

Consultant Radiographers Advisory Group (CRAG)



Meeting Summary

Date: Thursday 22nd April 2021

Time: 11.00am – 12.30pm

Venue:

Virtual by GoTo

In Attendance:

Members: (state names with initials in brackets)	Role	Job Title	Site
Sue Williams (SW)	Chair	Con Practitioner (Diagnostic Breast)	Royal Shrewsbury Hospital
Ruth Bees (RB)	Advisory	Con Practitioner (Breast)	Cheltenham General Hospital
Alexandra Drought (AD)	Advisory	Consultant Practitioner (Ultrasound)	West Middlesex university Hospital
Lisa Field (LF)	Advisory	Consultant Practitioner (Diagnostic Reporting)	Dewsbury and District Hospital
Lisa Hackney (LH)	Advisory	Consultant Practitioner (Diagnostic Reporting)	Macclesfield District General Hospital
Valerie Middleton (VM)	Advisory	Consultant Practitioner (Diagnostic Reporting)	University Hospitals North Midlands
Robert Milner (RM)	Advisory	CoR Accredited Con Practitioner (Diagnostic Reporting)	Rotherham Hospital
Heather Nisbet (HN)	Advisory	CoR Accredited Con Practitioner (Radiotherapy)	Churchill Hospital, Oxford
Neill Roberts (NR)	Advisory	CoR Accredited Con Practitioner (Radiotherapy)	St James's University Hospital, Leeds
Steve Savage(SS)	Advisory	Consultant Practitioner (Ultrasound)	Yeovil District Hospital
Laurence Skermer (LS)	Advisory	Consultant Practitioner (Diagnostic Reporting)	Walsall Manor Hospital

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Yatman Tsang (YT)	Advisory	CoR Accredited Con Practitioner (Radiotherapy)	Mount Vernon Cancer Centre
Observers:			
Katie Cooper (KC)	Advisory	HEE Regional Faculty Lead for Advancing Practice	
Rachel Harris (RH)	Professional Officer		Society & College of Radiographers
Tracy O'Regan (TO)	Professional Officer		Society & College of Radiographers
Valerie Asemah (VA)	Minutes		Society & College of Radiographers

Apologies:

Jonathan McConnell (JMC)	Advisory	CoR Accredited Con Practitioner (Diagnostic Reporting)	Queen Elizabeth University Hospital, Glasgow
Kathryn Taylor (KT)	Advisory	Consultant Practitioner (Breast)	Addenbrookes Hospital, Cambridge
Sairanne Wickers (SW)	Advisory	Consultant Practitioner (Radiotherapy)	University College Hospital, London
Saminah Yunis (SY)	Advisory	Consultant Practitioner (Gastrointestinal)	Pinderfields Hospital

Outstanding Actions:

Item No.	Description	Owner	Due Date	Status
4.1	Update re: Guidance for CRAG Review 2019-2020: TO to invite Stella Campbell (SC) who was involved in the original guidance review project to assist again with the update. She will be given access to synapse and co-opted as a member whilst this work is going on.	TO & VA		Completed
5.	Sustainability of CRAG: It was agreed that for the short term CRAG meetings will be held virtually. SW will contact group also to get their views regarding remaining on the group until their tenure is up or if they wish to leave earlier.	SW		Completed

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5.1.1	Terms of Reference of the group is due for an update, which will include how CRAG will operate. Online meetings will be set up for small subgroups who are doing particular pieces of work, and TOR will be assist. TOR will also upload the current Terms of Reference to Synapse to enable members to give their feedback.	TOR & Group		Completed
5.1.3	VA to contact members to update their speciality and email contact in the Members Tenure start/end sheet.	VA & Group		Completed
7.	Glasscubes Update: Glasscubes is no longer in existence, all groups have now moved onto Synapse. Those members who has not as yet signed up will be contact by Christian Ellwood (IT Support) to prompt a reminder. For future meetings this will be Synapse Update.	TOR		Completed
8.1	I&TP Articles: Group members who had written articles for the magazine queried why they have not as yet been published. TOR agreed to follow up with the Chair of the Board (Laurence Skermer) and update the group.	TOR		Completed
8.1.1	RH also explained about the change in Editors (Haymarket) and told the group that she will liaise with Haymarket to give them feedback.	RH		Completed
10.	Work Plan Review: Work plan 2019/2020 was discussed in depth and several actions noted.	All		Ongoing
12.1	Any Other Business: TO will upload Skills for Health consultation and asked group to give feedback.	TOR & Group		Completed and submitted to consultation.
12.2	There was a query around CPD allotted monies, many on the group was not aware of this, TOR and SW will investigate and update the group	TOR & SW		Completed
12.3	RM queried whether we could use another virtual platform such as Microsoft Teams as he usually have connection issues when using GoTo. RH will speak with the IT Support team to find out if this is a possibility. Further update TOR will follow up with our Jason Custance	RH		Ongoing

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1. WELCOME AND APOLOGIES

- 1.1 The Chair welcomed everyone to this third virtual meeting of CRAG.
- 1.2 Apologies for absence were received from Jonathan McConnell, Kathryn Taylor, Sairanne Wickers and Saminah Yunis.
- 1.3 To note that Jonathan McConnell has resigned from the group and a thank you letter has been sent to him.

2. MINUTES OF THE PREVIOUS MEETING

- 2.1 The minutes of the meeting held on 15th September 2020 were approved as a true and accurate record.

3. MATTERS ARISING NOT OTHERWISE ON THE AGENDA

- 3.1 There were no matters arising.

4. AP CURRICULA DEVELOPMENT IN ONCOLOGY

- 4.1 Katie Cooper (HEE Regional Faculty Lead for Advancing Practice), based in the East of England, was invited to the meeting today to give an update on Advances Practice Curricula Development in Oncology.

Standards have changed and we need to map against these standards. Currently they are 8 professional credentials by HEE and another 22 being developed. Other work that is being done is around the 3 pillars – non clinical, research & service improvement education and training and there can quite easily be mapped. It is the other clinical roles that need to be worked on. Other things to be aware of is the HEIs are currently being accredited by the national register for advance practice. If the HEIs are not accredited for any reason, there will be a couple of different routes that the HEIs can be accredited through.

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ACP and Consultant Practice should all be working at the same level, and should all be mapping the same standards. Portfolio route was mentioned. This is a very important piece of work and this mapping is a good chance to engage with HEE. Katie stated that consultant's roles might change as a result of this development. It was pointed out that at the beginning of the consultant career they should have a job description and a job plan.

Ric Khine, Spencer Goodman, Melanie Clarkson and Katie are part of the group. Funding was queried as some people are part way through their Masters but funding is an issue. There are different funding routes available but people do not know how to access them. For full MSc your regional teams will be going out for scoping, so it is having the links within the workforce team or educational leads in your organisation. More funding is also coming through the portfolio route but this is not. Katie advised all to start mapping now. RH asked Katie if there is a statement that could be sent out through SCoR.

RH will set up a meeting with Katie Cooper to discuss funding. The Managers need to get on board. This work needs to be done.

ACTION: RH

5. CRAG GUIDANCE DOCUMENT UPDATE

- 5.1 The Chair informed the group that Stella Campbell has been co-opted onto their group whilst she works on updating this piece of work. She has set up meetings, which NR and SS attended. Everyone has been giving jobs to to and felt that this updated document will be equally as good as or even better than the current one. There is a good underpinning of what the group want to include in this updated guidance. A few challenges to make sure the document is fit for purpose and is impactful and be able to stand on its one. NR will report on progress. This is a popular document and is asked for very often. RH thanked NR for the update.

ACTION: NR

6. TRAINEE CONSULTANT AND CONSULTANT RADIOGRAPHER SURVEY 2020

- 6.1 TOR had put a report of the survey on synapse and got some good responses and was now querying from the group the next step. To note that Jonathan had

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asked about looking at the survey more in-depth and analysing the data. The data we have only provides a descriptive summary. Does the group want to do some more data analysis (this becomes a piece of research). People do ask for this survey data as they use it. We can compare with the previous survey. TOR will look through the open text and come up with some themes and upload to synapse for the group to look at.

ACTION: TOR & GROUP

7. GROUP MEMBERSHIP, TENURE

- 7.1 It was noted that several of the group's tenure is up this year, with one of those being the Chair, who indicated that she would be happy to support the group and she can do this as a co-opted member. The group needs a Vice Chair. Advisory groups are usually set at 15 for face to face meetings but can be larger for online ones. People can be co-opted onto the group for projects etc. It was agreed that VA upload the advert to CRAG synapse. SW will Chair the next meeting in September..

ACTION: VA

8. STRUCTURE & TIMING OF ONLINE MEETINGS

- 8.1 There was a group discussion on the timing and structure and meetings going forward. It was agreed that there would be one face to face meeting a year, which will be more focussed, along with 4 online meetings a years as indicated in the updated terms of reference. RH made the group aware that VA will only be available to minute the two formal meeting. Two meeting. Some members asked if in future these online meetings could be held either in the morning or the afternoon. TOR will work on a meeting plan and send out a Doodle Poll via Synapse for meetings between now and September. This would be good for an introduction for the new members.

ACTION: TOR

9. WEBINARS TO DATE AND FUTURE

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9.1 TOR updated the group and informed them that the first CRAG webinar has now been recorded via the GoTo platform. This has been done by VM and LF. Anyone wishing to record a webinar should please inform TOR. The group was reminded that all webinars can be found under the Members portal where any member can access these. Thanks was given to VM and LF. It was noted that the Conference and Events team have refreshed their policy on what they ask those who want to record a webinar to provide. TOR asked the group to let her know of any further webinars they would like to record. The Conference and Events team has updated their guidance. Thanks to Sue and Neil there is another one in the pipeline., and they will have a discussion with Conference and Events to provide the backup etc.

10. CONSULTANT IMPACT WORK – HEE CONSULTANT FRAMEWORK & OTHER RESOURCES

10.1 TOR gave an update to the group. This is about the work that was done ages ago, whilst they had a look on how to integrate this work.. A soft launch has been held. We would be able to reference the impact section and use this document.. We can progress this work now.

11. NEW WEBSITE

11.1 TOR gave an update to the group. The new website is now up and running. It is divided into 2 sections – Society of Radiographers and College of Radiographers. Looks better and much easier to use. The group can use this opportunity to update their Consultant pages. TOR will lookat the pages and put on synapse so that the group can have a tidy up.

ACTION: TOR & GROUP

12. WORK PLAN REVIEW

12.1 The group went through and updated the 2020/2021 workplan. TOR will update and send out to the group via synapse. It was noted from the last meeting that CRAG members need the bespoke training on accreditation, and Jacquie Vallis) Professional Officer for Education and Accreditation) has offered to do this training. TOR will liaise with Jacquie as to when she can do this training. March 2022 was agreed as a good time to do this. TOR will update.

ACTION: TOR

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12.2 Succession planning – date to be set to discuss this.

12.3 Focused articles for Imaging and Therapy – this is ongoing but articles can still be accepted in draft. CRAG encouraging to continue to send in draft articles.

12.4 HCPC is current updating their Standards of Proficiency.

12.5 Embedding new members.

12.4 YT asked for an update on assessors – do new members need to be accredited members? Or is having the expertise enough? TOR agreed that this would be acceptable. At present Jacquie Vallis is going through the CPD portfolio to streamline it and this group will be updated.

13 ANY OTHER BUSINESS

13.1 LF queried whether any members of the group were asked to provide an HCPC report on one of their members, and if so was there any guidance available. If not, is it for this group to create some guidance for the person who is writing the report, and the person going through the process? There was a discussion on updating the groups' terms of reference in the event that this becomes an issue. Although LF contacted the HCPC it appear that they did not fully grasp this point.

13.2 .VM indicated that she had a bit of experience with this issue before and agreed that we need some sort of guidance for Trusts or even something from SCoR to assist people with this sort of procedure. Going forward this is something that should be seriously looked at. Bond Solon was mentioned and it was noted that this is the body who provides the Society Expert Witness training. TOR explained that our Executive Secretary, Elizabeth Robinson deals with any legal queries and she can be contacted in the first instance. This is a massive part of our Trade Union officers.

13.3 To note that LH has passed her PhD and she was congratulated.

13.4 ? queried whether there was a signpost to synapse from the new website. Not as yet but this is something that can be looked at.

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13.5 SW thanked CRAG for all their support given to her and for all the hard work they have done. Those leaving were also thanked.

14. DATES OF FUTURE MEETINGS

13.1 Dates of future meetings were agreed as:

- Tuesday 28th September 2021
- Tuesday 26th April 2022

New Actions

Item No.	Description	Owner	Due Date	Status
4.1	AP Curricula Development in Oncology: Following the presentation by Katie Cooper from HEE it was agreed that RH will set up a meeting with Katies to discuss funding.	RH		
51.	CRAG Guidance Document:: NR and SS has attend meetings set up by Stella Campbell and everyone was given a task.. This new guidance will be just as good or even better than the previous one it was felt. A few challenges to make sure the updated guidance is fit for purpose and will be of impact. Everything appears to be on track. NR will keep the group updated.			
6.1	Trainee Consultant and Consultant Radiographer Survey 2020: TOR updated CRAG on the survey she has uploaded to synapse. There was a query around looking at the survey more in-depth. Following discussion, it was agreed that TOR will go through the open text and produce some themes to upload to synapse for the group to go through.	TOR & GROUP		
7.1	Group Membership, Tenure: Following discussion it was agreed that VA would upload the advertisement for applications to join the advisory groups onto Synapse for members to share with their colleagues and networks.	VA		

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8.1	Structure & Timing of Online Meetings: Following discussion on the timing and structure of meetings going forward it was agreed that a face-to-face meeting once a year with 3 or 4 virtual meetings as indicated in the updated terms of reference. VA will only be available for 2 formal meetings. TOR will work on a meeting plan for between now and September and send out via Doodle poll via synapse.	TOR		
11.1	New Website: TOR informed the group that the new website is up and running and it is now divided into 2 section – the Society of Radiographers and the College of Radiographers. It looks much better and easier to use. TOR informed the group that they can use this opportunity to update the consultant pages. TOR agreed to look at the webpage and put some information on synapse for the group to update.	TOR & GROUP		
12.1	Workplan Review: Following discussion TOR agreed to contact Jacquie Vallis to find out when she can give some training on accreditation to CRAG. She will also update the workplan.	TOR		

Date of Next Meeting:

- Tuesday 28th September 2021

Future Meetings:

- Tuesday 26th April 2022
- Thursday 22nd September 2022