

Computed Tomography Advisory Group (CTAG)



Meeting Summary

Date: Tuesday 12th October 2021

Time: 10.30am – 12.30pm

Venue:

Virtual by Microsoft Teams

In Attendance:

Members: (state names with initials in brackets)	Role	Job Title	Site
Martin Young (MY)	Chair	CT Imaging Lead, BMI Circle Lead	BMI Albyn Hospital, Aberdeen
Thea Buchan (TB)	Vice Chair	CT Superintendent Radiographer	University College Hospital, London
Tamsin Arnold (TA)	Advisory	Advanced Practitioner Radiographer	University Hospital Sussex NHS FT
Sarah Burn (SB)	UK Council Member representative to the group	UK Council Member representative to the group	South Tees Hospital NHS Foundation Trust
John Cathcart (JC)	Advisory	Senior Lecturer	University of Ulster
Louise Chappell (LC)	Advisory	CT Specialist Radiographer	University Hospital Plymouth NHS Trust
Cherith Desmeules (CD)	Advisory	CT Superintendent Radiographer	Mount Vernon Cancer Centre
Ann Heathcote (AH)	Advisory	Head of CT Clinical Services	Alliance Medical (North)
Sian Hewson (SH)	Advisory	CT Superintendent Radiographer	Cardiff and Vale University Health Board
Rahul Modi (RM)	Advisory	CT Superintendent Radiographer	University Hospitals Leicester
Claire Norman (CN)	Advisory	Lecturer in Diagnostic Imaging	University of Derby and George Eliot Hospital NHS Trust
Andrew Stephens (AS)	Advisory	CT Speciality Manager	Hull University Teaching Hospitals NHS Trust
Nick Tessier (NT)	Advisory	Lead Superintendent Radiographer	West Herts NHS Trust
Alan Webster (AW)	Advisory	CT Lead	Ninewells Hospital, Dundee

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Gail Woodhouse (GW)	Advisory	Senior Clinical Diagnostic Officer	Medical Exposures Group, UK Health Security Agency
Observers:			
Rachel Harris (RH)	Professional Officer		Society & College of Radiographers
Lynda Johnson (LJ)	Professional Officer		Society & College of Radiographers
Valerie Asemah (VA)	Minutes		Society & College of Radiographers

Apologies:

Craig Roe (CR)	Advisory	CT Advanced Practitioner Radiographer	Leeds Teaching Hospitals NHS Trust

Outstanding Actions:

None as this is the first meeting

Item No.	Description	Owner	Due Date	Status

1. WELCOME AND OVERVIEW OF THE ADVISORY GROUP

- 1.1 LJ welcomed everyone to this inaugural meeting and introduced RH (Head of Professional Matters) who is here to give an induction. LJ introduced everyone to VA who is the admin for this group as she was not at the introductory meeting.

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- 1.2 RH thanked everyone for joining this advisory group and gave them an overview to the Society of Radiographers and outlined how the advisory groups are run and managed. There are 10 advisory groups and about 23 Special interest groups. Also stated the differences between an advisory group and a special interest group (SIG). To note that SIGs are self-governing but supported by the Society and Officers attend some of the SIG meetings.
- 1.3 RH went on to inform the group that in total there are 10 advisory groups that sit under the Society and report to Council. An officer is allocated to work with each advisory group along with an admin. There are two official meetings a year – one face to face (with the option of joining online), and one virtual. VA. minutes these meetings. The group will work with an officer (Lynda in this case) to set up your workplan for the year. The whole group should participate in the workplan but it is good to have someone leading on different pieces of work. Each member should volunteer to work on various pieces of work so that everyone will be involved in the work of the group. Small working parties are often set up to work on various pieces of work and these do not need to be minuted.
- RH also informed the group that she would often send them consultations that is not to be shared outside the group.
- 1.4 Each advisory group has fifteen members who represent the rest of the membership plus a representative from UK Council. RH touched on the various pieces of paperwork – GDPR, representing SCoR and members proforma (these would have been sent out by VA with acceptance letters). RH outlined the role of the Chair and Vice Chair, which is to work to pull the work together and make sure work is staying on track. In addition, to make sure the meeting runs efficiently. The officer and chair usually work together to submit the work plan. It is expected that the Chair usually submits an annual report around the end of September each year; showing what has been achieved and what is outstanding. Chairs are usually in post for two years.
- 1.5 Really important that the group enjoy working together.

2. SELECTION OF CHAIR AND VICE CHAIR

- 2.1 Following a request for a Chair and Vice Chair for the group and a discussion, Martin Young volunteered and was unanimously voted in as Chair and Thea Buchan as Vice Chair. The group was happy with these nominations. AS who is the Chair of the CT Leads SIG is on hand to give assistance as well as AH.

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3. REVIEW AND DISCUSSION OF TERMS OF REFERENCE

- 3.1 The Terms of Reference was discussed to make sure that they are right for this group. It was suggested that an overview be kept of the development of the Community Diagnostic Centres (CDCs) with particular reference to Independent Sector and the CT services, workforce and IR(ME)R. To note that a working party has been set up. LJ will be joining this group from the SCoR and one of GW colleagues will join to work with NHSE. Several suggestions were made to the ToRs, which LJ will update and distribute to the group.

4. REVIEW AND DISCUSSION OF WORKPLAN FOR 2021-22

- 4.1 LJ mentioned that NHSE has allocated £4.1 million for a Virtual Support Tool (VST) pilot in CT and MRI that is going out to all interested parties. A pilot in every region in England, from small to large-scale projects. Final decisions on where the money is allocated has not yet been made, and the first action would be to formulate an action plan through synapse. Quite a range of different uses. These can be plugged into clinical sites and this is something SCoR is keen to explore. LJ asked the group to keep an eye out for this. This is a virtual support tool through Siemens and Phillips – an option to put in the overview of the workplan.
- 4.2 LJ presented a draft of a workplan for the group to go through and discussed the topics that would be worked on in the coming year. Work has been broken down into three sections – workforce, practice, education and research category. There was a group discussion on these and it was agreed that it would be good for small subgroups to be convened and select a topic to work on. At the moment recruitment and retention and the national strategy is prominent. LJ mentioned that two of her colleagues Sue Johnson and Alexandra Lipton are currently working on Assistant Practitioners and the role of Support Workers. LJ will speak with Sue to ask for CT specific progress. NHSE led international recruitment was also touched on. It was noted that it is important to maintain a work life balance for radiographers' wellbeing.

Staff shortages was a factor in deterring radiographers from staying in their role.

It was noted that Martine Harris is developing a competency framework for CT – LJ felt it is opportunity for this group to develop this further and find a way to define these roles.

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- 4.3 LJ informed the group that each advisory group has the opportunity to promote the group's work in Synergy News, as it was felt that they did not have enough exposure. CTAG has been assigned December in which they can introduce themselves and so on. LJ is happy to co-ordinate this article but equally fine if the group would wish to write the article themselves.

ACTION: GROUP

- 4.4 Forming a mechanism for collaboration with the IPEM CT User Group was discussed. LJ attends the annual meetings and is the only non-physicist on this group. Working with the CT user group could achieve good things and forming a relationship with them would be very impactful. Katie Howard is the Chair of this group and LJ is waiting to hear back from her. She will keep the group updated on progress.

- 4.5 There was a discussion around workforce and it was agreed that LJ would ask Sue Johnson (Professional Officer Clinical Imaging) for specific progress on CT in the role of the radiographer document. It is important for this group to feedback to other advisory groups.

Investigating blockers to consultant practice in CT.

5. ANY OTHER BUSINESS

- 5.1 LJ will send out a Doodle Poll to for group to discuss Workforce, she will aim to get a meeting set up by early next month.

ACTION: LJ

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14. DATES OF FUTURE MEETINGS

13.1 Dates of future meetings were agreed as:

- Thursday 21st April 2022 (in person)
- Thursday 13th October 2022 (online)

13.2 VA will send out meeting details nearer the time.

New Actions

Item No.	Description	Owner	Due Date	Status
4.2	Review and Discussion of Workplan for 2021-22: LJ presented a draft of the group's workplan, which they went through, and identified targets for the coming year.	Group		
4.3	LJ informed the group that all advisory groups has been allocated a month in Synergy News to display their work of the group and themselves and that December has been allocated for the CTAG. Group to write article and LJ is willing to assist.	Group		
5.1	LJ will send out a Doodle Poll to for group to discuss Workforce, she will aim to get a meeting set up by early next month.	LJ		

Date of Next Meeting:

- Thursday 21st April 2022 (in person)

Future Meetings:

- Thursday 21st April 2022
- Thursday 13th October 2022