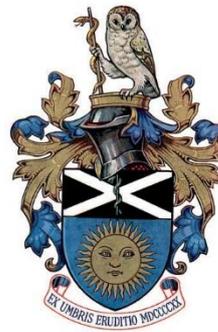


Chief Executive Officer  
Richard Evans OBE



**CoR**  
THE COLLEGE OF  
RADIOGRAPHERS

**MINUTES OF THE RADIOTHERAPY ADVISORY GROUP (RAG) HELD ON  
WEDNESDAY 9<sup>th</sup> MAY 2018, AT THE OFFICES OF THE SOCIETY OF  
RADIOGRAPHERS, 207 PROVIDENCE SQUARE, LONDON, SE1 2EW**

**PRESENT:**

- Laura Allington {LA}
- Geri Briggs {GB}
- Sheila Hassan {SH} {Chair}
- Paula Horne {PH}
- Daniel Hutton {DH}
- Julie Massey {JM}
- Dora Meikle {DM}
- Karen Smith {KS}
- Helen White {HW}

**IN ATTENDANCE:**

- Valerie Asemah {VA} {minutes}
- Spencer Goodman {SG}

**1. WELCOME**

1.1 The Chair welcomed everyone to the meeting and round table introductions were made.

1.2 Apologies for Absence:

Apologies for absence were received from Mark Gilham, Lucie Hodge, Ricardo Khine, Kate Love and Kevin Sullivan.

1.3 Apologies were also received from the following Council member, Gill Hodges.

1.4 To note that Ryan Yeo has resigned from the group. In the first instance, VA will draft a thank you letter.

**ACTION: VA**

**2. MINUTES OF THE PREVIOUS MEETING HELD ON 18<sup>th</sup> OCTOBER 2017**

2.1 The minutes of the meeting held on 18<sup>th</sup> October 2017, were approved as a true and accurate record.

2.2 Matters arising from the meeting held on 18<sup>th</sup> October 2017 and not covered elsewhere:

Quartz House, 207 Providence Square, Mill Street, London SE1 2EW  
T: 0207 740 7200 E: info@sor.org W: www.sor.org

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- 2.2.1 Minute 2.2.1 – SG and SH updated the group. SCoR Council has viewed the later addition of the Artificial Intelligence document. There is a lot of conversation in the diagnostic community regards AI as this has a huge impact on the workforce. To note that an important workshop on AI is being held by the RCR in about a months' time. SCoR has now decided that a paper is needed and the Radiographic Informatics Group (RIG) was tasked to deliver this.
- 2.2.2 Minute 5.1.3 – Apprenticeship Issues – it was reported at the last meeting that the issues surrounding APs be reviewed after apprenticeships are up and running so this is still ongoing. Ongoing work surrounding involvement in the Trailblazer process for BSc (Hons) and separate standards for Therapeutic and Diagnostic Radiography.
- 2.2.3 Minute 5.1.4 – SH gave an update informing the group that a Scottish delegation has called on the UK Council to put in a motion at ADC. The piece of work related to Workforce data is now out of date and needs updating, so there will be a need to contact the relevant departments to get an update. To get an accurate reading it was suggested looking at different size departments, including satellite centres etc. Following further discussion on this issue, it was agreed that SG and PH would work on this in the first instance and asked the group for comments which will come back to this meeting in October.

***ACTION: SG & PH***

- 2.2.4 RT Board – SG informed the group that with the assistance of GB has put together a document on the ISAS Accreditation scheme to be discussed with the RCR and IPEM. This proposal has also gone to Richard Evans and SG will forward to the group via Synapse. To note that the UK Radiotherapy Board is funded by all three professions (SCoR, RCR and IPEM). PHE is working with all three professions and John Burton is the Chair of the RT Board. Proposal has also gone to Charlotte Beardmore and Richard Evans to take forward to the Board.

***Document attached***

- 2.2.5 Minute 10.3 – It was felt that the Terms of Reference for this group needs to be reviewed as the function of the group has changed. There was a discussion around the feasibility of having a core membership of experts to make it more effective and then a wider group. This would have to be thought out fully and a mix of specialties would be needed. It was agreed that the group should think about this and send their comments to VA to collate.

***ACTION: ALL***

### **3. RT BOARD – MOST RECENT MEETING**

- 3.1 SG gave an update and informed the group that he will send out the minutes and key documents.

***Document attached***

The Cancer Research UK non-surgical workforce document has been distributed and identifies best practice, showing where we need to be by 2022.

- 3.1.1 There was an update on radiotherapy commissioning and NICE Technology Committee has been reviewing this, but it is not for routine commissioning. There is a debate on how to move forward with the workforce guidance. A patient information leaflet is to be produced by NICE in order to help patients understanding of the evidence to support clinical decision making.

- 3.1.2 There was a debate around UKRCO concerning radiotherapy having a separate workstream. SG informed the group that Maria Murray (professional officer for Scotland and UK Radiation Protection Lead) and John Burton (Council member) are at the core of the group; regional updates are coming from Scotland, Wales and Northern Ireland. The tender for referral process has gone out. There has been no commissioning from private centres, so no idea of where the devolved centres sit, and where will they get their patients.
- 3.1.3 SG will send out minutes and key documents.

**ACTION:** SG

#### **4. NHS ENGLAND – RADIOTHERAPY CRG UPDATE**

- 4.1 SG updated the group.

SG thanked the group for their responses and informed them that a company is currently analysing responses following the NHS England radiotherapy service specification consultation. IT infrastructure was highlighted, and radiotherapy research is to be highlighted within the service.

#### **5. REPORT FROM UK RADIOTHERAPY MANAGERS GROUP**

- 5.1 PH updated the group.

To note that the outcome of the bids for more linacs is still outstanding and Kim Fell who had agreed to come along and give an update pulled out at the last minute and this was most disappointing. A meeting is to be held in the next couple of weeks and it is hoped that more information will be available. PH, as the manager was asked to send Kim Fell a message to find out how the funding will be allocated.

- 5.1.1 PH had spoken to Kim Fell before the meeting on the prostate target. There is lots of discussion around this which encourages everyone to go back and look at their data.
- 5.1.2 PH also informed the group that there is lots of discussion around apprenticeships especially around the end point assessment. Further clarity is needed around the apprenticeship standard.

#### **6. SCOR UPDATES:**

- 6.1 HEFCE Strategic Interventions project: - SCoR is involved in a million pound project, which HEFCE (which is now the Office for Students) has put aside for small workstreams. Four small professions of which SCoR is one have their tenders out at the moment. This project will also benefit mature students. There is a strong uptake for this and we will need to liaise with manager heads to push this forward. To note that SCoR has advertised for a Professional Outreach Officer who will work with RAG.

**7. NRAI UPDATE**

7.1 MG was not at the meeting today so no update available.

**8. REPORT FROM RCR CLINICAL AUDIT COMMITTEE**

8.1 MG did not attend the meeting today so an update was unavailable.

**9. ANY OTHER BUSINESS**

9.1 SH informed the group that this is her last meeting and thanked the group for all their hard work during the time she was part of RAG. The group in turn thanked her and wished her the best.

9.2 GB informed the group of the Radiotherapy Quality Special Interest Group, which had a very successful first meeting. She is happy with the collaboration and asked if SCoR could support this going forward. This all stems from a programme called Q, which is UK wide, and the members can bid for projects. The programme will run for three years. No cost is involved in being a Q member.

9.3 HW queried whether Dr Leslie Robinson (who leads the Patient and Public Partnership Group) could come along to the meeting and discuss patient representation.

9.4 To note that a new Chair will be needed for this group which will be determined at the July Council meeting.

**10. DATES OF FUTURE MEETINGS**

10.1 Dates of future meetings were agreed as:

- Wednesday 10<sup>th</sup> October 2018
- Thursday 9<sup>th</sup> May 2019
- Tuesday 29<sup>th</sup> October 2018