



**MINUTES OF THE SCoR RADIOTHERAPY ADVISORY GROUP (RAG) HELD ON
TUESDAY 13TH JANUARY 2009, AT THE OFFICES OF THE SOCIETY OF
RADIOGRAPHERS, 207 PROVIDENCE SQUARE, LONDON SE1 2EW**

PRESENT:

Margaret Abraham {MA}
Tim Cooper {TC}
Nicky Cornelius {NC}
Angie Craig {AC}
Michael Graveling {MG} {Chair}
Steve Harris {SH}
Jane Head {JH}
Susan Lamb {SL}
Kate Love {KL}
Julie Massey {JM}
Christine Richards {CR}
Noreen Sinclair {NS}
Karen Smith {KS}

IN ATTENDANCE:

Sarah James {SLJ}
Samantha Jewell {SJ2}
Valerie Asemah {VA} {Minutes}

1. WELCOME AND INTRODUCTION

- 1.1 MG welcomed everyone to the meeting and brief introductions were made. Julie Massey who is replacing MA was also welcomed to the group.

2. APOLOGIES FOR ABSENCE

- 1.2 Apologies for absence were received from Gaile Biggart, Hazel Colyer, Angela Duxbury, Bernadette McCarthy, Nicola Redgwell and Donna Routsis.

3. MINUTES OF THE PREVIOUS MEETING HELD ON 25TH SEPTEMBER 2008

- 3.1 The minutes of the meeting held on Thursday 25th September 2008 were approved as a true and accurate record.

4. MATTERS ARISING NOT OTHERWISE ON THE AGENDA

- 4.1 There were no matters arising.

5. REPORT FROM SCoR PROFESSIONAL OFFICER ON GUIDANCE RELATING TO REDUCING STUDENT RETENTION

- 5.1 Samantha Jewell, professional officer reported on work to date informing the group that a small working group made up of clinical and educational staff was established last year and has been working on a guidance document on improving student retention. This will be presented at the next Council meeting in March and hopefully out for publication soon after.

Samantha further informed the group that all HEIs had been written to asking for feedback but the response was poor and there was not enough data on specific areas. Still waiting for data from five universities.

The group noted that the financial aspect of training was a problem for mature students. Samantha reported that the latest attrition figures are not yet available but should be ready for the next RAG meeting in May.

ACTION: Samantha Jewell

6. PRESENTATION FROM TIM COOPER ASSOCIATE DIRECTOR NCAT – UPDATE OF THE NRIG RADIOTHERAPY PROJECT, PROGRESS AND FUTURE WORK PLANS

- 6.1 TC gave a presentation on the NRIG Radiotherapy Project, progress and future work plan. He outlined the 4 main work streams which include service deliver, governance, commissioning and the wider world.

Following the presentation, there was discussion on taking service delivery further including the national training programme for dosimetrists; and the infrastructure to support their training. TC informed the group that meeting dates have been set during February and March with SHAs to discuss the 31 day target and capacity planning. The group went on to discuss the national purchasing framework which became live in December 2008.

REPORT development is in progress and is expected to be available by April 2008 and will be free to depts. A demonstration is to be available at the RT conference at the end of January.

Discussion also included the work in progress for HRGs and the national tariff, difficulties being experienced with RES data and the future timetable for launch of the revised Peer Review Measures.

7. TO RECEIVE REPORTS/UPDATES FROM EACH OF THE UK COUNTRIES AND CONSIDER ANY SUPPORTING ACTIONS/WORK REQUIRED BY SCoR RAG

- 7.1 England NRAG-IG: Jane Head {JH} reported that the NRAG fractions per hour target is to be discussed and reviewed at the next NRIG meeting.

JH also presented the Career Progression Model she is in the process of implementing at her trust. This lead to a discussion about the inconsistency in the AfC banding of consultant radiographers and advanced practitioners. It was felt that further clarification is required from SCoR on the Advanced Practitioner Accreditation process, the use of portfolios as part of this process, and which therapeutic radiographers are on the accreditation group.

The managers present wanted to know if manager support is mandatory for applicants. It was agreed that SLJ will follow this up.

ACTION: SLJ

- 7.2 CR reported to the group about pbr/national tariff working group. Responses have been received from 30 Trusts so far but hopefully more results will be back by the end of March 2009. CR requested that if any Trust that has not submitted or only partially submitted their information, then they should still be encouraged to do so as soon as possible. The next meeting of the pbr will be held on 11th February 2009.
- 7.3 Scotland TriS & SRAG:- The representative from TriS was unable to attend but sent in a report which was read by the group.
- 7.4 Wales:- No report was available and the representative from Wales had sent apologies.
- 7.5 Northern Ireland:- No report was available and the representative from Northern Ireland had sent apologies.

8. RAG SUBGROUP REPORTS

- 8.1 Update of satellite centre staffing models document – JM reported that she had met last year with AC, JH, CB and MA where they devised the two models which have been outlined in a draft document. It was agreed that this guidance would be outline guidance depicting two possible model examples, as the organisation of satellite services will be a local decision dependant on local management decisions. Following discussion SLJ agreed that she and CB will prepare the final draft version of this document and distribute by email to the group for approval prior to going to Council in February and publication in March 09.

ACTION: SLJ & CB

- 8.2 RT staff models principle document – SLJ reported that this document is a work in progress required because the existing SCoR benchmark figure is out of date. Staffing guidance has been discussed at recent Peer Review Measure and RDB meetings where a multiprofessional approach (RCR, SCoR and IPEM) has been recommended, this group agreed with this approach. SCoR is expecting written confirmation of this request from RDB. RT Managers present noted that although the benchmark figure is out of date, the existence of such a benchmark figure has been extremely useful to them in workforce planning for their services.

9. TO RECEIVE UPDATE OF WORK FROM THE RCR SCoR IPEM DEVELOPMENT BOARD

- 9.1 Donna Routsis {DR} was unable to attend due to illness. SLJ informed the group that she will contact DR to ask for an update after this meeting. SLJ reported back from the last RDB meeting, where feedback from the 14th November 2008 was discussed and TC reported that he is in the process of summarising this, which will then be circulated. The next RDB meeting will be held in March 2009.

ACTION: DR, SLJ & TC

10. ACORRN

- 10.1 Verbal update from KL, on the IGRT education and training that ACORRN had put compiled, it is hoped to pilot and then review this. KL is leading the ACORRN working party which is about to submit a proposal to SCoR for funding towards the curriculum development of this radiographer training package.

KL requested any ideas for additional funding sources, TC agreed to discuss this with the manufacturers at their forthcoming AXrEM meeting later in the week.

ACTION: KL& TC

11. TO RECEIVE A REPORT FROM THE RCR CLINICAL ONCOLOGY FACULTY BOARD MEETING

- 11.1 MG reported that SCoR, RCR and IPEM subcommittee has submitted a proposal on E-Learning to the DoH and are awaiting feedback. It is hoped that significant funding will be forthcoming. There were lots of discussion around doctors training and it is hoped that by 2010 all doctors would have undertaken a 'train the trainee' programme. Also discussed was sub-speciality training for SPRs although this is only in the early stages.

- 11.2 To Receive a Report from the SCoR representative to the RCR Clinical Audit sub committee

At the last meeting it was noted that the RCR had approached SCoR to recommend a therapeutic radiographer to join the Faculty of Clinical Oncology Audit sub committee. NC had agreed to be the SCoR representative and KL the alternate. NC reported to the group on the clinical audit subcommittee which she recently attended for the first time. There is a lack of radiographers and the need for radiographers to get more involved is urgent it was agreed that radiographer participation is vital. NC agreed to find out more at the next meeting in February and report back to the group. She also agreed to report to the RT Managers next meeting in April 09.

12. TO RECEIVE A REPORT FROM THE RCR CLINICAL ONCOLOGY PATIENTS LIAISON GROUP

- 12.1 No report was available.

13. SCoR VERT PROJECT

- 13.1 The minutes of the last Steering Group and User Group meetings were unavailable. It was agreed that VA will circulate these minutes along with the RAG minutes.

ACTION: VA

14. NPSA

- 14.1 SLJ gave a verbal report from the last meeting she attended. The self assessment tool will be on the NPSA website later this month. A conference has been scheduled for 4th June 2009 in Birmingham which will target a specific audience to promote the TSRT document. Current plans are that this group will disband mid 2009.

15. REPORT FROM RT MANAGERS MEETING

- 15.1 MA gave an update on the last radiotherapy manager's meeting and it was noted that the general feeling was one of being rushed as the meeting was only a one day event held at SCoR HQ. There were several presentations including updates of the following: NRIIG, RPORT, HPA & VERT. It has been agreed that the next meeting will be held in Newcastle in April 09, dates to be confirmed by SL.

16. OTHER NATIONAL WORKING GROUPS

- 16.1 RCR multidisciplinary group to develop paediatric guidelines. It was noted that the first meeting was held on 28th November 2008. Membership of the group is to be expanded and liaise with newly formed RT Paediatric radiographer SIG.
- 16.2 RCR / RCN / RCP joint working group to consider reducing IP stays for cancer patients. Christine Richards representing SCoR.
- 16.3 Joint working group to develop Radiosurgery guidelines. Michael Williams chair and Moira Tomlinson and Kate Burton representing SCoR. It is hoped that these guidelines published by May 2009.
- 16.4 Review of Cancer Peer Review Measures. Julia Solano is representing SCoR. This document will be out for consultation in April 2009 and for publication in Dec 2009. The departmental assessment visits will start May 2010 until March 2011. The main topics discussed at the last meeting were TSRT, staffing models and delivery of IMRT.
- 16.5 Dosimetrists working group. Report from CB to be circulated following the meeting. The group did request clarification on situation regarding funding of training posts. SLJ agreed to discuss with CB.
- 16.6 RT Planning Group. Work is progressing and currently an early draft is being developed with input from Sue Simpson representing SCoR, and Officers. The likely publication is autumn 2009. CB has recently requested an update from Sue Simpson to include confirmation of the anticipated completed timescale.

17. NICE UPDATE

- 17.1 Metastatic cord compression - Following the NICE guidelines the RCR are currently undertaking an audit into the management of patients with metastatic spinal cord compression.
- 17.2 Prevention of Skin Cancer - Following the NICE guidelines, expressions of interest are now being sought inviting tenders to produce a short expert paper summarising relevant, accurate and up to date content that should be included in information resources for the general public on the topic of preventing skin cancer.
- 17.3 IMRT - appraisals (breast, head and neck, prostate). All currently on hold and awaiting further investigation before a decision is made whether to continue with these appraisals.

- 17.4 Lung Cancer - scoping is now closed and we should have results soon. Awaiting feedback and publication of guidelines.
- 17.5 Update to technology appraisal process - consultation ends 3rd of March.
- 17.6 Ovarian Cancer Clinical Guideline - scope which will start on the 18th of February 2009. Lisa Punt, Consultant Gynecology Radiographer at Addenbrookes has agreed to be SCoR representative to attend workshop.
- 17.7 Colorectal Cancer Clinical Guideline - scope which will start on the 18th of February 2009. Rosalind Waugh Consultant Radiographer in GI Imaging and fluoroscopy at James Cook University Hospital has agreed to be SCoR representative to attend workshop.
- 18.** It was noted that the current DH consultation on Children's Cancer Measures deadline is 30th January 2009. Please forward outstanding comments to Charlotte by Friday 16th January 2009.

19. ANY OTHER BUSINESS

- 19.1 DoH Workforce Census – email discussion between MA and CB has identified preliminary requirements from the data. It is hoped that there is a complete data set, however it was noted that the biggest difficulty has been the consenting of staff to enable personal data submission. MA requested ideas from the group about information requirements. AC requested the 'Christmas Trees data as available before, at both national and regional level. MA agreed to give an update at the next RT Managers meeting in April 09.
- 19.2 AC informed the group that the NCPD had a review in September 2008 and another one is scheduled for 28th January 2009. Enquiries into radiotherapy but not sure where!
- 19.3 MG formally welcomed JM to the RAG group and as it was Margaret Abraham's last meeting MG thanked her for her contribution to the group over the years.

20. DATE OF NEXT MEETING

- 20.1 The date of the next meeting was agreed as Thursday 14th May 2009 commencing at 11.00am.