

Consultant Radiographers Advisory Group (CRAG)



Meeting Summary

Date: Tuesday 28th September 2021

Time: 11.00am – 13.30pm

Venue:

Virtual by Microsoft Teams

In Attendance:

Members: (state names with initials in brackets)	Role	Job Title	Site
Sue Williams (SW)	Outgoing Chair	Con Practitioner (Diagnostic Breast)	Royal Shrewsbury Hospital
Yat Tsang (YT)	Chair	CoR Accredited Consultant Practitioner (Radiotherapy)	Mount Vernon Cancer Centre
Nicholas Barlow (NB)	Advisory	CoR Accredited Consultant Practitioner (Radiology)	Rotherham Hospital
Ruth Bees (RB)	Advisory	Consultant Practitioner (Breast)	Cheltenham General Hospital
Stella Campbell (SC)	Advisory	Consultant Practitioner (Breast)	Yeovil District Hospital
Linda Deane (LD)	Advisory	Consultant Practitioner (Breast Imaging)	The Shrewsbury & Telford Hospital NHS Trust
Lisa Field (LF)	Advisory	Consultant Practitioner (Diagnostic Reporting)	Dewsbury and District Hospital
Conor Fitzgerald (CF)	Advisory	Consultant Practitioner (Palliative Radiotherapy)	The Clatterbridge Cancer Centre
Neil Roberts (NR)	Advisory	CoR Accredited Consultant Practitioner (Radiotherapy)	St James's University Hospital, Leeds
Laurence Skermer (LS)	Advisory	Consultant Practitioner (Diagnostic Reporting)	Walsall Manor Hospital

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Barry Stevens (BS)	Advisory	CoR Accredited Consultant Practitioner (Reporting)	Walsall Healthcare NHS Trust
Sairanne Wickers (SW)	Advisory	Consultant Practitioner (Radiotherapy)	University College Hospital, London
Helen Yule (HY)	Advisory	Consultant Practitioner (Breast Imaging)	Brest Test Wales
Observers:			
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:

Valerie Middleton (VM)	Advisory	Consultant Practitioner (Diagnostic Reporting)	University Hospitals North Midlands
Robert Milner (RM)	Advisory	CoR Accredited Consultant Practitioner (Diagnostic Reporting)	Rotherham Hospital
Kim Ngu (KN)	Advisory	Consultant Practitioner (Ultrasound)	Chelsea & Westminster NHS Foundation Trust

Outstanding 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 would set up a meeting with Katie to discuss funding.	RH		Ongoing
5.1	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	SC		Ongoing

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	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 would go through the open text and produce some themes to upload to synapse for the group to go through.	TOR & GROUP		Completed
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		Completed
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		Completed
11.1	New Website: TOR informed the group that the new website is up and running and it is now divided into 2 sites – the Society of Radiographers and the College of Radiographers. It looks much better and easier to use. TOR informed the group that they could 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		Ongoing
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		Ongoing

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1. WELCOME AND APOLOGIES

- 1.1 The Chair warmly welcomed everyone to this virtual meeting of CRAG. Introductions were made, especially for the benefit of new members Nicholas Barlow, Stella Campbell, Linda Deane, Conor Fitzgerald, Barry Stevens and Helen Yule.
- 1.2 Apologies for absence were received from Valerie Middleton, Robert Milner and Kim Ngu.
- 1.3 To note that the outgoing Chair Sue Williams joined the meeting to hand over to YT, the new Chair. SW said she is sad to be leaving the group but said it was an absolute pleasure to help to work with this group and is happy to be contacted for any assistance that CRAG may need. Appreciation and thanks were given to SW.

2. MINUTES OF THE PREVIOUS MEETING

- 2.1 The minutes of the meeting held on 22nd April 2021 were approved as a true and accurate record.

3. INDUCTION

- 3.1 YT welcomed RH to the meeting who welcomed all to the consultant group and gave an induction for the benefit of the new members and also as a refresher for the other group members. RH informed the group that there were over 90 applications to join our advisory groups. Each of the 10 advisory groups have 15 members and a dedicated officer plus an admin. All advisory groups have two formal meetings a year, which will be minuted. The dates are shared well in advance.
 - 3.1.1 All members are encouraged to work on the workplan. Some people lead on certain pieces of work and subgroup meetings can be convened. RH also mentioned that she would occasionally send out consultations, which may be confidential, so they should not be shared outside of the group unless indicated by the SoR officers.

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- 3.1.2 To note that all advisory groups have a dedicated webpage and RH encouraged all to use their webpage for articles and news stories and also their synapse page to chat with each other, browse documents and so on.
- 3.1.3 RH went on to explain that this group is part of the wider, bigger consultants network, which need to be kept involved. It was felt to be appropriate that this group forge closer links to the Research Group and Managers Group and should focus on having a formal link and association with them.

4. APPOINTMENT OF DEPUTY CHAIR

- 4.1 YT asked for volunteers for the position of Vice Chair for the group, in terms of succession planning. Following a discussion, it was suggested that anyone who is interested in such a position should let YT or VA know by the end of the week.

ACTION: ALL

5. FREQUENCY OF MEETINGS

- 5.1 There was a group discussion on the timing and structure and meetings going forward. It was agreed that there would be a minimum of two meetings per year, one face to face meeting a year (members who cannot attend in person can join virtually), which will be more focussed, along with 4 online meetings a years as indicated in the updated terms of reference. TOR made the group aware that VA will only be available to minute the two formal meeting. Subgroups can be arranged as necessary. There was a suggestion that going forward meetings should be held in either the mornings or the afternoons. Virtual meetings should be no longer than two hours. The next meeting on Tuesday 26th April 2022 will be virtual.



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6. GENERAL DISCUSSION – CURRENT ISSUES, EXPERIENCES, OVERVIEW OF HOW PRACTICE IS GOING

6.1 TOR gave a general update to the group.

There are currently over 145 members on the Consultant Network and this group need to involve and advise them on what is happening within this group. The groups' Workplan is due to be updated and TOR reminded them that they need to decide what they wanted to achieve this year. Promoting the image of consultants featured high on the list of priorities, along with benefits of accreditation. Other ideas to raise the profile of consultant were:

- increase the number of accredited consultants
- succession planning – look at how to transfer knowledge from experienced people to new ones
- workforce type project
- increase visibility – inform students on what a Consultant Radiographer is and how to become one
- find ways of advertising this role
- raise our profile amongst other groups – perhaps arrange an online teams study day where we talk about our role
- advertise and share what consultants do so that aspiring consultants can be inspired

6.1.2 TOR informed the group that a webpage refresh would be done and invited any ideas or requests for those pages to ToR's email or via synapse please.

7. REVIEW AND NEW WORK PLAN FOR CRAG

7.1.1 It was agreed that CRAG should engage with HEE and other stakeholders around the ACP/Consultant agenda. There is also a need to engage with the RCR.

7.1.2 Following today's discussion TOR & YT will upload a draft of the workplan for the group to read and add their comments and suggestions.

ACTION: TOR & YT

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8. CONSULTANT RADIOGRAPHER GUIDANCE WORK/DRAFT IMPACT TOOLKIT

- 8.1 The group asked for an update on the impact toolkit as this is still outstanding. NR gave a bit of background for the benefit of new members.
- 8.2 SC gave a brief update on the first edition of the Consultant Radiographer Guidance for the support of new and established consultant roles, which was first written in 2017 and is due for review. Following discussion, it was agreed that SC would send the most recent guidance to VA for upload to synapse. TOR would consolidate the work that had been carried out to date with respect to impact and send over to SC for consideration of inclusion in the guidance document.

ACTION: SC, TOR & VA

9. ACCREDITATION – PROJECT SMART

- 9.1 TOR updated the group on this refresh of the accreditation programme. At the last meeting, it was noted that CRAG members requested bespoke training on accreditation, and Jacquie Vallis (Professional Officer for Education and Accreditation) had offered to do this training. However, unfortunately there is a bit of a delay as Jacquie had been on extended sick leave. TOR will speak to Jacquie and Katherine, new officer for education and accreditation, and update the group via synapse.

ACTION: TOR

10. SYNERGY NEWS ALLOCATION

- 10.1 TOR informed the group that all advisory groups would have a dedicated month in Synergy News, in which to promote their work. The deadline for articles etc. will be around the 12th of each month. TOR will let the group know their allocated month via a post of outline dates on synapse.

ACTION: TOR

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11. ANY OTHER BUSINESS

- 11.1 LF queried the delay with HCPC hearings as one of her team was due a hearing since March. Following discussion, it appears that there is a delay and a backlog, so LF was advised to call and speak to the Case officer for further assistance.
- 11.2 TOR informed the group that the PCE reporting guidance (formerly 'red dot') is due for an update. Members from this group are needed to work alongside the Diagnostic Imaging Advisory Group (DIAG). BS and LF would be keen to be involved in this work.

ACTION: TOR

12. DATES OF FUTURE MEETINGS

- 12.1 Dates of future meetings were agreed as:
- Tuesday 26th April 2022 (Online)
 - Thursday 22nd September 2022 (In person)

New Actions

Item No.	Description	Owner	Due Date	Status
4.	Appointment of Deputy Chair: The Chair asked for volunteers for the position of Vice Chair. Anyone who is interest should please inform Chair or VA.	All	Nov 21	
7.	Review and New Work Plan for CRAG: SC gave a brief update on the consultant radiographer guidance for the support of new and established consultant roles and is now due for review. SC will send the most recent guidance to VA for upload to synapse.	SC & VA		



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7.1.2	TOR/YT will upload a draft of the workplan for group to add their comments and suggestions.	TOR/YT		
8.2	Consultant Radiographer Guidance Work/Draft Impact Toolkit: SC gave a brief update on the first edition of the consultant radiographer guidance for the support of new and established consultant roles. It is due for a review. TOR agreed to consolidate work that has been done so far, and send over to SC for consideration. SC would send most recent guidance to VA for upload to synapse.	TOR, SC & VA		
9.	Accreditation – Project Smart: TOR to request update from Jacquie and Katherine re accreditation and assessor training.	TOR		
10.1	TOR to post dates for advisory group synergy dates on synapse.	ToR		
11.2	PCE guidance (formerly ‘red dot’) is due for an update. It would be good if members from this group could work alongside the Diagnostic Imaging Advisory Group. TOR, BS and LF would be willing to help	TOR		

Date of Next Meeting:

- Tuesday 26th April 2022 (Online)

Future Meetings:

- Thursday 22nd September 2022 (Face to Face)