

## Meeting Summary

**Date:** Tuesday 22<sup>nd</sup> June 2021

**Time:** 1.00pm – 3.30pm

**Venue:**

Virtual meeting via GoTo

### In Attendance:

Members: (state names with initials in brackets)	Role	Job Title	Site
Catriona Hynes (CH)	Chair	Lecturer	Sheffield Hallam University (D)
Gill Harrison (GH)	Professional Officer	Professional Officer	Society & College of Radiographers
Matthew Anderson (MA)	Advisory	Sonographer	Medway Maritime Hospital
Victoria Cooke (VC)	Advisory	Sonographer	Freeman Hospital
Ellen Dyer (ED)	Advisory	Sonographer	Rosie Maternity Hospital
Karen Hammett (KH)	Advisory	Clinical Ultrasound Manager	Barnet Hospital
Sandra Morrissey (SM)	Advisory	Sonographer	Pinderfields Hospital
Helen Ong (HO)	Advisory	Fetal Anomaly Scanning Lead	The Ulster Hospital
Emily Skelton (ES)	Advisory	Research Sonographer	St Thomas' Hospital, London
Morag Stout (MS)	Advisory	Consultant Radiographer	QE University Hospital, Glasgow
Lorraine Walsh (LW)	Advisory	Sonographer	Good Hope Hospital
Lorelei Waring (LW1)	Advisory	Lecturer	University of Cumbria (Lancaster Campus)
Sue Webb (SW)	UK Council	UK Council	Broomfield Hospital
Lynne Williams (LW)	Advisory	National Ultrasound Lead	InHealth

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<b>Observers:</b>			
Valerie Asemah (VA)	Minutes		Society & College of Radiographers

**Apologies:**

Catherine Kirkpatrick	BMUS Liaison	BMUS Liaison	BMUS

**Review of Previous Minutes and Outstanding Actions:**

Item No.	Description	Owner	Due Date	Status
3.	Matters Arising: Promote Dr Judith Johnson's webinar Check the status of Helen Ong's webinar	GH	January 2021	Completed
8.2	Inform GH if there is any feedback on the SCoR and BMUS 'Guideline for Professional Ultrasound Practice' for the major update 2021	ALL	End January 2021	Completed
8.3	If members have advice about visors / goggles - best type for those who do & do not wear glasses, please let GH know.	ALL	January 2021	Completed
8.5	Poster: Patient to Staff Verbal Abuse. KH to get a small working group together	KH	April 2021	Not actioned - to discuss at workplan meeting
9.2	Public poster engagement competition as part of #MUAM to design a poster about the role of sonographers for ultrasound departments.	GH liaise with Jess	May 2021	On-going
9.4	Workplan: - Disseminating the work of the UAG	ED		On-going
11.1	Any Other Business: Check for adverts for new UAG members in March, April. Re-apply if want to be considered for another term.	Group		Completed

11.2	NICE Standard: Review the NICE Standard on thrombolytic disease.	VH, MS, GH	16.12.2020	Completed
11.4	Share links with the group on two resources she has come across in regard to wearing PPE and breaking bad news whilst wearing PPE.	CH		Completed
11.7	Check the SoR stance for members who may refuse to take the Covid vaccine.	GH		Completed

## 1. WELCOME, INTRODUCTION & APOLOGIES

- 1.1 The Chair welcomed everyone to this virtual meeting and went through the housekeeping rules for clarity.
- 1.2 Apologies for absence received from Catherine Kirkpatrick.

## 2. MEMBERSHIP

- 2.1 GH gave an update on group membership. Six member's terms will be coming to an end on 30<sup>th</sup> June. Applications for new members will be reviewed in early July. A Vice Chair is needed and she asked if anyone on the group was interested in taking on this role, as we will need to appoint one at the next meeting. GH also informed the group that there would be an interim meeting in three months' time to meet the new members who will be joining the UAG next month, following the call out for applicants, and to assign tasks within the work-plan. The group size has been increased from twelve to fifteen.
- 2.2 CH discussed the idea of co-opting a student member onto the group to get the student voice, where student input is required. Nichola Jamieson (Student Officer) is currently setting up a newly qualified members' group. She is looking at direct entry sonographers and is working with GH.

## 3. TERMS OF REFERENCE AND WORK OF THE GROUP

- 3.1 The terms of reference and the work of the group was discussed. The Chair suggested a consultation on what the group should look like and she wants everyone to have a say, as this is their group. Having an interim virtual meeting every three months was suggested, as the group liked the idea of having shorter meetings, with a 'face to face' meeting once a year. GH said that an initial interim meeting would be arranged, but would be outside the ToR and would not be formally minuted. Further interim working groups could be set up to progress work-plan agendas.

- 3.2 SW indicated that another session of RADIATE would be held in August. MA updated the group on his video, which has just been posted.
- 3.3 GH explained how the Diagnostic Imaging Advisory Group (DIAG) worked, it is run with support from the Professional officer (PO), but not led by the PO. All advisory groups should have a work-plan, with timelines and all members to be allocated at least one activity.

#### **4. MINUTES OF MEETING HELD ON 8<sup>th</sup> DECEMBER 2020**

- 4.1 The minutes of the meeting held on 8<sup>th</sup> December 2020, were approved as a true and accurate record.

#### **5. INFORMATION FOR NOTING**

The items below are just for noting. Papers were sent out prior to the meeting.

- Consultations [Paper B]
- Meetings with Birthrights March and April 2021
- Publications - poster Covid-19
- Key member questions/issues [paper C]

- 5.1 SW informed the group that the NHS Uniform Policy is currently on hold, as SCoR do not approve of the way it is being handled.

GH has responded to the consultation.

- 5.2 GH updated the group on the meetings she had with Birthrights who is all about human rights, whose guidance is being rewritten and will come to the group when available.
- 5.3 Covid 19 Poster has been published and is on the website.
- 5.4 Key member questions/issues – GH put this paper together to share key questions that members and patients have asked recently.

## 6. WORKPLAN AND ANNUAL REPORT

6.1 Chair's Report needs to be written

6.2 The group discussed the workplan and GH asked them to think of any projects or work they would like to undertake over the next twelve months to support members. Following discussion, the list below was drawn up.

- *Events - providing a resource for sonographer members to showcase the on-line webinars and events being offered - internal & external.*

*Lead:* to be assigned      *Working group:* to be assigned

- *Poster - verbal & physical assault*

*Lead:* Karen      *Working group:*

- *Bio & photos for the website – we need to showcase who the UAG are.*

*Co-ordination:* Val      *Working group:* All

- *?Guidance for departments re. Survivors of sexual abuse coming for ultrasound scans.*

*Lead:* Gill Harrison      *Working group:* Sandra, Catriona, Lynne, Helen

- *#MUAM resources*

*Lead:* to be assigned      *Working group:* to be assigned

- *Research opportunities – signposting (note: need to liaise with Rachel Harris and Tracy O’Regan)*

**Lead:** **Working group: Ellen & Catriona**

## **7. SoR REPRESENTATION ON WORKING GROUPS & REPORT BACK TO UAG**

### 7.1 NHS Supply chain, transducer decontamination (MA)

- Issues raised re Tristel 3 stage wipes for TVS, TRS, biopsy etc.
- Strong chemicals – time taken (5-7 minutes), vapour, conflict of interest (sales people attending NHS supply meetings)

### 7.2 PHE Ultrasound gel (ED)

- Not yet met

### 7.3 Screening committees – GH

7.3.1 GH informed the group that at the AAA screening committee meeting changes had been implemented to the way the training is delivered so since April 2016. All AAA screening staff undertook the level 3 health screener diploma (HSD). Discussion currently on-going about how to support return to practice AAA screeners e.g. supported workplace learning or complete HSD.

7.3.2 FASP meeting postponed until later this year.

7.3.3 NIPE – changes to the timing of scans for neonatal hips (previously circulated)

7.4 DIAG – CH updated the group informing them that there is a lot of discussion on regional networks.

## **8. Update on Member Survey for obstetric support**

- 8.1 To note that there were 401 responses, which has provided data to support discussion about support for pregnant people in ultrasound. GH is currently looking at the results.

## **9. Webinars for 2021-22 (ALL)**

- 9.1 GH asked the group to let her know of any ideas for a webinar, which they think would be beneficial to members and if they can get these back to her within the next week, she will take to the Professional Team. Suggestions so far included:
- work related musculoskeletal disorders
  - applying for accreditation – ACP (this would be the remit of the Professional Officer for education and accreditation)
  - effective communication – incidents, poor communication (verbal, written, non-verbal) and the impact on patient care. ?series with patients, clinicians, colleagues, educationalists

### **Beyond the probe: Career development options for sonographers. Suggestions include videos or podcasts e.g.**

- research - how to get started
- research - clinical academic role
- research - PhD
- publication - how to start
- education - how to get a foot in the door
- practice educator - simulation / HEI / CLUSTA
- leadership - the first steps
- management - preparation for a management role
- Developing a department that has career progression pathways - benefits, challenges. How to secure time to develop ACP skills beyond clinical skills

**10. #MUAM October 2021**

- 10.1 GH asked the group to think about activities and articles for the next MUAM week. Following discussion, ideas suggested were. Particularly conversational podcasts ‘in conversation with’ for example an educator, a leaders within a department. Questions would be needed
- A day in the life of the sonographer
  - promoting the radiographer
  - article for Synergy
  - something on the patient voice

***ACTION: ALL***

**11. END OF TERM FOR UAG MEMBERS**

- 11.1 The Chair and GH thanked those group members whose tenure is ending this month, for all their hard work and expertise they brought to the group.

**12. Any Other Business**

- 12.1 Lorelei informed the group that she did her first clinical list in the university last week; scanning with a colleague.
- 12.2 MA mentioned the document on transgender patients and wanted to know if the whole group could have oversight of that. GH explained that all documents are shared with UAG before final approval.
- 12.3 GH to send out an invitation for an interim meeting – Wednesday 6<sup>th</sup> October 2021 commencing at 3.00pm

***ACTION: GH***



**13. DATE OF FUTURE MEETINGS**

- Tuesday 23<sup>rd</sup> November 2021
- Tuesday 16<sup>th</sup> June 2022

## Meeting Actions Log

### Outstanding Actions

Item No.	Description	Owner	Due Date	Status
9.	Workplan: - Following a discussion on disseminating the work of the UAG ED agreed to take a lead on this but with a need to understand that positive feedback is not always forthcoming.	ED		Ongoing
8.5	Poster: Patient to Staff Verbal Abuse. KH to get a small working group together	KH	April 2021	Not actioned - to discuss at workplan meeting
9.2	Public poster engagement competition as part of #MUAM to design a poster about the role of sonographers for ultrasound departments.	GH liaise with Jess	May 2021	On-going
9.4	Workplan: - Disseminating the work of the UAG	ED		On-going

### New Actions

Item No.	Description	Owner	Due Date	Status
6.1	Chair Report: CH will make a start on drafting the annual report.	CH	31.08.2021	
6.2	Workplan: Following discussion on the workplan GH asked the group to think of any projects they would like to undertake over the next year, to support members and let her know. A tentative list was drawn up.	All	October 2021	
9.	Webinars for 2021-2022 – GH asked the group for ideas for a webinar, ones they thought would be beneficial for members. Particularly ones that can be delivered by the group ideally or have one or two speakers in mind	All	October 2021	
10.	#MUAM2021 – each member of the UAG prepare something or commission someone to produce something for medical ultrasound awareness month (MUAM)	All	Before mid	

			September 2021	
12.3	GH to send out an invitation for an interim meeting (Wednesday 6 <sup>th</sup> October 2021) to commence at 3pm	GH	July 2021	

**Date of Next Meeting:**

- Tuesday 23<sup>rd</sup> November 2021 (on-line)

**Future meetings:**

- Thursday 16<sup>th</sup> June 2022

Conferences & Events Dates for the diary:

BMUS 2021 - [29 November to 10 December](#)