



**MINUTES OF THE RADIOTHERAPY ADVISORY GROUP (RAG) HELD ON WEDNESDAY 30TH
APRIL 2014, AT THE OFFICES OF THE ROYAL COLLEGE OF SPEECH AND LANGUAGE
THERAPISTS, 2 WHITE HART YARD, LONDON, SE1 1NX**

PRESENT:

John Burton {JB}
Kate Burton {KB}
Russell Hart {RH}
Sheila Hassan {SH} {Chair}
Denyse Hodgson {DH}
Susan Lamb {SL}
Anne Laurie {AL}
Libby Mills {LM}
Fiona Milnes {FM}
Julie Owens {JO}
Noreen Sinclair {NS}
Karen Smith {KS}
Gaile Smyth {GS}
Moira Tomlinson {MT}

IN ATTENDANCE:

Valerie Asemah {VA} {Minutes}
Charlotte Beardmore {CB}
Sarah James {SJ}

1. WELCOME AND INTRODUCTION

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

2. APOLOGIES FOR ABSENCE

2.1 Apologies for absence were received from Louise Boyle, Nikola Hawkins, Kate Love, Julie Massey and Bernadette McCarthy.

3. MINUTES OF THE PREVIOUS MEETING HELD ON 13TH NOVEMBER 2013

3.1 The minutes of the meeting held on 13th November 2014, were approved as a true and accurate record.

3.2 Matters arising from meeting held 13th November and not covered elsewhere

- It was noted that in regard to the establishment of a Radiotherapy Quality managers Google group we are yet to get feedback from Geri Briggs but an update will be available for the next meeting.

ACTION: VA to email Geri Briggs

- Chair reiterated the rolling programme of membership to the group and tasked VA to re-send via Synapse the group's terms of reference and members start and end dates.

***ACTION:** VA*

4. RT BOARD – most recent meeting 28th February 2014

4.1 An overview was given by the Chair.

CRG is having a meeting on Monday to do a piece of work on reviewing the NRIIG IGRT guidance, which has been taken as a key priority. It appears that there is large variation in IGRT reporting and coding. It was discussed that the current coding needs to be refined. This work has been put on hold until the work being done by Angela Frances and Helen McNair has been completed. Updated guidance is needed and then the coding work can follow which will be led within RCIG and the RT CRG.

Workforce data: It is aimed to combine the three professional bodies' workforce data for one year and to share this with the RT Board workforce subgroup. Julie Massey is leading this group and is in the process of setting up a meeting for the group.

RT access/opening hour's guidance: This is underway. The draft guidance will be circulated to RAG members for comment when available via Synapse.

***ACTION:** VA*

Cardiac devices guidance: The national audit results will contribute to this guidance. Also to be discussed at the next RT Board meeting and will be circulated to RAG via synapse for comment.

***ACTION:** VA*

It was noted that on 19th May the British Institute of Radiology (BIR) will be holding a workforce event at which CB has been invited to attend to speak about the radiography workforce. The Chair enquired of the group if anyone else would like to attend as places are still available.

A National Radiotherapy Conference organised by the Radiotherapy Board and funded by NHS Suppliers is being held on 3rd October (free attendance for service leaders) in Birmingham. Registration details will be circulated to Radiotherapy Service Managers when available.

***ACTION:** CB*

NB: The Radiotherapy Board - Chair and secretariat will rotate on an annual basis and will pass to the SCoR in the autumn. Sheila Hassan will be the new Chair of the Board.

5. NHS ENGLAND – RADIOTHERAPY CRG UPDATE

- 5.1 RH, CRG member for East England presented an update. CRG is an advisory group to Clinical Priorities Advisory Group (CPAG) within NHS England. Radiotherapy is within specialised commissioning, and there is a current review of specialised services within NHS England. There are huge funding challenges and it is not clear how NHS England will manage this. The RT CRG group met on 28th April, and the challenges presented and discussed. There is very little/no funding to support any of the identified workstreams. However, in order to maintain momentum it was agreed to set up a number of working groups with individual CRG members being responsible for leading and deliver on each item on the work plan.

Other points: To note that Nick Slevin has stepped down as Chair of CRG. Dr Peter Kirkbride is the Interim Chair for the group. The Chair position will be advertised. It is likely that Dr Kirkbride and Dr Crellin will seek to be joint Chairs. A position will be advertised within the NHS RT CRG as Chair of a newly formed group, the Innovative Radiotherapy Workstream.

Chris Ball gave an update on the dashboard outputs for England. Work is currently being led on capacity and demand mapping of RT services in England and further work on partnership working is being discussed within the RT CRG.

QIPP is being given considerable priority and two QIPP plans are being taken forward, one related to treatment of bone metastasis and the other to radical breast cancer treatments. A third QIPP relating to Prostate fractionation has been delayed.

6. DH PROTON SPECIAL INTEREST GROUP ToR

- 6.1 CB updated the group and the publication of the Interim Guidance on Proton Therapy for the Radiography profession was noted. A huge amount of work is taking place on workforce capacity and a working group of key stakeholders has been convened by the DH to review and consider implications for the workforce. CB represents the SCoR on this group and is working closely with RCR and IPeM and DH.

7. REPORT FROM UK RADIOTHERAPY MANAGERS GROUP

- 7.1 Assistant Practitioner – future roles in RT and Improving Student experiences

MT gave an update to the group. To note that Benjamin Roe is leading on this work and is in the process of setting up a sub group. A question was asked about setting up a forum to share ideas of best practice, and it was discussed that RTSMs should be able to identify their local retention levels from their education providers.

MT reported that the discussion was mostly around Assistant Practitioners. Fiona Milnes gave an overview of the 2014 survey undertaken regarding this sector of the workforce. VA was tasked with acquiring a copy from FM and uploading to the RAG Synapse group.

ACTION: VA

8. SCoR UPDATES

- 8.1 Radiotherapy staffing guidance review: To note that Jane Head is working three days a week for the SCoR from May until October 2014. One of her key objectives will be in reviewing the current SCoR RT staff guidance and development of new guidance. This is a vital piece of work and findings from the assistant practitioner survey will be helpful in this process.
- 8.2 Therapeutic radiographer roles survey: SJ gave an update on the survey and will send through her presentation when it has been reviewed and commentary added.

ACTION: SJ

9. PRESENTATION ON LATEST SCoR RT CENSUS (2013)

- 9.1 SJ gave a presentation on the latest SCoR Radiotherapy census (2013). This survey did not include helpers or trainee staff. It was noted that the workforce is growing by 3.7% overall. Vacancy levels varied across the country between therapeutic radiographers and assistant practitioners. The majority of the workforce sits in AfC bands 5-7. There was a discussion around if and how the NHS is able to get any reimbursement of funding when trained therapeutic radiographers leave the NHS and go to work in the private sector. It was noted that no mechanism exists, but the challenges of training for a growing Independent sector is raised regularly by the professional body at relevant forums.

10. NCRI/CT RAD WORKSTREAM UPDATE

10. CB gave an update.

The NCRI Thank Tank day in 2013 was very successful. There were positive outcomes and developments taking place within clinical departments in relation to research activity. The 2014 meeting is in the planning stages and will be held in London. Invitations will be circulated soon and it is hoped that at least a third of the UK RT centres can be represented at this event. Details of the event to be shared with RAG.

ACTION VA

11. NRAI UPDATE

- 11.1 CB gave an update.

National Radiotherapy Awareness Initiative. This has been reformed with anew workplan. CRUK have funded this work for 6 months. Paula Horne is the Radiography/RT Manager on this group. It is suggested that we seek a written report from Paula for the next RAG meeting.

ACTION: VA

12. NGFON GUIDANCE ON LONG TERM CONSEQUENCE OF TREATMENT

- 12.1 Chair reminded the group to please send in their comments on the NGFON guidance.

13. REPORT FROM RCR CLINICAL AUDIT COMMITTEE

13.1 No report available as KL was unable to attend the meeting.

ACTION: VA to ask for a summary report to share with RAG

14. CHAIR SUMMARY

14.1 The Chair gave an overview of the meeting and identified the agreed actions.

15. ANY OTHER BUSINESS

15.1 CB informed the group that there is a huge amount of work going on in the Scottish Radiotherapy Programme Board. She has been invited to speak at 'Beyond Scotland and What is England Doing' study day. Russell Hart will be presenting on her behalf. This event takes place on Friday 30th May 2014.

16. DATE OF NEXT MEETING

16.1 The date of the next meeting has been agreed as:

- Wednesday 19th November 2014, commencing at 10.30a m, to be held at SCoR HQ.