**Minutes of Brachytherapy Radiographer’s Forum**

**Wednesday 25th June 2014, SCoR headquarters, London**

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| **Attendees** | **Attendees** |
| Glenda Logsdail (Northampton) | Linda Bryant (Mount Vernon) |
| Pauline Humphrey (Bristol) | Katie Bradshaw (Cambridge) |
| Gillian Thomas (Poole) | Lyndsey Thear (Edinburgh) |
| Audine Johns (Brighton) | Mandy Snee (Clatterbridge) |
| Kate Firkins (Southampton) | Lorraine Salisbury (Clatterbridge) |
| Julie Calvert (Southampton) | Lisa Revans (Royal Berkshire) |
| Cathy Taylor (Christie, Manchester) | Kim Day (Royal Berkshire) |
| Ellie Gill (UCLH) | Andrea Christopher (Wolverhampton) |
| Mary Wilkins (Royal Marsden) | Gail Tucker (Wolverhampton) |
| Sophie Wetherall (Varian) | Carol Ewan (Royal Surrey) |
| Fernando Alves (Elekta) | Alison Ormerod ( Portsmouth formally Northampton) |
| Michelle Rourke (Christie) | Alex Keating (Addenbrookes) |
| Trish Pick (Lincoln) | Fran Cowtan ( Brighton) |
| Gemma Burke (Sheffield Hallam Uni) | Emma Moody (Brighton) |
| Karen Bew (Poole) | Helen Cooper (Leicester) |
| Lucy Darby (Lincoln) |  |
| Katy Gough |  |

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| **Apologies** | **Apologies** |
| David Wood (Christie, Manchester) | Sita Mahto |
| Angela Cox |  |
| Monica Norris (Colchester) |  |
| Pat Shiels (Belfast) |  |
| Rachel Harris (SCoR) |  |
| Michelle Cook (Varian) |  |
| Nimisha Bal (UCLH) |  |
| Carole Hornsby (Tayside) |  |
| Gloria Bryan |  |

1. The meeting started at 13.00. Glenda Logsdail welcomed the group to SCoR HQ, London.
2. Brachytherapy Forum business

2.1 Pauline asked for nominations for co-chair . Nominations put forward for Julie Calvert and David Wood (in his absence) but with his agreement). No other nominations were put forward. Julie and David were appointed as co-chairs.

2.2 Minutes from mtg June 2013 were accepted as accurate.

2.3 Terms of reference were reviewed. No changes required.

2.4Workplan 2013/14 was reviewed.

* *Target 1.* *To encourage and support radiographers in publication of brachytherapy related articles and report these back to the Brachytherapy forum. Progress/publications see Annual report 2013/14*
* *Target 2. To encourage and support radiographers in carrying out brachytherapy related research and reporting progress back to the Brachytherapy forum. Progress see Annual report 2013/14*

2.5 Work plan 2014/15 to be agreed

 Same targets as last year.

2.6 Action Plan for a National survey was discussed.

Survey of adjuvant endometrial regimes

Who in the department does brachytherapy?

What are the current practices with regards to dilators?

2.7 Discussed date/venue for next year’s meeting. SCoR HQ Date TBA, similar times to allow off peak travel where possible.

1. Presentations and discussions from 13.10 – 17.00.

Gillian Thomas- Vaginal dilator research update

Cathy Taylor and Michelle Rourke- Role extension and service development in brachytherapy

Ellie Armstrong- Paediatric HDR Brachytherapy in the pelvis-UCLH experience

Fernando Alves- Elekta presentation

Mandy Snee- Fiducial markers

Sophie Wetherall-Stop Horsing around!

Mary Wilkins and Trish Pick- Endometrial brachy/doses

Presentations attached.

1. Meeting closed at 17.00 hrs.

*\*\*\*\*Many thanks to Varian and Elekta for sponsoring lunch and to Elekta for providing travel expenses for the guest speaker. And many thanks to Fernando Alves, Elekta and Sophie Wetherall, Varian, for their presentations and attendance at the meeting and on-going support of the group\*\*\*\**

*\*\*\*\*Many thanks to Rachel, Tanya, Jane and IT support at SCoR HQ\*\*\*\**

**Date of next meeting: Thursday 18th June 2015 (lunchtime onwards)-** NB date confirmed March 2015.

Venue: SCoR headquarters, London. New co-chairs David Wood and Julie Calvert to organise, plan agenda.