

**MINUTES OF THE DIAGNOSTIC IMAGING ADVISORY GROUP (DIAG) HELD ON
THURSDAY 25th OCTOBER 2018, AT THE OFFICES OF THE SOCIETY OF
RADIOGRAPHERS, 207 PROVIDENCE SQUARE, LONDON SE1 2EW**

PRESENT:

- Nina Arcuri {NA}
- Andy Creeden {AC} {Chair}
- Deborah Henderson {DH}
- Victoria Hughes {VH}
- Stuart MacKay {SM}
- Jonathan McConnell {JMC}
- Angela Meadows {AM}
- Rachel Nolan {RN}
- Claire Watkiss {CW}
- Nicholas Woznitza {MW} {joined by teleconference}

IN ATTENDANCE:

- Valerie Asemah {VA} {Minutes}
- Sue Johnson {SJ} {Officer}

1. WELCOME AND INTRODUCTION

- 1.1 The Chair welcomed everyone to the meeting and round table introductions were made. Stuart MacKay (Heads of Radiography Education Group representative) and Angela Meadows (Nuclear Medicine Advisory Group representative) were warmly welcomed to the group.
- 1.2 To note that Terissa Williams has resigned from the group and SJ is currently seeking the process for a replacement. SJ asked the group to send her details of any contacts they may have.

ACTION: SJ & GROUP

- 1.3 SJ will also follow up with Alison Jenkins who has not attended this meeting today or the one held earlier this year.

ACTION: SJ

- 1.4 SJ touched briefly on the group member's tenure reminding them that the term is for 4 years, and to make sure to inform her or VA of any changes to their jobs or contact details.

ACTION: ALL

2. APOLOGIES FOR ABSENCE

- 2.1 Apologies for absence were received from Leandra Archer, Charlotte Beardmore, Alison Jenkins, Richard Newman, Rakesh Puni, Sue Webb and Gareth Thomas.

3. MINUTES FROM PREVIOUS MEETING

- 3.1 The minutes of the meeting held on 22nd May 2018, were approved as a true and accurate record.

3.2 Actions from Previous Minutes:

3.2.1 National Imaging Optimisation Board Update (minute 5.1.1.)

DH agreed to write an article around ways of sharing good practice for Synergy News. To note that this is ongoing. SJ to keep group updated.

ACTION: SJ

3.2.2 Clarification on using CoR, SoR or SCoR Headed Paper (minute 7.1.3)

VA reported that the SCoR branding should be used.

3.2.3 International Recruitment (minute 9.2)

SJ informed the group that CR has been introduced to Melanie Armstrong, the editor of I&TP and an article is in development. SJ will check with CR when the next meet in November.

ACTION: SJ

3.2.4 Cancer workforce Strategy (minute 9.4)

Action completed.

3.2.5 Apprenticeships (minute 9.5)

Completed.

3.2.6 Poster

DH had started to develop a poster to promote the work of DIAG. SJ provided an update from the organisation viewpoint and further informed the group that DIAG webpage would be discussed at the professional team meeting next week. SJ will feedback to DIAG members. It was noted that the newly published Impact document's style is a good way to move forward. VA to upload Impact document to DIAG Synapse.

ACTION: SJ & VA

4. WORKPLAN UPDATE

4.1 The Chair gave an update on DIAG target areas.

- (i) Document Development – The Assistant Practitioner Scope of Practice is still a work in progress.
- (ii) Workforce – DIAG has contributed to the cancer workforce strategy.
- (iii) Leadership and mentorship guidance – no further update.
- (iv) Respond to consultations – Thanks given to the group for their participation in consultations and asked to continue with their high quality responses.
- (v) Provide SCoR representation on national working parties – to note that DH sits on the National Imaging Optimisation Board. It was noted that it is important to SCoR that the devolved countries are represented.
- (vi) Communication – It was reiterated that group members continue to use Synapse to ‘speak’ to each other, keep DIAG and other clinical imaging webpages updated. Let SJ know of anything that needs adding or removing. Members mentioned that it would be useful to see webpage usage, and SJ will try to get this information for the next meeting.

ACTION: SJ & ALL

5. NATIONAL IMAGING OPTIMISATION BOARD - UPDATE

5.1 DH gave an update and a presentation on the National Imaging Optimisation Board bringing the group up to date with what has been happening. It was noted that Richard Evans has a seat on this board and SJ attends as an alternative. Erika Denton is the Chair of this board. Proposed turnaround times were discussed.

5.1.1 DH further reported that there are several regional events going on and good work should be shared.

6. ITEMS FROM SYNAPSE/SINCE LAST MEETING

- (a) DIAG meeting times confirmed as 11.00am – 15.00pm
- (b) Webpage update – lots of work being done to standardise advisory group webpages
- (c) Contrast agents – PGDs in development
- (d) Benefit and risk – patient scenarios – There was a short discussion on how this work is coming along and SJ will request an update from Lynda Johnson {LJ} professional officer
- (e) Capacity and deprivation of liberty document progress: being updated to reflect all 4 countries
- (f) Role of the radiographer in DXA – approved
- (g) Workforce retention

7. CONSULTATION RESPONSES

7.1 NOS

To note that this consultation is ongoing.

7.2 NHSE long-term cancer plan consultation

Thanks given to those who responded to help form the response on the NHSE long-term cancer plan.

7.3 Leading a breast screening service

SJ thanked the group for their participation. The new draft version is currently being rewritten and will be out for further comment in due course.

8. INTERNATIONAL RECRUITMENT SHORT LIFE WORKING PARTY

- 8.1 SJ updated the group on Motion 28 at the Annual Delegates Conference (ADC), terms of reference were reviewed and DIAG members felt that there was adequate managerial representation on the working party. A suggestion was made that an international radiographer and representative from higher education may be of value. Sonia McFadden from Ulster University was proposed. Equalise may suggest an international radiographer.

ACTION: SJ

9. APPRENTICESHIPS UPDATE

- 9.1 SJ gave an update on the diagnostic radiography degree level, therapeutic radiography and the mammography associate apprenticeships. The diagnostic and therapeutic apprenticeships consultations are now closed. The formal standards are now awaited and it was noted that the end point assessments are ongoing.

10. OFFICER UPDATE

- 10.1 SJ informed the group that the organisation is hosting a post for a year a Professional Outreach officer (Michelle Tyler) (MT) to work with the Strategic Interventions in Health Education Disciplines Programme (SIHED) to promote therapeutic radiography to school students and colleges across the UK. Funding for MT's post is for one year.
- 10.2 SJ updated the group informing them that HEE National Reporting Standards is still ongoing and that the team working document (SCoR and RCR) will continue beyond January 2019. The reporting element of the document has been removed.

11. MEDICINES MANAGEMENT PATIENT GROUP DIRECTIONS

- 11.1 SJ updated the group informing them that the Patient Group Directions webinar will be held in January 2019. We are currently waiting for the Safe and Secure Handling of Medicines document from the Royal Pharmaceutical Society. PGD templates should be available soon.

12. IR (ME) R/IRR

- 12.1 There was discussion around IRR 17. The error reporting project is continuing. SJ queried if DIAG members had all joined The Glasscubes Radiation protection Forum. She agreed to send another invitation to the group.

ACTION: SJ

- 12.1.1 Following discussion, it was suggested that SJ invite Maria Murray (Professional Officer for Scotland and UK Radiation Protection Lead) or Lynda Johnson (Professional Officer for Clinical Imaging) to the next meeting to give feedback to DIAG.

ACTION: SJ

12.2 CT Users Group Annual meeting update

The CT Users Group recently held their annual meeting and wanted DIAG member's feedback and thoughts on this report. The group discussed and made recommendations, and it was agreed that SJ would contact Lynda Johnson {LJ} with comments. Report will be circulated via Synapse.

ACTION: SJ

13. IMAGING AND THERAPY PRACTICE

- 13.1 This item was brought for discussion by the Chair as he wanted DIAG's opinion on the quality of the articles in I&TP.

13.1.1 A discussion followed.

Suggestions made to raise the quality of the magazine were:

- Academic and clinical staff to 'buddy up' and write articles
- Review the strategic direction of the journal
- Publish Good Practice articles
- Produce an article on writing 'an article for I&TP'
- Have a review of readership and their thoughts
- Create a system of review using advisory groups/experts
- Six issues a year instead of 12

13.1.2 It was agreed that:

- I&TP is a valuable magazine and the only thing that many radiographers read.
- Good for sharing ideas
- It is half journalistic and half academic
- Ask the question if this is where I&TP wants to stay?

13.1.3 There was a feeling that I&TP need to move on and decide if it should be a Professional Discussion Journal. Mentorship would be ideal to encourage more radiographers to carry out more research. SJ will take this issue to the Professional and Education Team meeting next week and feedback to DIAG.

***ACTION:** SJ*

14. ANY OTHER BUSINESS

14.1 VH had a question around x-rays and the correct wording to be used. Should it be 'plain film radiography' or 'projection radiography'? SCoR's stance on this issue would be appreciate. SJ agreed to investigate and respond to VH.

***ACTION:** SJ*

15. DATES OF FUTURE MEETINGS

15.1 The dates of future meetings were agreed as:

- Monday 20th May 2019
- Wednesday 27th November 2019

15.1.1 All meetings commence at 11.00am and finish at 15.00pm.