



**MINUTES OF THE RADIOTHERAPY ADVISORY GROUP (RAG) HELD ON
WEDNESDAY 27TH APRIL 2016, AT THE SOCIETY OF CHIROPODISTS & PODIATRIST,
207 PROVIDENCE SQUARE, LONDON, SE1 2EW**

PRESENT:

Geri Briggs {GB}
John Burton {JB}
Angela Francis {AF}
Christina Freeman {CF}
Mark Gilham {MG}
Sheila Hassan {SH} {Chair}
Nikola Hawkins {NH}
Philippa Jones {PJ}
Susan Lamb {SL}
Glenda Logsdail {GL}
Kate Love {KL}
Julie Massey {JM}
Libby Mills {LM}
Jean Simpson {JS}
Kevin Sullivan {KS}
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, especially for the benefit of guests Christina Freeman and Philippa Jones.
- 1.2 The Chair informed the group that Anne Laurie had resigned from the group and a thank you letter had been sent.
- 1.3 Apologies for absence:

Apologies for absence were received from Louise Boyle, Paula Horne, Karen Smith and Helen White.

2. MINUTES OF THE PREVIOUS MEETING HELD ON 18TH NOVEMBER 2015

- 2.1 The minutes of the meeting held on 18th November 2015, were approved as a true and accurate record.
- 2.2 Matters arising from meeting held on 18th November 2015 and not covered elsewhere:

Go To Training Pilot – SG gave an update on a pilot being led by Louise Coleman (Education Officer) in regard to interactive meetings.

3. RT BOARD – most recent meeting

3.1 SH gave an update.

All UK RT centres were represented at the recent workshop in February which went well. A wash-up meeting with NHS Supplies is being planned for the next few months.

3.1.2 To note that IVD report is awaited and as it is currently with IPEM for comments. The publication on cancer patients with cardiac devices receiving RT treatment will be discussed at the next RT Board meeting on 7th July in the light of recent comments.

4. NHS ENGLAND – RADIOTHERAPY CRG UPDATE

4.1 SG reported that activities and outputs have seemed low since the last RAG meeting.

SG informed the group that he will be attending the Westminster health forum policy conference (next steps for improving cancer care in England) on 11th July and will report back at the next RAG meeting.

5. REPORT FROM UK RADIOTHERAPY MANAGERS GROUP

5.1 AF reported regarding the recent RTSM meeting. It was an excellent meeting with a good turnout. NHS Public Health England Project Manager attended and gave assurance regarding the RTDS. Christina Freeman (professional officer: policy, guidance and advice) also attended and updated the group the recent ministerial approval for therapeutic radiographers to be Independent Prescribers.

5.1.2 There was discussion and concerns around SABR access for patients given the recent decisions to commission services. There are also concerns regarding delays in equipment replacement as there appeared to be no clear guidance or national steer as yet. With potential conflicts as commissioning are suggesting specialist services being identified, in direct contrast to the recent introduction of smaller satellite services.

5.1.3 The Statement of Intent: Cancer Strategy for England: 2015-220. This was discussed and some concerns from CRG members over the progress and activity of this work. Pockets of activity but no further updates forthcoming to date.

5.1.4 The managers are also concerned about the need for IORT guidance. SH reported that the RT Board is identifying a subgroup to develop this.

5.1.5 AF gave an update regarding the RTDS which is now held with PHE. Progress has been made with ensuring all centres are submitting. There are still data quality issues to include the use of 2012 population data. The devolved nations have other reporting mechanisms

ACTION: AF

6. SCoR Updates:

6.1 SG and SJ gave updates on the following:

Radiotherapy Staffing Guidance Review –The subgroup members were thanked for their hard work. Which included attendance at the workshops held in January and March 2016, significant work by phone and email to develop the draft documents circulated to RAG prior to this meeting. Discussion and comments were invited from all group members. A number of comments were made and specific requests for amendments included: amend text referring to supplementary and independent prescribing in the main document, some additional points to be included in the bullet points on page 4 of the appendix and slight adaptation to the wording about staffing on pre-treatment and treatment units. It was agreed that once these had been completed the group members approved the guidance for submission to SCoR Council on 11th May for approval.

ACTION: SJ

The CoR Career Framework depicting radiography as a service was discussed and the group requested some terminology to be changed if it is to be included with the staffing guidance document. SJ informed the group that this document is available for use within the organisation but she will approach Rachel Harris as to whether any changes can be made and let them know.

POST MEETING NOTE: SJ & SG discussed with RH. Agreed to use Figure in guidance document with footnote to explain in the context of radiotherapy

ACTION: SJ

6.2 Prostate Cancer UK/SCoR project update – future directions – SG gave an update on additional resources and ongoing work (on Synapse). To note that the current platform will be changing from “Synapse” to “Glass cubes” in the near future. SCoR Project work is being moved forward particularly around education and a representation from Prostate cancer HEI involvement is also included. The profile of radiography has risen and is being included in the Prostate Cancer webinars.

Ongoing work for this group is planned for a workshop on May 12th 2016 in Birmingham and 40 delegates anticipated.

6.2.1 Proton e-learning for health (IPEM/RCR & SCoR) is currently being developed and after some delays with authorship is starting to progress to plan.

6.3 AHP Medicines Project Update – Christina Freeman (CF) attended the meeting to give an update on the AHP Medicines Project. She announced that Independent Prescribing by Therapeutic Radiographers was given the go ahead. There was disappointed that the same was not given to diagnostic radiographers. Following discussion CF was thanked by the group. We are now waiting for HCPC to approve conversion courses which are expected to be available by the autumn

7. UKONS TRIAGE TOOL – Presentation by Philippa Jones (MacMillan Associate Acute Oncology Nurse Advisor)

- 7.1 The Chair welcome Philippa Jones (PJ) to the meeting and again round table introductions were made. PJ informed the group that she is also a Board member for UKONS and helped to develop the tool. UKONS 24 Triage tool started development in 2007 by a group of nurses and was piloted in 2009. It is now being used in 26 cancer centres across the UK and other parts of the world. There was a general discussion following the presentation and it was agreed that PJ will email the presentation to SJ who will share with the group.

ACTION: SJ

8. UKONS – Radiotherapy Members Interest Group

- 8.1 SJ informed the group that two offers of interest has been made and she will be speaking with them; it is very good to see joint working and collaboration across the organisations.

9. NCC-C Report

- 9.1 SL gave an update. Please see the attached report from SL.

10. NCRI/CT Rad workstream update

- 10.1 SJ gave an update regarding the Think Tank event which was well attended and received. Results of a recent research capacity survey showed an increase in the number of research radiographers, but there are still remaining centres without these posts.

11. NRAI update

- 11.1 SJ gave a brief update of the last meeting attended by PH. The next meeting is to be held in May.

12. Report from RCR Clinical Audit Committee

- 12.1 KL reported on the recent meeting. It was noted that a number of centres are not participating in RCR audits. KL will give AF the contact details of those centres. It was noted that there are quite a few different treatment options for prostate and brachytherapy patients, data collection end of November. There will be a report on this audit in early 2018. Vulva cancer audit new guidance available between and July next year.

It was agreed that VA would get report from KL and circulate with the minutes.

ACTION: VA

13. Macmillan Cancer Support – endorsement of guidance document Long-term consequences following treatment for colorectal and anal cancer

13.1 SJ informed the group that this has been endorsed by RAG and will be published soon with publicity to appear in Synergy News and the website to promote to members.

14. Chair Summary

14.1 The Chair thanked the group for today's discussions.

15. Any Other Business

15.1 AF queried whether the SCoR is planning to do anything to acknowledge Kath Walker's work and following discussion it was agreed that the Chair would take this question to Richard Evans (CEO) and SG and SJ will discuss with CB as DPP/

15.2 SG informed the group that the Curriculum in Informatics document is currently being developed for Diagnostic Imaging. Further work is planned for the inclusion of Therapeutic Radiography, with as part of this document or an RT specific one. He will provide a follow-up at the next RAG meeting.

ACTION: SG

15.3 GB discussed the establishment of the multi-disciplinary Quality Management group. SG is to attend their next meeting to discuss SCoR support. It was agreed that information should be circulated via the RTSM to promote the group and increase membership.

16. Dates of Future Meetings

16.1 Dates of future meetings were agreed as:

- Wednesday 21st September 2016
- Tuesday 16th May 2017
- Wednesday 18th October 2017
- Wednesday 9th May 2018
- Wednesday 10th October 2018