

Chief Executive Officer
Richard Evans OBE



Radiotherapy Advisory Group (RAG)

Meeting Summary

Date: Thursday 9th May 2019

Time: 10.30am – 1.00pm

Venue: Society and College of Radiographers HQ

In Attendance:

Members: (state names with initials in brackets)	Role	Job Title	Site
Karen Smith (KS)	Chair	UK Council	Weston Park Hospital
Laura Allington (LA)	Advisory	Radiotherapy Services Manager	University College Hospital, London
Corrine Brooks (CB)	Advisory	Radiographer	Royal Marsden Hospital
Rhiannon Davis (RD)	Advisory	Advanced Practitioner	St Thomas Hospital
Mark Gilham (MG)	Advisory	Radiotherapy Services Manager	Norfolk & Norwich University Hospital
Lucie Hodge (LH)	Advisory	Therapy Radiographer	The Christie, Manchester
Zankhana Jani (ZJ)	Advisory	Treatment Superintendent	University College Hospital, London
Ricardo Khine (RK)	Advisory	Divisional Lead	City, University of London
Kate Love (KL)	Advisory	Radiotherapy Services Manager	Bristol Haematology & Oncology Centre
Maureen McPake (MMP)	Advisory		
Helen White (HW)	Advisory	Lecturer	Weston Park Hospital

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Observers:			
Spencer Goodman	Professional Officer		Society & College of Radiographers
Valerie Asemah (VA)	Minutes		Society & College of Radiographers

Apologies:

Stephanie Bell (SB)	Advisory	Manager	Royal Surrey County Hospital
Adrian Flynn (AF)	Chair of RTSM - Advisory	Professional Head of Radiotherapy	The Christie, Manchester
Gill Hodges (GH)	UK Council	UK Council	Belfast City Hospital
Paula Horne (PH)	Advisory	Radiotherapy Services Manager	Royal Berkshire Hospital
Daniel Hutton (DH)	Advisory	Advanced Practitioner	The Clatterbridge Cancer Centre
Julie Massey (JM)	Advisory	Radiotherapy & Imaging Services Manager	The Clatterbridge Cancer Centre
David Pilborough (DP)	UK Council	UK Council	Royal Derby Hospital

Review of Previous Minutes and Outstanding Actions:

Item No.	Description	Owner	Due Date	Status
2.2				
2.2.1	SG informed the group that UKRC and UKRO are being fully amalgamated in 2019, and will become the United Kingdom Imaging and Oncology (UKIO). Anyone wanting to be involved should contact John Burton UK Council member.	All		Completed
3.1.2	Radiotherapy Board- Most Recent Meeting: To note that Hayley James is replacing John Burton as Chair of the Radiotherapy Board. Comments are welcomed and group encouraged to send any comments they may have to SG.	All		Completed
6.	SCoR Updates: HEE World Café Event was held on 12 th November 2018 to identify key areas and set up a task and finish group. Group encouraged to attend and SCoR will cover travel. Please let SG know if you are interested.	All		Completed

6.1.3	MT asked RAG to let her know of any therapeutic radiographers doing any kind of networking.	All		Completed
7.1	Radiotherapy Capacity & Demand Modelling with Cancer Alliance: SB gave a presentation on a project two trust in West Sussex is working on in conjunction with Cancer Alliance, looking at population growth in 2021, 2025 and 2028. One of the main topics is to find the best option for the population if linacs were disbanded. Model has been commissioned. VA to obtain presentation from SB and send out with minutes.	SB & VA		Completed

As per standard Agenda to include:

1. WELCOME, INTRODUCTIONS AND APOLOGIES

- 1.1 The Chair welcomed everyone to the meeting and thanked them for attending. Round table introductions were made.
- 1.2 Apologies for absence were received from Stephanie Bell, Adrian Flynn, Gill Hodges, Paula Horne, Daniel Hutton, Julie Massey and David Pilborough.
- 1.3 There were no matters arising.

2. MINUTES OF PREVIOUS MEETING

- 2.1 The minutes of the meeting held on 10th October 2018, were approved as a true and accurate record.

3. OVERVIEW OF RAG AND ROLE IN SCoR

- 3.1 The Chair informed the group that the governance of this organisation is the UK Council and it is important that RAG members use their radiotherapy experience to bring knowledge and skills to SCoR. When documents are circulated it is imperative that this group contribute by commenting.
- 3.2 SG thanked the group for their work on the terms of reference.

- 3.3 RAG members were reminded by the Chair that they can feed agenda items into the Radiotherapy Board via Charlotte Beardmore and SG who attends these meetings. SG will liaise with the Chair (Hayley James) regarding any agenda items from this group.

ACTION: GROUP

4. NHS ENGLAND – RADIO THERAPY CRG UPDATE

- 4.1 SG updated the group.

To note that the Clinical Reference Group (CRG) is being reviewed. Professional bodies and Cancer network will now be under the remit of CRG.

- 4.1.1 SG to speak with new Chair to make sure that SCoR is represented. CRUK is a key stakeholder and SG is due to have a meeting with Ruth Grey next week. To note that the next meeting will be held on Wednesday 25th September

ACTION: SG

Post meeting note: since the meeting Charlotte Beardmore and Spencer Goodman has been invited onto the CRG as affiliate members.

5. REPORT FROM UK RADIO THERAPY MANAGER GROUP

- 5.1 PH was not at the meeting today but the Chair gave an update.

To note that Kim Fell attended on day one of the conference and spoke about service and networks. There was concern around the need for further linacs. A discussion on baseline data was held. No discussion around the patient experience. Staffing is still a huge issue. Feedback given on the radiotherapy dataset. There was a discussion on the uptake of apprenticeships.

6. SCoR UPDATES:

- HEE CoR Advanced Clinical Practitioner Project – Meeting held yesterday. Charlotte Beardmore is involved in the development of the framework for a common standard for implementation. IPEM supports this project going forward. The accreditation process in alignment with the 4 core domains was queried. Uptake was queried. SG will liaise with Michele Landau (Education Administrator) to get an update of numbers. **(overview attached)**
- HEE – follow up work from the World Café – SG has prepared a report which he will share with group. **(overview attached)**
- APPG RT – Overview plus Radiotherapy 4 Life Campaign – Michelle Tyler (Outreach officer) trying to raise the profile of radiotherapy on the manifesto. CRUK – update to the Non-Surgical Workforce document – A Multiprofessional piece of work. Representation from RAG to attend first steering group meeting as clinical and education input will be needed.
- Guidance document – MRI professional and Education – Update on the progress of the MR in therapy guidance document.
- Seeking feedback from RAG on future work via Special Interest Groups (SIGS) – It was suggested SIGs could provide an annual report for transparency. The Chair agreed to have this as an agenda item for the next council meeting.

ACTION: CHAIR

7. RT BOARD – MOST RECENT MEETING

7.1 SG gave an update and informed the group that he will double check if the minutes can be distributed to them.

To note that the board cannot support the MPACE work. A draft of the Ionising Radiation (Medical Exposure) Regulations 2017 guidance document should, hopefully be available for the next Board meeting in July 2019. Following a discussion the group agree that this document is no longer relevant and elected for it to be withdrawn.

ACTION: SG

7.1.2 SG informed the group that SCoR is presently looking at a re-design of the website and encouraged members to send in their views and user experiences. Members to send their thoughts to SG. SG mentioned that on the new platform there will be functionality for members to look at Special Interest Group information as a means of working closer, as transparency is needed. KS agreed to take this as an agenda item to Council.

ACTION: KS & GROUP

8. REPORT FROM RCR CLINICAL AUDIT COMMITTEE

8.1 MG updated the group.

Work is currently being done on an audit dosimetry tool which all departments can assess. New guidance on lung cancer treatment is also in the pipeline. A breast cancer audit schedule update has also been requested. MG will keep group update and send minutes out when they are available.

ACTION: MG

9. MacMILLAN - RCoA FACT PROECT

9.1 SB was not at the meeting today but it was noted that she attended the first stakeholder meeting which was to look specifically at scoping the patient pathway project.

10. ANY OTHER BUSINESS

10.1 CB queried SCoR stance on apprenticeship barriers such as lack of support, funding etc. It was noted that this lack of funding has been fed back to HEE.

10.2 KL queried whether there was anything being done to raise awareness that radiotherapy radiographers are back on the shortage register. It was noted that there is.

11. DATES OF FUTURE MEETINGS

11.1 Dates of future meetings were agreed as:

- Tuesday 29th October 2019
- Tuesday 12th May 2020
- Tuesday 3rd November 2020

Meeting Actions Log

New Actions

Item No.	Description	Owner	Due Date	Status
3.3	Overview of RAG and role in SCoR: The Chair remind RAG members that they can feed agenda items into the Radiotherapy Board via Charlotte Beardmore and SG who attends these meetings. SG will liaise with the Chair (Hayley James) regarding such items.	Group		
4.1.1	NHS England – Radiotherapy CRG Update: Next meeting of the Clinical Reference Group will be held on Wednesday 25 th September 2019 but in the meantime SG have a meeting scheduled with Ruth Gray next week to make sure that SCoR is represented.	SG		
6.	SCoR Updates: Special Interest Groups – The Chair will take an agenda item on SIGs providing an annual report for transparency to SCoR UK Council.	Chair		
7.1	RT Board – most recent Meeting: Group agreed that <i>Ionising Radiation (Medical Exposure) Regulations 2017</i> guidance document is no longer relevant and elected for it to be withdrawn.	SG		
7.1.2	SG updated the group on the re-design of the SCoR website and sought their views and user experiences. Group to send this thoughts to SG.	Group		
8.1	Report from RCR Clinical Audit Committee: MG informed RAG members that work is currently being done on an audit dosimetry tool that all departments can assess. New guidance on lung cancer is also in the pipeline. MG will keep group updated and send minutes when available.	MG		

Date of Next Meeting:

- Tuesday 29th October 2019

Future Meetings:

- Tuesday 12th May 2020
- Tuesday 3rd November 2020

Conferences & Events Dates for the diary: