

Radiotherapy Advisory Group (RAG)



Meeting Summary

Date: Friday 8th April 2022

Time: 10.30am – 12.00pm

Venue: Microsoft Teams

In Attendance:

Members: (state names with initials in brackets)	Role	Job Title	Site
Gill Hodges (GH)	Chair	UK Council Member Clinical Tutor	SoR Belfast City Hospital
Angela Baker (AB)	Advisory	Radiotherapy Operational Manager	Oxford Cancer Centre
Mark Gilham (MG)	Advisory	Radiotherapy Services Manager	Norfolk & Norwich University Hospital
Louise Codd (LC)	Advisory	Advanced Practitioner	Mount Vernon Cancer Centre
Daniel Hutton (DH)	Advisory	Advanced Practitioner	The Clatterbridge Cancer Centre
Shannon Johnson (SJ)	Advisory	Therapeutic Radiographer	Musgrove Park Hospital
Helen White (HW)	Chair of Radiography HE Leads, Advisory	Head of Department – Radiography	Birmingham City University
Guest speakers / observers:			
Spencer Goodman (SG)	Professional Officer for Radiotherapy	Professional Officer for Radiotherapy	Society & College of Radiographers
Valerie Asemah (VA)	Minutes	Minutes	Society & College of Radiographers
Terri Barnes (TB)	Guest speaker	Project Lead	London VIP passport (pan London group)
Melanie Clarkson (MC)	Guest speaker	Associate Professor – Education	Buckinghamshire New University
Sue Johnson (SJ)	Professional Officer for Clinical Imaging	Professional Officer for Clinical Imaging	Society & College of Radiographers

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Nicky Hutton (NH)	Simulation Champion	Simulation Champion	Society & College of Radiographers
Elizabeth Joyce (EJ)	Guest speaker		Royal Marsden Hospital
Sarah-Jane Ketterer (SJK)	Simulation Champion	Simulation Champion	Society & College of Radiographers
Apologies:			
Laura Allington (LA)	Advisory	Radiotherapy Service Manager	University College Hospital, London
Stephanie Bell (SB)	Advisory	Manager	Royal Surrey County Hospital
Loryn Caulfield (LC1)	Advisory	Consultant Radiographer	Churchill Hospital, Oxford
Louise Coley (LC2)	Advisory	Pre-Treatment Lead Radiographer	Colchester General Hospital
Rhiannon Davies (RD)	Advisory	Advanced Practitioner	St Thomas Hospital
Sharron Driver (SD)	Advisory	Neuro-oncology Adv Practitioner	Northern Centre for Cancer Care, Newcastle upon Tyne
Rebecca Hawkesford (RH)	Advisory	Radiographer	UHCW Coventry
Paula Horne (PH)	Advisory	Radiotherapy Services Manager	Royal Berkshire Hospital
Zankhana Jani (ZJ)	Advisory	Treatment Superintendent	University College Hospital, London
Ricardo Khine (RK)	Advisory	Divisional Lead	City, University of London
Ross McGhee (RM)	SoR Vice President UK Council Member for Scotland	Pre-treatment Radiographer	Lanarkshire Beatson, Glasgow
David Pilborough (DP)	UK Council	UK Council	Royal Derby Hospital
Michelle Tyler (MT)		Professional Officer for Careers Promotion & Outreach (UK)	Society & College of Radiographers
Kathryn Williamson (KW)			Society & College of Radiographers

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Review of Previous Minutes and Outstanding Actions:

Item No.	Description	Owner	Due Date	Status
6.1	Report from RCR Clinical Audit Committee: MG to send update to VA to share with the group.	MG		Completed
8.	Any Other Business: Following a discussion on the position for workforce document, it was agreed that SG would get some information from Rachel Harris and Tracy O'Regan. JM will assist SG on the initial draft of the document.SG & JM	JM & SG		Completed

1. WELCOME AND INTRODUCTION

1.1 The Chair warmly welcomed everyone to this virtual meeting thanked them for attending.

2. APOLOGIES FOR ABSENCE

2.1 Apologies for absence received from Laura Allington, Stephanie Bell, Loryn Caulfield, Louise Coley, Rhiannon Davies, Sharron Driver, Rebecca Hawkesford, Paula Horne, Zankhana Jani, Ricardo Khine, Ross McGhee, David Pilborough and Michelle Tyler.

3. TERMS OF REFERENCE REVIEW (proposed changes to be sent out prior to meeting)

3.1 Following discussion of the group's terms of reference, it was agreed that:

- Item 4 to be reworded as Workplan
- Item 6.6 - PPLG to be changed to PAG and advice to be sought from PAG on any work the group are completing.

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- item 7.7 changing of Chair on an annual basis – group felt that this should be on a 2-year cycle which would be more beneficial

SG will update the ToRs and send out to the group for comment.

ACTION: SG

4. PROCESS OF APPOINTING A VICE-CHAIR

- 4.1 It was agreed that a Vice Chair is needed for the group and succession planning should be done, so that the vice chair step into the role of Chair when the current chair steps down. It was suggested that the Chair and Vice Chair positions should be for a 2-year period. GH is happy to remain in the role of Chair for another year. Following further discussion VA was tasked with sending out a message via synapse to ask for Vice Chair volunteers.

GH reminded the group that she is from UK Council, but the Vice Chair should be a member of RAG.

ACTION: VA

5. WORKPLAN

- 5.1 The group went through the actions from the last meeting, which was a year ago.

The Chair reminded the group that they are important, and they are here to provide guidance to the wider membership. She also asked the group for their thoughts on what they should be working on.

- Enhanced guidance in staff guidance in departments – this was the Vision for Radiotherapy document
- staffing numbers
- workforce plan

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5.2 SG thanked those who fed into the document and further informed the group that he recently met with the RCR and the three bodies (SCoR, RCR and IPeM) is pushing forward the workforce crisis. It is hoped that the census would be pushed forward.

5.3 GH asked Spencer to make a list of all the meetings he attends to share with the group. SG agreed to do this and will upload to synapse.

***ACTION :** SG*

5.4 VA to upload workplan to synapse so that if anyone has any items/ideas they can input.

***ACTION:** VA*

5.5 MG would be willing to link in and work with the Late Effects SIG.

***ACTION:** MG*

6. UPDATES

6.1 **Simulation Champions (seconded roles at SoR) HEE funded project overview for Delphi consensus guidance document**

Nicky Hutton and Sarah-Jane Ketterer gave an overview of where they are with the project – the use of Simulation and they are currently on round one. The project will run until October. Anyone who has an interest in simulation should please get in touch. Following discussion Nicky and Sarah-Jane informed the group that once the document is written they will send onto RAG to seek comments. It was agreed that it would be good for RAG to put in a group response as well as individual responses.

***ACTION:** NH & SJK*

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6.2 Therapeutic Radiographer Capabilities Framework (HEE funded project overview)

Melanie Clarkson – Buckinghamshire New University Associate Professor – Education gave an update and presentation on non-surgical oncology ACP curriculum. She is currently creating a job plan with the trust. The document is being used in the Northeast and North Cumbria. Following the presentation and discussion Melanie asked for feedback on the capability framework for advanced clinical practice for therapeutic radiographers and further development of the project. She agreed to share draft five with RAG.

MC will send presentation and generic job description to VA for upload to synapse for group.

ACTION: MC & VA

6.3 SoR Education & Career Framework – re-write

Kathryn Williamson – SoR Professional Officer Education and Training was not available, but he will get her to send out an update via synapse.

ACTION: SG

6.4 Education framework for Adaptive MRIgRT

Elizabeth Joyce – Royal Marsden Hospital, gave a presentation to the group. VA to request slides and upload to synapse.

ACTION: VA

6.5 Support Workforce in Radiography

Sue Johnson – SoR Professional Officer, Clinical Imaging gave an update on the support workforce. The HEE/SoR Supporting Success Project 2020/2021 is to maximise the contribution of the support workforce in diagnostic radiography. SJ indicated that a 4-country approach is very difficult to achieved and she believes that this document will show the work that is ongoing across the 4 countries. To note that the current Scope of Practice of Assistant Practitioners will be archived when this new document is uploaded. SJ to let RAG know what support she requires from them.

ACTION: SJ

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6.6 Imaging Passports

Terri Barnes – Project Lead for the London VIP Passport (pan London group). SG will consult with Terri after this meeting as meeting overran and presentation shared via Synapse.

7. REPORT FROM UK RADIOTHERAPY MANAGERS GROUP

7.1 PH was unable to attend today's meeting. MG gave a brief update. No managers meeting held for a while. Recent discussions were around the level of sickness in departments. Everyone in a similar position. Breaching patients 31day target and this is a concern. High vacancy rates which are affecting morale and he feels that people are worn out. Following a discussion around vacancy rates throughout the country and the lack of agency staff availability, MG agreed to feed this back to Kim Fell. SG will consult with Charlotte Beardmore (Director of professional Policy and MG to ascertain action from the Radiotherapy Board.

ACTION: SG & MG

8. REPORT FROM UK HEADS OF RADIOGRAPHY EDUCATION

8.1 HW had to leave the meeting early but will send report onto VA for upload to synapse. VA to make a folder.

ACTION: HW & VA

9. REPORT FROM RCR CLINICAL AUDIT COMMITTEE

9.1 MG gave an update to the group and produce a report that VA will upload to synapse.

ACTION: VA

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10. UK RT BOARD

- 10.1 SG and GH gave an update to the group. SG indicated that the next piece of work on CIED document has gone to the Radiotherapy Board for review. Hugely comprehensive document and will share with RAG for comment when it comes back from the Radiotherapy Board.

11. ANY OTHER BUSINESS

- 11.1 SG spoke on updating the vision for radiotherapy, workforce document and the group had a discussion. A small working party can be set up along with inviting others out with RAG to assist. SG suggested having separate meetings. Anyone who is interested should please let SG know. SG also mentioned getting the SIGs involved.
- 11.2 AB mentioned that SG and her spoke at the recent SIG webinars and she chaired the breast SIGs one. There was a discussion on the challenges of keeping national documents consistent. For example, the On Target 2 document is a hugely comprehensive document but what processes are in place to update. Suggestion to take this to the UK radiotherapy board and considered webinars with the chapter authors.

ACTION: SG

12. DATE OF NEXT MEETING

- 12.1 The next meeting was confirmed as:
- Thursday 1st November 2022 (in person at SCoR HQ)

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Meeting Actions Log

New Actions

Item No.	Description	Owner	Due Date	Status
3.	Terms of Reference Review: Following discussion it was agreed that SG would update ToRs and upload to synapse for comment from the group.	SG		
4.	Process of Appointing a Vice Chair: VA to request Vice Chair nominations via synapse.	VA		
5.	Workplan: Group to list any ideas for the workplan on synapse	All		
5.3.	SG to list the meetings he attends and upload to synapse	SG		
5.4	VA to upload workplan to synapse for group to input their ideas/topics	VA		
5.5	MG to work with Late Effects SIG	MG		
6.	Simulation Champions (seconded roles at SoR) HEE funded project overview for Delphi evidence guidance document: Following an overview and discussion Nicky Hutton and Sarah-Jane Ketterer agreed to send the document to RAG for comment once it is written.	NH & SJK		
6.2	Therapeutic Radiographer Capabilities Framework (HEE funded project overview): Following the presentation on non-surgical oncology ACP curriculum, Melanie Clarkson agreed to share the draft with RAG, along with a generic job description. VA will upload to synapse.	MC & VA		
6.3	SoR Education & Career Framework – re-write: Kathryn Williamson was unavailable, but SG will ask her to send out an update via synapse.	SG		
6.4	Education Framework for Adaptive MRIgRT: VA to request presentation from Elizabeth Joyce and upload to synapse.	VA		
6.5	Support Workforce in Radiography: Following an update and presentation on the HEE/SoR Supporting Success Project 2020/2021 from Sue Johnson, it was agreed that she will let RAG know what support she requires from them.	SJ		
7.	Report from UK Radiotherapy managers Group: As PH was unable to attend today's meeting MG gave a brief update as a managers meeting has not been held for a while. There is concern	MG & SG		

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	about the morale of staff and the high vacancy rates throughout the country. MG and SG will consult with Kim Fell and Charlotte Beard to see what can be done.			
8.	Report from UK Heads of Radiography Education: HW to send report to VA for upload to synapse.	HW & VA		
9.	Report from RCR Clinical Audit Committee: VA to upload report form MG to synapse.	VA		

Conferences & Events Dates for the diary: