



**MINUTES OF THE RADIOTHERAPY ADVISORY GROUP (RAG) HELD ON
WEDNESDAY 18TH NOVEMBER 2015, AT THE OFFICES OF THE SOCIETY OF
RADIOGRAPHERS, 207 PROVIDENCE SQUARE, LONDON SE1 2EW**

PRESENT:

Geri Briggs {GB}
John Burton {JB}
Angela Francis {AF}
Mark Gilham {MG}
Sheila Hassan {SH} {Chair}
Susan Lamb {SL}
Anne Laurie {AL}
Glenda Logsdail {GL}
Kate Love {KL}
Rebecca Lynn {RL}
Julie Massey {JM}
Libby Mills {LM}
Jean Simpson {JS}
Kevin Sullivan {KS}
Helen White {HW}
Ryan Yeo {RY}

IN ATTENDANCE:

Valerie Asemah {VA} {Minutes}
Spencer Goodman {SG}
Sarah James {SJ}

1. WELCOME AND INTRODUCTION

- 1.1 The Chair welcomed everyone to the meeting and round table introductions were made, but especially for new members Mark Gilham, Glenda Logsdail, Jean Simpson, Kevin Sullivan and Helen White.
- 1.2 The Chair formally thanked those members whose tenure was up this year and has since left the group. To note that thank you letters had been sent.
- 1.3 Apologies for Absence:

Apologies for absence were received from Charlotte Beardmore, Louise Boyle, Nikola Hawkins, Paula Horne and Karen Smith.

2. MINUTES OF THE PREVIOUS MEETING HELD ON 2ND JUNE 2015

- 2.1 The minutes of the meeting held on 2nd June 2015, were approved as a true and accurate record.

2.2 Matters arising from meeting held on 2nd June 2015 and not covered elsewhere:

There were no matters arising.

3. RT BOARD – most recent meeting

3.1 An overview was given by the Chair.

SH informed the group that the last meeting was held on 7th October and the discussion was mainly around radiotherapy data set with concern around the risk of losing historical data now that responsibility has passed to PHE. A governance group has been established but issues have moved on in such a way that this may no longer be required.

To note that all managers would have received an invitation to the Radiotherapy Annual Conference to be held on 5th Feb 2016 and SH encouraged managers to register if they haven't already. The speakers and workshops are taking shape and include Cally Palmer, CEO NHS England. It has been agreed that professional guidance is required on IORT, an expert working group is being established to undertake this, membership of this has yet to be finalised.

ACTION: GROUP

It was noted that Andy Beavis is the current Chair of IPEM and an Early Adapters Scheme – voluntary register for technologist is being set up.

4. NHS ENGLAND – Radiotherapy CRG Update

4.1 SG gave an update.

We are waiting for the response from government to the publication of the Independent Taskforce report.

The RT CRG has established a subgroup of the NHS England RT CRG of clinical staff – the group is called the Expert Reference Group which will report to the NHS England RT England RT CRG.

Expert Reference Group has met once and has reviewed the key principles document/partnership working guidance. The output from this work will be a focus on developing a revised RT service standard specification for the services – the goal is to complete this draft between January/February 2016 with a focus on supporting equitable high quality care. Work is ongoing and it is hoped this will be discussed at the next RT CRG meeting in January 2016. Russell Hart and Carol Scott are the Radiotherapy managers, appointed by NHS England on this expert group.

5. RADIOTHERAPY INFORMATION STRATEGY GROUP

5.1 AF gave an update.

The PHE group has reported that 22 centres has submitted data. The current Chair Steven Rayner is retiring and being replaced by Dr Rachel Brock. A sub group has been set up to review data set. There will be an opportunity to feed into this. One pertinent issued raised at the meeting around the need for centres to be able to quality check their own data before publication.

To note that the submission to the Information Standards Board has been agreed and concern has now changed to work in progress. Historical data has been sent from NATCANSAT to PHE. It was also noted that Scotland is remaining with NATCANSAT.

6. REPORT FROM UK RADIOTHERAPY MANAGERS GROUP

6.1 AF reported regarding the recent RTSM meeting. Steve Rayner gave a presentation which included lots of messages of reassurance. Kim Fell and others met up at SCoR on 25th September 2015 to have a meeting at which coding and payment was discussed. RTSMs also expressed concern regarding use and regulatory aspects of IORT, requesting the RT Board provide guidance. Sarah Hynd updated the managers regarding Geniss takeover of CPUK, but it was noted that Sarah has since left the organisation. The next RTSM meeting will be held in Cardiff in April 2016. AF will confirm the date.

ACTION: AF to confirm 2016 meeting dates

7. NCC-C Report

7.1 SL gave an update. Please see attached report from SL.

8. SCoR Updates:

8.1 SG and SJ gave updates on the following:

Prostate Cancer UK/SCoR Project update – future directions – collaborative piece of work done in conjunction with SCoR has now been published and can be viewed online. SG will keep group updated.

Online community is being used and to date there are 26 members.

Annual Radiotherapy Workforce Census Now 2015 – To note there has been 55 responses and it is hope that it will be published in January 2016.

Radiotherapy staffing guidance review – Following a discussion at the last meeting where it was noted that many peopled would welcome updated guidance SJ is currently working on the draft guidance document. It is anticipated the first draft of which will be emailed to them prior to the sub-group workshop in January 2016. She is currently liaising with CB in regards of the first draft.

SJ outlined the aim and content of the new guidance; there was discussion about the need for this guidance to be useful to managers in identifying therapeutic radiography staffing requirements. Eight members on the group working on this review who represent a cross section of the profession.

To note the pre-registration steering group to redress attrition rates has been established and the first meeting was held in August. It was noted that this group will report directly to Jeremy Hunt via Health Education England (HEE). CB is on this group and will keep RAG updated.

AHP Medicines Project Update – SG reported that there is no news to date, still waiting for a response.

Go To Training Pilot Project – SG informed the group that Louise Coleman (LC) is leading on this project which is looking at evidence to find out if this is viable and cost effective, as it would reduce travel time for members and be cost effective for the organisation. Sessions now updated on website. SG will provide report at the next RAG meeting.

ACTION: SG

UKONS Update – SJ informed the group the UKONS inaugural radiotherapy member's interest group (MIG) met in September to discuss radiotherapy skin care guidance and patient assessment tools. SJ also attended the UKONS conference on 13th November. SJ also reported that Macmillan Cancer Support and UKONS are keen to encourage therapeutic radiographers to use the UKONS patient assessment tool.

Forthcoming Events – IRMER Compliance in Contemporary Radiotherapy Practice will be held on Thursday 26th November 2015.

Protons project (SCoR/IPEM/RCR) UCLH symposium/IS provision – To note that the e-learning for health group is having a group of learning outcomes, incorporating protons. Session outcomes identified. Group will be kept updated.

SRS/SRT – consultation has been submitted and document circulated.

9. NRCI/CT Rad Workstream Update

9.1 SJ gave an update.

10. NRAI Update

10.1 SJ gave a brief update of the last meeting, from meeting minutes which confirmed that the most recent radiotherapy awareness survey highlighted that the public's perception of radiotherapy is that they do not appreciate the sophisticated, technical nature of radiotherapy. In response the NRAI are considering closer working with manufacturers to improve this perception.

11. REPORT FROM RCR CLINICAL AUDIT COMMITTEE

- 11.1 KL reported on the recent meeting. The feedback from the lung cancer audit highlighted that more lung cancer patients are being treated radically. Please forward any ideas for future audit topics to KL. All were informed that past audit data is readily available from the audit library.

12. CHAIR SUMMARY

- 12.1 The Chair thanked the group for today's discussions.

13. ANY OTHER BUSINESS

- 13.1 SH queried whether paperless working guidance would be of any benefit and following a brief discussion it was felt that this was felt by past experience of the length of time taken to produce guidance, this would not be beneficial.
- 13.2 To note that the MGTI (relating to IRMER) Guidance has been distributed via Synapse. SG thanked those members who fed back their comments. There was general agreement that in principle this document reads well. To note that CB was requested to feedback by tomorrow, 19th November.
- 13.3 To note that the Radiotherapy Awareness Survey shows interesting messages on general public awareness of what radiotherapy is, so the group has the challenge of getting the message out to show what radiotherapy is. Diane Tait is chair of the group.
- 13.4 It was noted that David Brettle President of IPEM is designing LEGO Linac for children and is having difficulty is getting help from LEGO in obtaining materials at cost price. There was a general discussion on how LEGO can be persuaded to sell the bricks at cost. Sponsors are needed. It was suggested that Children and Cancer Charities should be contacted to see if they would be willing to help.
- 13.5 GB queries as to whether there was any update on Cancer Peer review for radiotherapy. This is part of the dashboard requirement and SJ will try to find out more and report back. SG and CB attending the APPCG Cancer meeting on 8th December.

14. DATE OF FUTURE MEETINGS

- Wednesday 27th April 2016
- Wednesday 21st September 2016