



**MINUTES OF THE RADIOTHERAPY ADVISORY GROUP (RAG) HELD ON  
WEDNESDAY 21<sup>ST</sup> SEPTEMBER 2016, AT THE SOCIETY OF CHIROPODISTS &  
PODIATRIST, 207 PROVIDENCE SQUARE, LONDON, SE1 2EW**

**PRESENT:**

- Stephanie Bell {SB}
- John Burton {JB} {Chair}
- Mark Gilham {MG}
- Steve Herring {SH}
- Lucie Hodge {LH}
- Glenda Logsdail {GL}
- Julie Massey {JM}
- Libby Mills {LM}
- Karen Smith {KS}
- Kevin Sullivan {KS1}
- Jean Tremlett {JT} {Guest}
- Ryan Yeo {RY}

**IN ATTENDANCE:**

- Valerie Asemah {VA} {Minutes}
- Spencer Goodman {SG}
- Sarah James {SJ}

**1. WELCOME AND INTRODUCTION**

1.1 Sheila Hassan {SH} was unable to attend the meeting today so JB took the role of Chair and welcomed everyone to the meeting. Round table introductions were made, especially for the benefit of new group members and guest Jean Tremlett.

1.2 A warm welcomed was extended to Stephanie Bell (SB) and Lucie Hodge (LH) as new group members and Julie Massey (JM) and Kate Love (KL) both of whom have stayed on for another term on the group.

1.3 Apologies for absence:

Apologies for absence were received from Charlotte Beardmore, Louise Boyle, Geri Briggs, Angela Francis, Nikola Hawkins, Sheila Hassan, Paula Horne, Kate Love, Rebecca Lynn, Neill Roberts, Jean Simpson and Helen White.

**2. MINUTES OF THE PREVIOUS MEETING HELD ON 27<sup>TH</sup> APRIL 2016**

2.1 The minutes of the meeting held on 27<sup>th</sup> April 2016, were approved as a true and accurate record.

2.2 Matters arising from the meeting held on 27<sup>th</sup> April 2016 and not covered elsewhere

Any other business - Minute 15.1 Following a query at the last meeting as to whether SCoR was planning anything to acknowledge Kath Walker's work, SJ spoke with Charlotte Beardmore {CB} and was advised that this is something are able to do and suggested they contact the CEO Richard Evans. Following a short discussion JM agreed to take this to the next RTSM meeting to consider and action.

- 2.2.2 Any other business – Minute 15.2 at the last meeting SG had informed the group that the Curriculum in Informatics document was being developed for diagnostic imaging and further work was planned for the inclusion of therapeutic radiography. SG informed the group that this needs a more in-depth look and will keep the group informed.

***ACTION:*** SG

### **3. RT BOARD – most recent meeting**

- 3.1 SG gave an update.

SG will sit on the radiotherapy board as an Observer. Dr Janet Dickson is the new chair (RCR). Work seems to have paused over the summer and this is now an opportunity for this group to feed into the radiotherapy board. It was confirmed that JB will take on role as SCoR representative from SH. The next meeting is scheduled for Friday 4<sup>th</sup> November 2016.

### **4. NHS ENGLAND – RADIOTHERAPY CRG UPDATE**

- 4.1 SG gave an update.

To note that the clinical reference group has been reformatted and CB has been accepted as an affiliated member with SG as the alternate. Nick Slevin is the Chair. Nothing further to report as yet.

- 4.2 DH/HEE Work Stream - SG gave an update.

To note that funding has been removed from students. From next year students will definitely be paying their own tuition fees. A consultation is out as placements have not yet been decided. This is a very complex issue and there was quite a bit of discussion around this. Some departments can access funds whilst others cannot and this is quite problematic at some institutions.

All AHPs are involved. It was felt that there is a lack of clarity over pre-registration, postgraduate etc. Apprenticeships at degree level were also mentioned.

- 4.3 CRUK Project bid (non surgical oncology workforce) – SG gave an update.

There has been a collaborative document between the RCR, IPEM, SCoR, Royal College of Physicians and many more. SCoR has submitted data. The first meeting is due to take place next month. SG will share outcomes with RAG.

***ACTION:*** SG

## **5. REPORT FROM UK RADIOTHERAPY MANAGERS GROUP**

- 5.1 Angela Francis {AF} was unable to attend the meeting today, but sent an email to update RAG. To note that there has not been a national manager's meeting since the last time RAG met so no update is available. This is her last attendance at RAG as her term of office as the Chair of the Managers group is coming to an end next month. She was thanked for her contribution to RAG during her term as RTSM group Chair. Paula Horne {PH} will be taking over as Chair and so will be attending RAG meetings. It was agreed that VA would write and invite PH to RAG.

**ACTION:** VA

PHE - Data is flowing from the Trusts. There are a few exceptions but PHE are working with these organisations. There is a new RTDS User Group which AF is sitting on as a Manager, London rep and also as SoR rep. Regional reps are as per the PHE regions not NHSE regions.

## **6. SCoR UPDATES:**

- 6.1 SJ and SG gave updates on the following:

AHP Medicine Project Update (Document circulated with agenda) – To note that the HCPC are in the process of approving training courses for supplementary prescriber therapeutic radiographers to convert to independent prescribing. Centres we are currently aware of include Cumbria, London South Bank and Oxford Brookes. It is hope that by the end of the year there will be therapeutic radiographer independent prescribers. HCPC will similarly approve full courses for therapeutic radiographers.

The Practice guidance and Outline Curriculum Frameworks have been published. Approval for prescribing from a limited list of controlled drugs is currently with the Home Office awaiting their consideration.

For information, independent prescribing by diagnostic radiographers is still under consideration by Commission on Human Medicines.

Work is commencing on considering use of exemptions from Human Medicines Regulations and this is likely to focus on contrast agents and is therefore relevant to therapy as well as diagnostic. A Webpage on Prescribing will be updated before Christina retires on 7<sup>th</sup> October 2016.

To note that Sue Johnson (Professional officer) is taking over from Christina Freeman on this project.

Christina sent her very grateful thanks to everyone who has helped on this project and those who continue to do so.

- 6.2 Protons update/e-learning for health – authorship of data going forward for whole workforce. The next meeting will be in the form of a WebEx. Content should be out by October/November and final outcome by early next year.

- 6.3 2016 therapeutic radiography workforce census - To note that SJ and SG will be distributing the workforce census in early November 2016.

***ACTION:***     ***SJ***

- 6.4 Expert witness conference – To note the expert witness conference is being held today and Angela Baker has come forward to attending this training in the role of Expert Witness. Please get in contact if you become aware of further interest from other staff or colleagues.

## **7. UKONS – Radiotherapy Members Interest Group**

- 7.1 SB updated the group as RAG representative

The group has met and agreed the Terms of Reference and future actions. The next meeting is in October 2016. The need for a glossary of therapeutic radiography is to be agreed in view of the technical terms used in radiotherapy and to aide with communication with primary care services and commissioners when caring for patients living with the long term effects of radiotherapy. Phil Reynolds, Nikola Hawkins and Kate Cooper are also members of this interest group. Nikola Hawkins has also kindly agreed to act as our alternate RAG representative with SB.

## **8. NCC-C REPORT**

- 8.1 Susan Lamb sent through a message to say that due to the re-structuring of the NICE guidance centre there has been no further meetings. RCOG now have the contract for the publication of NICE cancer guidelines and the structure and composition of the management board was not known.

## **9. NCRI/CT Rad workstream update**

- 9.1 SG is to attend the next conference in November 2016.

## **10. NRAI update**

- 10.1 SJ gave an update. This group last met in May and discussed the communication strategies they want to develop. The next meeting will be held in October and SG will be attending. Nothing further to report at present.

## **11. Report from RCR Clinical Audit Committee**

- 11.1 Kate Love {KL} was unable to attend the meeting today. But it was noted that KL has indicated that she will probably be retiring in the next couple of years. It was agreed that a replacement RAG representative will be needed to take on her role on the RCR Clinical Audit Committee to report back to RAG and interest is sought from existing group members.

It was agreed that VA would get a report from KL and circulate.

***ACTION:***     ***VA***

**12. Post-Operative Radiotherapy for Breast Cancer: UK Consensus Statements: Update from SCoR representative on national working group**

- 12.1 Jean Tremlett {JT} SCoR representative on National Working group was invited to RAG to give a presentation on developing new evidence based guidelines in post operative radiotherapy for breast cancer.

These guidelines were developed in order to encourage consistent implementation of current best practice based on existing evidence, thus enabling all patients their best possible outcome. JT outlined the seven consensus statements that have been developed. It was concluded that the process was successful and a clear statement is to be published on the Royal College of Radiologist (RCR) website in the next few weeks.

JT was thanked by the Chari for this presentation.

**13. UKONS – Seeking endorsement of Triage Tool as presented by Philippa Jones, Macmillan Associate Acute Oncology Nurse Advisor at previous RAG meeting (Documents circulated with agenda)**

- 13.1 SJ gave an update. Following PJ's presentation at the last RAG meeting and input from GL this was agreed this is an effective tool for assessing patients. Following further discussion it was agreed that RAG recommended endorsement, and that it should be presented at UK Council to be signed off. It was agreed that SJ would speak with Philippa Jones and invite her to the November Council meeting.

*ACTION: SJ*

**14. Macmillan Cancer Support – update on draft competences for AHPs working with people living with and beyond cancer. (Document circulated with agenda)**

- 14.1 SJ gave an update on this piece of work which Macmillan is currently undertaking. Competences have previously been developed for nurses and hence Macmillan's desire to produce AHP competences. There were workshops held across the summer at which two therapeutic radiographers attended and contributed. Karen Morgan all attended their AHP Expert Advisory Group meeting last week where they were discussed. SJ has discussed with SG and other professional officers on the stance of SCoR to consider the SCoR's view.

There was further discussion on how as an organisation we can engage with this document. It was noted that SCoR has some concerns. It was agreed that SJ will give another update at the next RAG meeting.

*ACTION: SJ*

**15. Update: National Radiotherapy Quality Special Interest Group (RTQ SIG)**

- 15.1 SG gave an update and presented a paper developed by Macmillan Cancer Support which was discussed at length.

## **16. Chair summary**

- 16.1 The Chair thanked everyone for attending the meeting and he found it to be proactive and positive.

There was a discussion around the future direction and work activities of RAG in the light of the completion of the new therapeutic radiography staff guidance in July. It was felt there is capacity to utilise the knowledge expertise of this advisory group, with possible opportunity for a working group to be established if a relevant work activity is identified. The need for effective communications was discussed to ensure the wider radiography profession are aware of strategic activities. The topic of MR and MR /Linacs were identified as a training need for the therapeutic radiography profession. Some group members reflected on the challenges around getting the required training and expertise in these modalities. SG and SJ agreed to discuss with CB and will report back appropriately.

***ACTION: SG & SJ***

## **17. Any Other Business**

- 17.1 This was Angela Francis last meeting. Paula Horne {PH} will be taking over this position from the next meeting. SG and VA to invite her to RAG meetings.

***ACTION: SG & VA***

- 17.2 SH thanked the group for having him and it is good to see how much is going on. He is looking forward to seeing everyone at the Radiotherapy Annual Conference.

- 17.3 SJ queried whether anyone has any expertise on treating a keloid scar. Following discussion it was noted that further information on this can be acquired from Stephen Morris at Guys and St Thomas's.

## **18. Dates of Future Meetings**

- 18.1 Dates of future meetings were agreed as:

- Tuesday 16<sup>th</sup> May 2017
- Wednesday 18<sup>th</sup> October 2017
- Wednesday 9<sup>th</sup> May 2018
- Wednesday 10<sup>th</sup> October 2018