



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

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Function

This Committee is an operational sub-committee of the [Board of Censors \(BoC\) for Genetic Counselling](#), and is responsible for administering the HGSA [Recency and Resumption of Practice for Genetic Counsellors Policy](#).

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 assess Recency of Practice and support Resumption of Practice in accordance with the HGSA [Recency and Resumption of Practice for Genetic Counsellors Policy](#) in a timely manner to ensure minimum standards for continuing practice and continuing education, and a transparent mechanism to demonstrate the competence of practicing MHGSA/FHGSA certified genetic counsellors.

The role of the Recency and Resumption of Practice Committee in the regulatory process is:

- (a) To develop, review, modify, and make available, the [Recency and Resumption of Practice for Genetic Counsellors Policy](#) (the Recency and Resumption of Practice Policy) for practicing MHGSA and FHGSA genetic counsellors.
- (b) To assess, using methods determined by the [Board of Censors for Genetic Counselling](#), and as laid down in the [Recency and Resumption of Practice Policy](#):
 - (i) audits of mandatory declarations (minimum practice requirements) for practicing MHGSA or FHGSA genetic counsellors wishing to renew their registration on an annual basis.
 - (ii) applications from MHGSA or FHGSA genetic counsellors whose registration has lapsed, and who wish to return to active registered practice.
- (c) To maintain written records of these activities (audits and Resumption of Practice Programs) and

minutes of Committee meetings, and to provide the [Board of Censors](#) with copies of all written records and minutes of Committee meetings.

- (d) Recommend for Registration to the HGSA Council, through the [Board of Censors for Genetic Counselling](#), applicants who have satisfied the requirements of the BoC to renew or resume registered practice.
- (e) To administer Resumption of Practice programs for MHGSA and FHGSA genetic counsellors as laid down in the [Recency and Resumption of Practice Policy](#), including:
 - (i) Administering Continuing Professional Development for MHGSA and FHGSA genetic counsellors undertaking Resumption of Practice program, as laid down in the [Recency and Resumption of Practice](#) and [Continuing Professional Development](#) Policies for Genetic Counsellors.
 - (ii) Maintaining written records of MHGSA and FHGSA genetic counsellors' participation in Resumption of Practice programs.
 - (iii) Providing guidance and support for MHGSA and FHGSA genetic counsellors undertaking a Resumption of Practice program.
 - (iv) Providing written reports of MHGSA and FHGSA genetic counsellors who have satisfactorily completed Resumption of Practice programs.
- (f) The administration of Resumption of Practice programs for genetic counsellors is delegated to the Recency and Resumption of Practice committee.
 - (i) Resumption of Practice 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 Resumption of Practice program administered by the Committee will be issued in the joint names of the [BoC](#) and Committee.

The Committee will provide the [BoC](#) with a written annual report of the Resumption of Practice programs 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 Recency and Resumption of Practice 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 Recency and Resumption of Practice 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 Recency and Resumption of Practice Committee

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

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

Members of the [Recency and Resumption of Practice 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 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](#).