

by the HGSA or the BoC to the Committee for a specific purpose must be used for the purpose intended.

### **Termination**

The termination of the committee is at the discretion of the [Board of Censors for Genetic Counselling](#) on behalf of the HGSA Council. Upon termination of the Committee, all records, developed, acquired, created or maintained by the Committee will be transferred to the [BoC](#).