



**MINUTES OF THE ULTRASOUND ADVISORY GROUP HELD ON WEDNESDAY 14<sup>TH</sup>  
FEBRUARY 2007, AT THE OFFICES OF THE SOCIETY OF RADIOGRAPHERS, 207  
PROVIDENCE SQUARE, LONDON SE1 2EW**

**PRESENT:** Gillian Cattell {GC}  
Gill Dolbear {GD}  
Anne-Marie Dixon {AMD}  
Rosemary Kelso {RK}  
Pauline Kilbourn {PK}  
Nigel Thompson {NT}  
Elaine Watt {EW}

**IN ATTENDANCE:** Audrey Paterson {AP} {Chair}  
Rita Phillips {RP}  
Valerie Asemah {VA} {minutes}

**1. WELCOME AND INTRODUCTION**

1.1 AP welcomed everyone to the meeting and asked the group to briefly introduce themselves. AP proposed to Chair this first meeting and this was agreed with GD.

**2. APOLOGIES FOR ABSENCE**

2.1 Apologies for absence were received from Julie Burnage, Regina Fernando and Lisa Wright.

**3. PURPOSE OF THIS GROUP**

3.1 AP gave an overview as to why this group was in existence. She elaborated about the Ultrasound Clinical Effectiveness Group (UCEG) which was in existence when she first arrived at the Society (about 4 years ago); which did work but was limited in its remit. This new group is expected to broaden its remit and activities within the organisation and advise SCoR of ultrasound issues. Correspondence between UCEG members and RP showed that it would be useful to have an advisory group. The transitory phase of what was UCEG and what UAG will be has begun, therefore, with this first meeting.

3.2 AP welcomed comments from the group as to whether starting up the advisory group is a worthwhile idea. Some members of the group were unsure but agreed that it was worthwhile to make a start and see where it would lead to. AP explained that she wants this group to be positively focused and concentrate on the contributions ultrasound can make in regard to policy and professional development.

- 3.3 Some sonographers have grave misgivings in regard to Agenda for Change. AP reminded the members that issues with AFC should be discussed with relevant trade union and industrial relations representatives and it was agreed that PK will raise inequities with the relevant people. Following discussion on banding and scope of practice, the group agreed that ultrasound is one of those specialities that will move rapidly into primary care and there is an expectation that there will be practitioners who may specialise in particular aspects of ultrasound, e.g. abdominal aortic screening, and that the scope of practice for sonographers will fit into the 4 tier career system. Following a lengthy discussion it was agreed that there is some rationale in having a group which assists the organisation to make well informed decisions. It was noted that a Patient Liaison Group (PLG) is being established by SCoR and it may be that a member from the PLG will join AUG.

#### **4. GROUP REMIT**

##### **4.1 Draft Terms of Reference**

The group scrutinised the draft terms of reference. It was agreed that as the group develops one or two members from different organisations should be invited to attend meetings. The expectation is to meet twice a year as the group envision working on documents mainly by email and to only meet when necessary. Once a year Council will review membership of the group, as is normal for all its groups.

As long as one third of the group is present then the meeting will be considered to be quorate.

AP informed the group that the normal expectation is that the Council member attending the meeting is to Chair the meeting. The group now need to nominate a Vice Chair. RP will be the officer for this group and VA the secretary.

***ACTION: VA***

The group agreed with the Terms of Reference, subject to minor amendments. The finalised version will be circulated as an annex to the minutes.

***ACTION: VA & AMP***

##### **4.2 Chair/Vice Chair**

Chair Gill Dolbear. Vice Chair – to be selected at next meeting. Anyone interested in the position of Vice Chair should let RP and GD know by email.

***ACTION: GROUP***

##### **4.3 Recruitment of New Members**

It was agreed that the group needed representation from a practitioner with experience in echocardiography and a consultant sonographer. RP to approach possible members.

***ACTION: RP***

#### 4.4 Working Plan

AP informed the group that a working plan was important for getting things done and therefore an action plan for forthcoming activities should be drawn up.

***ACTION: RP***

### **5. REPRESENTING THE SCoR TERMS OF REFERENCE**

5.1 The group discussed representing the Society and many remembered having signed this document previously. It was agreed that VA will locate and circulate current Terms of Reference with minutes to group. The group also requested that an Action Sheet be circulated with the minutes.

***ACTION: VA***

### **6. FUTURE DIRECTION OF THE GROUP**

6.1 Following discussion the group agreed that there are several documents which need updating and it was agreed that all professional documents which relate to ultrasound should be collated and any other ongoing work from the clinical effectiveness group. RK has agreed to send copies of the obstetric and gynaecology document and other ultrasound documents which she has in her file to RP as some rewriting has already been started.

***RK & RP***

6.2 The group felt it would be beneficial if they had each others' email addresses for group contact and discussion. It was agreed that VA will email the group and ask them if they are happy for their email contact details to be circulated to the other members of the group.

***ACTION: VA***

6.3 AP informed the group that it would be a good idea to have a picture (optional) and a brief synopsis of themselves on the ultrasound section of the website so that potential visitors to the site could put a name to faces. It was agreed that RP will contact the group requesting their permission for this to be done. It was further agreed that the ultrasound website needs to be populated with more information. Therefore, if there are any interesting articles, information on study days, etc. that the group feel will be useful for SCoR members, these should be forwarded to RP who would be grateful to receive them.

***ACTION: GROUP & RP***

6.4 It was agreed that a document about ultrasound should be developed to broadly describe the work of the Ultrasound Advisory Group. AP suggested that the group take a look at Nuclear Medicine Statement and see if they would want to create

something similar; and the group was asked to click the link below which will take them direct to the information required.

[http://www.sor.org/members/pdf/nuclear\\_med\\_pract.pdf](http://www.sor.org/members/pdf/nuclear_med_pract.pdf)

***ACTION: GROUP & VA***

6.5 It was noted that the Accreditation of Practitioners are now in place at Assistant level and the within the next couple of week the accreditation of Advanced Practitioners will be completed for consultation. The Radiology Accreditation Programme for Imaging Services is still ongoing with the RCR, with the pilot centres identified and standards in development.

6.6 It was agreed that the group should be added to Top Talk distribution list. VA to coordinate.

***ACTION: VA***

## **7. PROFESSIONAL GUIDANCE DOCUMENTS**

### **7.1 Work Related Disorders**

Following discussion of this document the group agreed that Kim Sunley {KS} has done a very good job. Along with adding the reference for the Industry Standards and some other minor amendments, overall the group was pleased with this publication.

A paper from JB on 'Work Related Upper Limb Disorder, exercises and prevention and cure' (including photos) was tabled and following discussion the group agreed that the work could be included in the document subject to the appropriate permission being gained.

The group further proposed that SCoR consider asking JB to investigate the possibility of putting her article onto CD.

***ACTION: RP & JB***

7.2 The group queried which categories of members and non-members received the Industry Standards document and it was requested that VA sourced this information from Vicky Andrews and forward to AP.

***ACTION: AP***

## **8. ANY OTHER BUSINESS**

8.1 There was none.

## **9. DATE OF NEXT MEETING**

9.1 The date of the next meeting was agreed as Thursday 21<sup>st</sup> June 2007 commencing at 1.00pm with lunch being served at 12.30pm.