



MINUTES OF THE RADIOTHERAPY ADVISORY GROUP (RAG) HELD ON TUESDAY 30TH APRIL 2013, AT THE OFFICES OF THE SOCIETY OF RADIOGRAPHERS, 207 PROVIDENCE SQUARE, LONDON SE1 2EW

PRESENT:

- Kate Burton {KB}
- Lesley Cairns {LC}
- Hazel Colyer {HC}
- Angela Francis {AF} {Guest}
- Sheila Hassan {Chair}
- Denyse Hodgson {DH}
- Susan Lamb {SL}
- Kate Love {KL}
- Julie Owens {JO}
- Christine Richards {CR}
- Noreen Sinclair {NS}
- Karen Smith {KS}

IN ATTENDANCE:

- Valerie Asemah {VA} {Minutes}
- Charlotte Beardmore {CB}
- Christina Freeman {CF}
- Sarah James {SJ}

1. WELCOME AND INTRODUCTION

- 1.1 The Chair welcomed everyone to the meeting and round table introductions were made, but especially for the benefit of Angela Francis (Deputy Chair of Radiotherapy Managers Group; Guys and St Thomas’).
- 1.2 Apologies for absence were received from Russell Hart, Julie Massey, Bernadette McCarthy and Gaile Smyth.

2. MINUTES OF THE PREVIOUS MEETING

- 2.1 The minutes of the meeting held on 9th October 2012, were approved as a true and accurate record.
- 2.2 RCR Audit Committee (minute 7.1)

KL updated the group in regard to a number of ongoing audits. Lung cancer audit will be out in September (currently consists of 100 questions but committee is trying to reduce numbers). Future audits are bladder cancer, 30 day mortality and morbidity after palliative care.

The audit plan for next financial year will begin in January 2014. KL has requested of the RCR audit committee if they could let the board members know which audit they intend to carry out in the coming financial year.

3. RETENTION OF STUDENTS – FINAL REPORT, EXECUTIVE SUMMARY

- 3.1 The Chair gave an update. HC gave a presentation on this report at the Managers meeting in March. The document is going through final proofs. To note that NCAT asked for some additional analysis by provider which delayed the document publication. SCoR will promote the publication widely to all stakeholders.

ACTION: VA RAG members to be informed when report available, RAG members to promote to all stakeholders within their local area.

4. **JOINT PROFESSIONAL BODY WORKING – POST NRIG – With the demise of NCAT the 3 professional bodies are considering development of a board to enable joint working on Radiotherapy matters to continue effectively and efficiently. Work is in progress in developing a structure. A paper is being presented at the SCoR UK Council 8 May. It is hoped that the Board will work closely with members of the Radiotherapy Clinical Reference Group (CRG).**

ACTION: Chair to report back to next meeting of RAG with outcomes from 8 May 2013 UK Council meeting

A review of IPEM, SCoR, RCR and BIR In-Vivo dosimetry guidance document (2008) has been agreed. Derek D'Souza (IPEM) has agreed to chair the group.

POST MEETING NOTE: Sarah Helyer (Royal Marsden) and Michael Graveling (Northampton) will be representing SCoR on the above working party – guidance doc attached with these minutes.

It was agreed that RAG members would be invited to see a draft of the guidance before publication for comment.

ACTION: Chair

- 4.1 From 1st April a Clinical Reference Group for Radiotherapy has been established. Radiographers on the CRG include Carol Scott from the South West, Russell Hart from Nottingham representing the East Midlands Clinical Senate and Kay Sanderson – from Portsmouth representing the Wessex Clinical Senate. Charlotte Beardmore is a SCoR representative on the group, within one of the affiliated organisation positions. The first meeting is due to take place on 22nd May 2013 in Manchester.

It was agreed that CB will keep RAG updated.

5. UPDATES

- 5.1 Patient Information Update: - SJ updated the group on progress which ensured that radiotherapy information provided to patients by organisations such as Macmillan and Cancer Help UK reflects accurately the current radiotherapy practice within the UK.

Following discussion by the group SJ was given thanks for an excellent paper and was encouraged to put it as an article in Synergy magazine. SJ and CB mentioned this had been done and an article is appearing in May Synergy Imaging and Therapy in Practice. This article will part of a series of article which members are writing about information and support across the patient pathway.

- 5.2 Survivorship Paper (development of national guidelines for the management of pelvic late effects: overview) from Lisa Punt: The Chair updated the group. This is an important area of work which the SCoR are keen to work with UKONS to develop. A survey questionnaire has been developed and shared with the service via the SCoR contact list. A guideline is being developed. Lisa Punt will be the SCoR representative to the group and Pauline Humphrey (Consultant Practitioner, Bristol) will support. The publication will be a joint publication between SCoR and UKONS.

ACTION: CB Draft guideline to be shared with RAG when available for comment.

- 5.3. National Radiotherapy Awareness initiative – CB informed RAG that following on from the Year of radiotherapy , the Age of Radiotherapy and the excellent work supported by NCAT and NRIG in Raising the Awareness of Radiotherapy that the current work would come to an end as the funding for the programme has come to an end.

However positively CB informed the group that NCAT had agreed as one to its last piece of work to fund a workshop to scope future goals. The workshop is being held on 17 May 2013 and is being led by MHP. RAG members were encouraged to complete the on-line survey which had been circulated to various SCoR groups, as this would help inform discussion at the workshop and contribute to the development of outputs from the 17 May meeting. The outputs from the workshop will need to be considered by each membership organisation, and from this decisions made about any the possibility of any future plans. Anyone who has not as yet done the questionnaire should please do so as a matter of urgency. One volunteer from the group is needed to attend the workshop. Anyone interested should please let CB know.

POST meeting note Russell Hart agreed to attend the workshop from RAG.

Also attending CB from SCoR, Paula Horne, RT Manager, (Reading) and Lucie Matthews (Newly appointed Macmillan Raising the awareness of Radiotherapy Lead, North Trent.

ACTION: CB & ALL

- 5.4 NCRI CT RAD and Radiography – Update: CB updated the group. A small group are working with NCRI CT Rad to understand the academic research radiographer roles within Radiotherapy. Similar work has been undertaken across Clinical Oncology and Medical Physics. NCRI CT RAD invited officers from the SCoR (CB &RH) to work with them on a focus in 2013 on Radiography academic careers. Heidi Probst (Chair of the SCoR research group) Angela Baker, Helen McNair and Liz Miles have been invited to contribute to this work and a small working group has formed to lead this work and input in an event for radiographers being supported by CTRAD in the autumn.

ACTION: CB to update RAG at the next meeting

- 5.5 Report from UK Radiotherapy Managers Meeting – March 2013 – AF updated the group. AF reported a good turnout at the last meeting which included presentations from Tim Cooper on Thursday and from HC on the project she has led for NCAT on Retention of Students. The role of assistant practitioners was discussed; some group members raised concerns about the future viability and scope of practice of the role. The Scope of Practice for APs was reviewed in 2012. RAG members understand that as service and practice evolves service managers need to review their staffing and skills requirement to meet their local service and context and therefore one model cannot fit all. Various views were expressed and it was agreed to focus discussion on this at the next RAG meeting.

ACTION VA – next agenda

It was noted that the Radiotherapy Managers had elected Moira Tomlinson as Chair and Angela Francis as Vice Chair. The group has an agreed set of Terms of Reference.

6. UPDATES FROM REPRESENTATIVES FROM EACH OF THE COUNTRIES – NEW ISSUES/CHALLENGES

- 6.1 **England:** CB gave an update to the group. It was noted that the IGRT programme is to be closed by end of May 2013. A progress report is being compiled and the intention is this will be published in the summer by SCoR. The report with recommendations would be useful to the RT CRG and the IPEM SCoR RCR joint board.

It had been agreed at the final NRIIG workforce meeting that the group will aim to continue its work and try and form links via the London LETB to HEE. Julie Massey will continue to chair the workforce subgroup.

The Radiotherapy Clinical Information group will continue to oversee the RTDS and as a part of the NCIN has moved to PHE. It was noted that AF is on this group and the next meeting is in June. There was a long discussion about the complexities of coding. AF agreed to take this discussion to the June meeting.

ACTION: AF June RCIG meeting/ Report back to RAG

- 6.2 **Scotland:** LC gave an overview of the current challenges in Scotland relating to capacity and workforce. Scotland will soon be returning data to the NRLS and to enable this a written agreement is being established with the HPA. A service level agreement is also being agreed with Natcansat in relation to establishing and setting up RTDS reporting for Scotland.
- 6.3 **Northern Ireland:** GS submitted a written paper giving information on the radiotherapy situation in Northern Ireland, highlighting that the country is currently in the process of expansion and equipment replacement.
- 6.4 **Wales:** There was no report available from Wales. VA to ask Bernadette McCarthy to supply a report.

ACTION: VA

7. LETTER FROM SCoR TO PRIME MINISTER AND RESPONSE

- 7.1 To note letter from SCoR to the prime minister and his response.

8. PRESENTATION ON SUPPLEMENTARY PRESCRIBER

- 8.1 CF gave a verbal presentation on prescribing to RAG informing them that supplementary prescribing. CF then went on to explain the difference between supplementary and independent prescribing. It was noted that there are 85 prescribers on the HCPC register with 30 of those being therapeutic radiographers

It was agreed that further promotion about the benefits of the Supplementary Prescriber would be helpful.

ACTION CF to develop paper for Synergy with RAG members

9. ANY OTHER BUSINESS

- 9.1 SH updated the group on the feedback from NCC-C from Moira Tomlinson who is the AHP lead on this group. Guidelines for familial breast cancer are due soon which will outline the work programme for the next three years.
- 9.2 SH mentioned the refreshment of group members in light of the changing context and in line with all other SCoR advisory groups' annual review.
- 9.3 RAG congratulated SH on being nominated as Vice President of the Society of Radiographers.
- 9.4 It was noted that the workplan for RAG will form a key item for discussion at the next meeting.
- 9.5 AF was thanked for attending today's meeting.

10. DATE OF NEXT MEETING

- 10.1 To note that the next meeting is to be held on Wednesday 13th November 2013, commencing at 10.30am.