



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:	Continuing Professional Development Committee for Genetic Counsellors
Document Number:	2019TOR04
Publication Date:	December 2019
Location:	http://www.hgsa.org.au/documents/item/10365
Replaces:	New
Review Date:	September 2021

This document is published online, please access the most current version at the location above.

Function

This Committee is an operational sub-committee of the [HGSA Board of Censors \(BoC\) for Genetic Counselling](#) and is responsible for developing and administering a Continuing Professional Development (CPD) program for 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 set the standards for CPD for MHGSA and FHGSA genetic counsellors.

Members of the Committee will administer CPD for FHGSA certified genetic counsellors in a timely manner to ensure that they are supported to maintain and develop skills and knowledge throughout their career to ensure that they retain their capacity to practise safely, effectively and legally within an evolving [Scope of Practice](#).

Continuing professional development (CPD) for MHGSA genetic counsellors pursuing FHGSA certification will be administered by the [Certification Committee of the Board of Censors for Genetic Counselling](#) under the [HGSA Practitioner Certification Policy for Genetic Counsellors](#) according to the standards set by the CPD Committee.

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

- (a) Reporting to the Board of Censors for Genetic Counselling, to develop, review, modify, and make available the [Continuing Professional Development for Genetic Counsellors Policy](#) (the CPD Policy) for FHGSA genetic counsellors.
- (b) To maintain written records of FHGSA genetic counsellors' participation in the CPD program.
- (c) To provide guidance and support for FHGSA genetic counsellors undertaking the CPD program

- (d) To audit and provide written reports as to whether FHGSA genetic counsellors have satisfactorily participated in CPD programs.
- (e) The administration of the CPD program for genetic counsellors is delegated to the CPD committee.
- (i) CPD programs established by the Committee must be approved by the [Board of Censors for Genetic Counselling](#).
 - (ii) Documentation of completion of the requirements of the CPD program administered by the CPD Committee will be issued in the joint names of the [BoC](#) and the Committee.
 - (iii) The Committee will provide the [BoC](#) with a written annual report of the CPD 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 CPD 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 CPD 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 CPD Committee

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

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

Members of the Continuing Professional Development 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, approximately half of the members of the Committee will have been members for at least one term, and no more than half of the Committee members will be new members.

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](#).