

# Executive Licensing Panel - minutes

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## Centre 0199 (CARE London)

## Variation Change of Person Responsible (PR)

Tuesday, 15 October 2019

HFEA, 10 Spring Gardens, London SW1A 2BU

Panel members	Richard Sydee (Chair) Joanne Anton Kathleen Sarsfield-Watson	Director of Finance and Resources Policy Manager Communications Manager
Members of the Executive	Bernice Ash	Secretary
External adviser		
Observers	Catherine Burwood	Licensing Manager

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## Declarations of interest

- Members of the panel declared that they had no conflicts of interest in relation to this item.

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## The panel had before it:

- 9th edition of the HFEA Code of Practice.
- Standard licensing and approvals pack for committee members.

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## 1. Consideration of application

- 1.1. The panel considered the papers, which included an application form, an executive update, previous licensing minutes, a CV and confirmation of acceptance from the proposed Person Responsible (PR).
- 1.2. The panel noted that an application to change the Person Responsible (PR) for CARE London was considered by the Executive Licensing Panel (ELP) on 6 August 2019. The proposed PR, Mrs Lisa Maguire, has been quality manager at CARE London since November 2017, has academic qualifications in the field of environmental science, and has over ten years of practical experience in the field of IVF (including managerial), which is directly relevant to the activity to be authorised by the licence.
- 1.3. The ELP of 6 August 2019 considered that it had insufficient information to make an informed decision to change the PR to Mrs Lisa Maguire. The panel agreed that for the application to be progressed, the executive would need to clarify the minimum level of medical or biological science required to determine a suitable qualification. Once clarified, the panel would be able to decide whether the proposed individual would meet the requirements.
- 1.4. The panel noted that it is a requirement for the PR to possess a diploma, certificate or other formal qualification in the field of medical or biological sciences, awarded on completion of a university course of study, or other course of study recognised in the United Kingdom (UK) as equivalent, or is otherwise considered by the Authority to be suitably qualified on the basis of academic qualifications in nursing, and has at least two years' practical experience which is directly relevant to the activity to be authorised (Human Fertilisation and Embryology (HFE) Act 1990 (as amended), Section 16, Paragraph 2 (c)).
- 1.5. The panel noted there are several definitions of biological science, but principally it is the discipline that studies living organisms, including; anatomy; life; molecular interactions; cell biology, including study of the mitochondria and micro-organisms.
- 1.6. The proposed PR holds a Bachelor of Science Degree in Environmental Science (New Zealand). The panel acknowledged the statement provided by the current PR, stating that Mrs Lisa Maguire's degree has been confirmed as equivalent to a Bachelor of Science degree completed in the UK. Study included completing papers entitled "Principles of Biology" and "The Biology of Organisms". These subjects would have included topics such as Genetics and Mitochondrial Function, as at the time of study, they were generally not considered to be separate subjects in the field of undergraduate Biological Sciences. Laboratory practices such as the use of airflow cabinets; gassed incubators; maintaining positive or negative air flow pressures; monitoring air quality, familiar to the IVF laboratory setting are ubiquitous in biological science laboratories, including pure environmental science settings.
- 1.7. The panel acknowledged that environmental science, by definition, is a biological science as it is the branch of science concerned with the biological, chemical and physical environment and their effect on organisms.
- 1.8. The panel noted that the proposed PR, Mrs Lisa Maguire, is willing to assume the responsibility of the role of PR. The panel noted that the proposed PR has successfully completed the HFEA PR Entry Programme.
- 1.9. The panel noted that the application and details of the applicant's academic qualifications have been reviewed by the centre's HFEA Scientific Inspector and the HFEA Chief Inspector; and both were of the opinion that the applicant's academic qualifications meet the definition of biological sciences.

- 1.10.** The panel noted that all information required under General Directions 0008 has been provided.
- 1.11.** The panel noted the inspectorate's recommendation to approve this application, as in the opinion of the Executive, the academic qualifications of the applicant meet requirements of the HFE Act.
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## **2. Decision**

- 2.1.** The panel agreed it was in receipt of the appropriate documentation as required by the HFE Act 1990 (as amended) in relation to Section 16(2), which sets out the requirements with regard to the role of Licence Holder and Person Responsible.
- 2.2.** The panel endorsed the inspectorate's recommendation and agreed to vary the licence of CARE London (centre 0199) with immediate effect to reflect the change of Person Responsible to Mrs Lisa Maguire in accordance with Section 18A of the HFE Act 1990 (as amended).
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## **3. Chair's signature**

- 3.1.** I confirm this is a true and accurate record of the meeting.

### **Signature**



### **Name**

Richard Sydee

### **Date**

17 October 2019