

## Computed Tomography Advisory Group (CTAG)



### Meeting Summary

**Date:** Thursday 13<sup>th</sup> October 2022

**Time:** 11.00am – 15.00pm

**Venue:**

Virtual by Microsoft Teams

### In Attendance:

<b>Members: (state names with initials in brackets)</b>	<b>Role</b>	<b>Job Title</b>	<b>Site</b>
Tamsin Arnold (TA)	Advisory	Advanced Practitioner Radiographer	University Hospitals Sussex NHS FT
Thea Buchan (TB)	Vice Chair	CT Superintendent Radiographer	University College Hospital, London
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 Hospitals 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
Craig Roe (CR)	Advisory	ST Advanced Practitioner Radiographer	Leeds Teaching Hospitals 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
<b>Observers:</b>			

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Lynda Johnson (LJ)	Professional Officer		Society & College of Radiographers
Valerie Asemah (VA)	Minutes		Society & College of Radiographers

### Apologies:

Claire Norman (CN)	Advisory	Lecturer in Diagnostic Imaging	University of Derby and George Eliot Hospital NHS Trust
Gail Woodhouse (GW)	Advisory	Senior Clinical Diagnostic Officer	Medical Exposures Group, UK Health Security Agency
Martin Young (MY)	Advisory	CT Imaging Lead, BMI Circle Lead	BMI Albyn Hospital, Aberdeen

### Outstanding Actions:

Item No.	Description	Owner	Due Date	Status
2.2	Review and Accept Minutes of the last meeting: It was noted that all advisory groups have a rolling programme to publish an article in Synergy News. VA was tasked with finding out when it will be this group's turn again. Following the meeting, it ascertained that the next article is December 2022, with article submission no later than Thursday 10 <sup>th</sup> November 2022.	VA		Completed
3.	Review and Discussion of Workplan – Targets for 2022-2023: Following discussion of the workplan, TB, SB, RM, LC, AW and CD volunteered to produce a draft of the Role of the Radiographer in CT.	TB, SB, RM, LC, AW & CD	2023/2024	
3.1.4	LJ informed the group that she has been invited to attend the CT Users group meeting, and the next one will be in Nottingham on 6 <sup>th</sup> October 2022, which she will join virtually and report back to the group. She will further set up a focus meeting for two weeks' time with TB.	LJ		Completed
4.	Workforce Discussion – Challenges and Solutions: CR, NT, RM, JC and CN agreed to work on the Research/Advanced Practitioner Level with RM leading, following discussion.	CR, NT, RM, JC and CN	2023/2024	

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4.1.2	A working party to investigate blockers to consultant practice was set up and included TA, GW, RM and AS	TA, GW, RM and AS	2023/2024	
4.1.3	CD agreed to share her presentation with the group.	CD		Completed
4.1.4	LJ & VA to set up an Education Presentation Folder on Synapse for the group to access. Following the meeting, LJ has done this.	LJ & VA		Completed
5.	Any Other Business: LJ will update the workplan and upload to synapse for comment.	LJ		Completed

### 1. WELCOME AND APOLOGIES

- 1.1 LJ welcomed everyone to this virtual meeting and explained that Martin has stepped away from being Chair but not from the group. Anyone who is keen to chair the group should please let LJ know by Thursday 27<sup>th</sup> October. To note that CN has resigned from the group. Roundtable introductions were made, and housekeeping were outlined.
- 1.2 Apologies for absence received from Gail Woodhouse and Martin Young, also from Claire Norman who has now resigned from the group.

### 2. REVIEW OF MINUTES FROM LAST MEETING THURSDAY 21<sup>ST</sup> APRIL 2022

- 2.1 The minutes were approved as a true and accurate record, following the review of the actions log.

### 3. VACANT POSTS

- 3.1 LJ spoke to the group in terms of CN's replacement, explaining that after discussion with Charlotte Beardmore (Executive Director of Professional Policy) and Rachel Harris (Head of professional Practice & Education), it was agreed that she can go to the next person on the list (from the applications of earlier this year) and invite them to the group. The group members agreed with this step. The question of workforce planning was also mentioned, and LJ agreed to invite Michele Tyler (Careers and Outreach officer) to the next meeting to speak on what is currently happening in career recruitment and outreach work. LJ will action.

**ACTION:** LJ

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### 4. UPDATE ON PROJECT GROUP WORK

LJ queried whether anyone got a chance to attend the CT Users group meeting, no further update at present.

- 4.1 TA informed the group that they are preparing a survey to look at the 'Barriers to CT reporting' working party, and the subgroup have designed a questionnaire, and this is all underway. They had a discussion on the ethics as well. The application was submitted last week, and following a meeting next week, the survey should be ready to distribute quite soon after that. The subgroup also had a pre-meeting to determine how they will be sending out the survey and to whom. Within the subgroup there are some SIG leads, they touched upon university departments. TA further asked LJ if the SCoR social media channels could be utilised, and LJ responded that it is absolutely fine to use them, although it might be a bit difficult in terms of the survey, within the GDPR limits. SoR are not allowed to send surveys via the membership mailing list. Although there are exemptions for CoR funded research – This survey can be popped across to twitter and Facebook. LJ also mentioned the page under the research section of the website as a different way of getting in touch with people and she will send the link to TA.

***ACTION: LJ***

- 4.1.1 TA also mentioned the international survey, which is currently ongoing around advanced practice, by plain film radiographers. They are considering contacting them. JC also mentioned that the UK is well ahead of the CT game across the rest of the world. In Northern Ireland CT reporting depends on which clinical director is in post, with some Trusts are very proactive and others are not. Radiologists who train in England are generally more supportive of CT head reporting compared to those who train in NI. LJ indicated that when the service was piloted, it did not take long to prove that there is enough work for everyone.

- 4.1.2 TB stated that she works for a big London trust and their advanced practitioners are not allowed to treat private patients – they are only allowed to do what the radiologist do not want to do. Following further discussion TA agreed to post a summary on synapse for the group to view. JC stated that whenever radiographers take on a patient, they are the ones who decide if they are going to carry out the examination or not, as the patient is in our care. If radiographers are caring for people, then they are the ones who discharges them after treatment. He agreed to get the survey through the ethics committee and be peer reviewed.

***ACTION: TA & JC***

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4.1.3 SH had a query around audits and workforce. CG questioned if individuals can be targeted and it was stated that if a person attended a course and sent you their email address you can send info to them but remember to BCC them, to keep within GDPR rules.

4.2 TB gave an update to the group on the draft of the Role of the Radiographer in CT, indicating that it was a good initial meeting, but due to people's workloads it was difficult to meet often, but another meeting is set for next week. To note that JC is interested in joining this subgroup and TB agreed to send him an invite. There was a discussion on embedding research in the initial stages of the radiographer's career and helping to develop research skills. Following a brief discussion LJ suggested contacting Dr Tracy O'Regan (TOR), who is part of the Research Group and Research network for assistance.

***ACTION: TB***

4.3 RM gave an update on the broad objectives of the workforce and blockers to consultant practice working parties – similar situation to TA's group. Also struggled to meet due to people's workloads but individual meetings have been happening. CR and RM have spoken at length on the targets and after discussion have decided that it needs to be broken down into bitesize chunks. They have spoken about embedding research skills from the outset. Have found some very useful documents. RM agreed to post the draft ToRs for this piece of work on synapse and invite comments from the group.

***ACTION: RM & ALL***

4.3.1 LJ indicated that there is some work recently started on the enhanced practice level and she will get details of this and the forum that has been set up to look at the enhance practice level and this may feed into the work RM is doing.

[New - Enhanced Clinical Practitioner Apprenticeship Guide - HASO \(skillsforhealth.org.uk\)](https://www.skillsforhealth.org.uk)

[Enhanced clinical practice apprenticeships | Health Education England \(hee.nhs.uk\)](https://www.hee.nhs.uk)

***ACTION: LJ***

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### 5. STANDARDISATION OF CT EXAMINATION CODES/PROTOCOLS

- 5.1 This item came from GW who is unable to attend the meeting today. This is a big issue and was raised by GW at the Clinical Imaging Board (CIB) and she feels that William Ramsden from the RCR is coming round to the idea of doing a piece of work on this. She felt that this group could do something on this and wanted the group to have a discussion on this. We spoke about starting with the more common codes. Some of the group agreed that CTC is a huge undertaking and vary vastly among the trust, so this is probably not the best way to start. At present some London trust has started work on standardising this and will be rolled out in due course. Coding, protocolling was also mentioned.
- 5.1.1 LJ stated that this is something that can be taken forward as an additional focus project and she would ask GW if she would be happy to lead on this.

***ACTION: LJ***

### 6. ENTITLEMENT FOR JUSTIFICATION/VETTING/PROTOCOLLING - DISCUSSION

- 6.1 To note that RM brought this discussion to the group as he has recently moved to another Trust, where there are many radiation incidents, justification, unpicking errors, with differences in people's understanding of who is justifying the examination. He wanted a consensus from everyone as this matter appear to be lowering staff mood and morale. He is currently re-writing the policy. Following discussion, it was stated that IR (ME) R is quite clear that radiographers must be trained if they are to act as practitioners. The publication 'The Diagnostic Radiographer as the entitled IR (ME) R Practitioner' was suggested as good reading material. It was felt important to consider the business case for radiographers acting as practitioners or if radiographers acting as operators and authorising under guidelines would equally meet the service need.

LJ asked RM if they had a good relationship with their MPE, but as they are not online or close by, it is difficult to get time with them. LJ suggested that he mentions this as soon as part of a risk assessment.

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### 7. PGD VARIATIONS AND CONSENT - DISCUSSION

- 7.1. TA informed the group that she had a request from an external person for some help with PGDs and following conversation from some of the group on synapse, and how different departments deal with PDGs, TA wondered if this group could produce a set of sample documents or training packs to support each other. TA has been tasked with sorting out PGDs at her trust and training is a huge issue. Something that covers SPS. There is a huge wealth of expertise here. LJ agree that having something that meets the medicines compliance would be good. A new space on synapse can be set up for this. This is not a priority now, but for the future. LJ suggested inviting Sue Johnson (Professional Officer for Clinical Imaging) to come and speak to the group, as she has spoken to the CTC on medicines management which they found helpful. Also, would it be possible to connect to e-learning for health to create modules etc. LJ stated that if a learning need is identified that is not fulfilled then we could contact Dorothy Keane, our eLearning officer for health and she would then put forward a business case to request funding. This would probably take around 18 months. One procedures folder would be ideal. If anyone has any issues with using synapse, they should let LJ know.

***ACTION:*** LJ

### 8. SAMPLE/TEMPLATE DOCUMENT LIBRARY - DISCUSSION

- 8.1 RM mentioned a case that specifically relates to consent and patients who lack the capacity to give informed consent. Some Trusts use consent forms whilst some do not, it is very different across the country. What is your organisation policy for this? Is there one clear organisational policy. RM will attempt to create such a policy. Every trust is going to do things differently and it is very variable across the country, but it comes down to the radiographer who makes the decision. Consent is transitory it was agreed, and one solution would not fit every situation.

### 9 ANY OTHER BUSINESS

- 9.1 LJ informed the group that the CIB had put out a statement on 'gating cardiac thoracic', to which she responded. Not all Trusts do this, and it was reiterated by JC that not all scanners have the appropriate software package.

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9.2 LJ asked if anyone on the group had any information on the use of the inflammation of stomas that they could share with her. CR agreed to send her some information.

***ACTION: JC***

9.3 LJ informed the group of VA's retirement early next year and the group, although will be sad to see her go, wished her all the very best for the future.

### 10. DATE OF NEXT MEETING

10.1 Dates of future meetings were agreed as:

- Thursday 13<sup>th</sup> April 2023 (in person at SCoR HQ with the option to join virtually)
- Thursday 5<sup>th</sup> October 2023 (virtual)

### New Actions

Item No.	Description	Owner	Due Date	Status
3.	Vacant Posts: Following an update by LJ on CN replacement it was agreed that she would speak to and invite the next person on the list to join the group. She will also speak to Michelle Tyler regarding inviting her to the next group meeting to speak on what is currently happening in career recruitment and outreach.	LJ		Completed
4.1	Update on Project Group Work: Following an update from TA on the survey she and her group are doing – Barriers to CT reporting LJ agreed to send her the link under the research page on the website.	LJ		Completed
4.1.2	TA will upload a draft to synapse for the group to comment on.	TA		
4.2	TB gave an update on the working group she is leading – Role of the Radiographer in CT – and indicated that although there have been difficulties in meeting up, a meeting is set for next week. She also agreed to send JC an invite to the working party. Following a discussion on embedding research in the initial stages	TB		



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	of the radiographers' career LJ indicated that she would put in her touch with Dr Tracy O'Regan as she is involved with the Research Group and Research Network.			
4.3	RM gave an update on the objectives of the workforce and blockers to consultant working parties, but sadly people finding it difficult to meet as workloads are so heavy and following a discussion, he agreed to upload the draft ToRs for this piece of work on synapse and invite comments from the group.	RM & All		
4.3.1	LJ agreed to get details of the recently enhanced practice level work that is currently going on and pass on to RM as they may be of benefit to his project.	LJ		Completed
7.	PGD variations and consent – discussion: Following a discussion on creating a set of PGDs LJ agreed to set up a new space on synapse for the group to put their suggestions etc. LJ will further speak to Sue Johnson and Dorothy Keane for this assistance and expertise around this subject.	LJ		Completed
9.2	Any Other Business: LJ queried if anyone on the group had any information on the use of the inflammation of stomas that they could share with her. CR agreed to send her some information.	CR		Completed

### Date of Next Meeting:

- Thursday 13<sup>th</sup> April 2023 (in person at SCoR HQ with the option to join virtually)

### Future Meetings:

- Thursday 5<sup>th</sup> October 2023 (online by Microsoft Teams)