



**MINUTES OF THE RADIOTHERAPY ADVISORY GROUP (RAG) HELD ON THURSDAY 20TH
JANUARY 2011, AT THE OFFICES OF THE SOCIETY OF RADIOGRAPHERS, 207 PROVIDENCE
SQUARE, LONDON SE1 2EW**

PRESENT:

- Gaile Biggart {GB}
- Dawn Brunning {DB}
- Hazel Colyer {HC}
- Angie Craig {AC}
- Steve Harris {SH} {Chair}
- Russell Hart {Guest Speaker}
- Kay Duxbury {Guest Speaker}
- Susan Lamb {SL}
- Kate Love {KL}
- Julie Massey {JM}
- Christine Richards {CR}
- Noreen Sinclair {NS}

IN ATTENDANCE:

- Charlotte Beardmore {CB}
- Sarah James {SJ}
- Valerie Asemah {VA} {Minutes}

1. WELCOME AND INTRODUCTION

- 1.1 The Chair thanked everyone for attending the meeting and brief introductions were made, especially for guests Russell Hart and Kay Duxbury.
- 1.2 Bernadette McCarthy and Nicola Redgwell joined the meeting by teleconference.

2. APOLOGIES FOR ABSENCE

- 2.1 Apologies for absence were received from Jane Head.

2. NATIONAL AGENDA

- 2.1 CB gave a brief overview of the national agenda and the new national policy documents. The group members had a general discussion about the potential implications upon the wider health services and around cancer and radiotherapy services. There was discussion about world class radiotherapy and service specification. CB outlined some work which may result from discussions within the RCR and IPEM. RAG will be kept informed of progress and RAG members invited to contribute as this work moves forward.

Within NRIG a National radiotherapy awareness group has been established. This group whilst originating from NRIG is a UK group tasked with raising the profile of radiotherapy to the public. Paula Horne volunteered (via Tim Cooper at the 2010 NRAG event) to be the Radiotherapy Services Managers to the group, and had attended the 1st meeting with CB in December. A strategy is being developed by the group to promote the benefits of Radiotherapy to the public, a series of events are planned and a consultant has been appointed with funding from the National Cancer Action Team. The 1st event will be a media launch with results from a UK wide survey reporting the Public's perceptions to Radiotherapy. The RCR SCoR IPEM was invited to nominate representatives.

POST MEETING NOTE: The media launch was very successful with reporting in national press and TV, overall there were over 200 reports relating to this launch.

CB further reported that the start to the Year of Radiotherapy had then been officially launched by the President of the SCoR at the Annual Radiotherapy Conference in Birmingham. CB mentioned that there will be a series of promotional activities throughout the year and highlighted the need for radiographers at the local level to lead local events to complement the national agenda.

CB had circulated information to all the Radiotherapy Service Managers and to the HEI leads.

ACTION: CB to keep RAG updated by email

3. PRODUCTIVITY – NATIONAL WORK

- 3.1 Kay Duxbury and Russell Hart led a facilitated session reporting on comprehensive work driven by NRIG considering productivity within Radiotherapy. Productivity recommendations were made in the original NRAG recommendations and alongside this the National Audit Office had begun a survey considering the use of Linacs CT and MRI in the NHS. RH and KJ are Radiotherapy Service Managers leading this work for NRIG. The work will help inform the National Audit Office and the NRIG. RAG members were asked to contribute to the ongoing work and discussed a wide range of issues related to this. KJ and RH agreed to keep the group updated of progress within this work.

ACTION: RH, KD & GROUP

4. SCoR UK AUDIT 'PROGRESS WITH IMPLEMENTATION OF THE CAREER PROGRESSION FRAMEWORK IN RADIOOTHERAPY

- 4.1 SJ updated the group. To note that a survey was sent out last summer to all radiotherapy service managers to consider progress with implementation of the career progression framework. Positively 94% response was received. The results were shared and will be disseminated at the SCoR Radiotherapy Conference January 30th 2011 and to the Radiotherapy Managers Group in March 2011. A summary will be published in Synergy. The key findings include:-

The highest vacancy levels appear to be across band 5. The number of advanced practitioners was encouraging; however the very low number of APs and consultant practitioners was disappointing, indicating that effective implementation of all practitioner levels is still required. 50% of departments have Practice Educators whilst nearly 60% of centres provide clinical supervision. RAG will be kept updated.

ACTION: SJ & CB

5. DISCUSS RAG TERMS OF REFERENCE, MEMBERSHIP IN ORDER TO MEET CHALLENGES/OPPORTUNITIES OVER NEXT THREE YEARS

- 5.1 The group discussed the current Terms of Reference with particular reference to membership and the work that has to be done over the next 3 years. RAG Terms of Reference need to be kept current as this advisory group is a major part of SCoR. Following discussion it was agreed that all comments be sent to SH who will amend and redistribute to RAG for comment before being finalised by Officers for UK Council.

ACTION: GROUP & SJ

6. ANY OTHER BUSINESS

- 6.1 To note that Angela Duxbury will stay on RAG until July 2011 when a replacement will be sought.

- 6.2 To note that Nicky Cornelius intends to resign from RAG – a replacement will be sought in July when membership is considered by UK Council.

- 6.3 As there is a considerable amount of activity in radiotherapy it is important for information to be shared as widely as possible. It was confirmed that the RAG minutes will be available on the website for SoR members to access. There was further discussion about feedback from the RT managers meeting into RAG and what the mechanism for this is. It was suggested that perhaps one RT manager representative currently on RAG could assume this role. It was agreed that this would be discussed at the forthcoming managers meeting in March 2011. It was agreed that CR would take this to the next managers meeting for discussion and feedback to RAG.

ACTION: CR

- 6.4 Representation on national committees: There are many national working groups. SCoR officers try to keep an up-to-date list of members who are on the various workstreams. This list will include those nominated by the SoR but as there are many other workstreams including members nominated in relation to their specific area of expertise, it may not be complete, as we are reliant upon members of the profession informing us. CB and SJ will update list of who sits on national groups and distribute by email.

ACTION: CR & SJ

- 6.5 External radiotherapy coding: CR will email external radiotherapy coding draft guidelines once complete and requested that group send her any feedback by Wednesday 26th January 2011.

ACTION: GROUP

- 6.6 Skin Care Guidance: To note that Rachel Harris – professional officer – has undertaken a UK wide audit of current practice relating to skin care advice for patients undergoing a course of Radiotherapy. RH is currently updating the ‘Summary of intervention for acute radiotherapy induced skin reaction in cancer patients’. The existing guideline has been withdrawn pending an update in light of the findings.

- 6.7 Paula Horne had submitted a questionnaire for RAG members to consider. This was in response to work emerging from the NRAG conference 2010 and considers if patients continue working during radiotherapy treatment: VA to redistribute the questionnaire for patients working during radiotherapy treatment and all comments to be sent to CB.

ACTION: GROUP & CB

POST MEETING NOTE: This work is now being incorporated in a questionnaire examining patient's preferences for treatment appointments being developed by NCAT/NRIG members.

- 6.8 CR requested an update of the advanced practitioners accreditation pilot, as willing participants in her department have not been contacted. SJ agreed to discuss with Sean Kelly – Professional officer in regard to any feedback on advance practitioners.

POST MEETING NOTE: SJ has informed SK of situation, who has since been in contact.

ACTION: SJ

- 6.9 A Special Edition of Radiography will focus upon "Cancer". HC reported to group that a special edition of Radiography under the heading of 'Cancer' is intended to be published at the end of the year. HC further informed the group that 7 more articles are needed and would welcome contributions, ideas, and suggestions.

ACTION: GROUP

7. DATE OF NEXT MEETING

- 7.1 SJ and CB to identify date for the next meeting.

ACTION: SJ & CB