

Computed Tomography (CT) Advisory Group (CTAG)

Terms of Reference

RATIONALE:

CTAG will be instrumental in safeguarding the interests of CT service users by developing and promoting safety and best practice. It will promote the role of the professional body and trade union for radiographers in CT imaging and will make recommendations to inform and support the strategy of the Society of Radiographers (SoR) and the College of Radiographers (CoR) within the context of CT.

CTAG OBJECTIVES:

1. To develop, influence and promote best practice within the context of CT to the benefit of service users and radiographers who undertake CT
2. To provide information and advice to UK Council and CBoT to support SoR and CoR policy and strategy development
3. To provide expertise through leadership and signposting for UK CT services to benchmark practice against National and International standards
4. To cultivate closer working relationships between radiographers who undertake CT, radiologists and MPEs in line with the recommendations of the COMARE 16 report for the benefit of service users
5. To contribute to the national agenda for CT by communicating with governing bodies and other stakeholder organisations, for example by responding to consultations, and sharing knowledge and expertise of safe and high-quality CT services
6. To act as a source of expertise, education and leadership for those striving to extend their scope of practice in CT and to adopt a consistent model for enhanced, advanced and consultant practice roles in CT
7. Communicate the work of the CTAG to SoR members, members of stakeholder organisations, and other national bodies where appropriate
8. To promote membership of SoR by raising the profile of the CTAG's work through publications, social media, visibility and presentation at conferences
9. Contribute to and support relevant publications across the organisation, to include: Radiography, Synergy and relevant articles / information on the CTAG Web Pages
10. To review frequent member queries and determine if any further guidance is warranted

11. To establish an overview of the development of CDCs with particular reference to CT services, workforce development and cross employer IR(ME)R compliance
12. To harmonise the experience of patients and the radiographic workforce through consistent practice and governance across the independent sector and NHS



SoR
THE SOCIETY OF
RADIOGRAPHERS

with

MEMBERSHIP

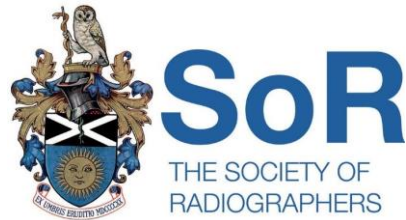
- Membership of the group will not exceed 15 and will be subject to annual review
- All members must be members of the SoR
- Members will be expected to demonstrate a commitment to the work of the group through attendance at meetings and participation in relevant working groups
- Membership will be drawn from all areas of CT practice to include clinical practitioners, CT Leads, Radiotherapy Service Leads, CT PET Service Leads. Where possible, the four UK countries should be represented
- All members will serve a fixed term of 4 years. Current members are eligible to apply for a second term
- Non-attendance at three meetings without the agreement of the Chair may result in the member being asked to leave the group

OFFICERS

- UK Council reserves the right to appoint the Chair. Where Council chooses not to appoint the Chair the group shall select its own Chair by ballot at the first meeting of the group and after the 1st July each year
- The group will elect an appropriate vice-chair by ballot at the first meeting of the group and after 1st July each year
- An Officer or Officers, as appropriate, of The Society of Radiographers will attend meetings in an advisory capacity
- The SoR will provide administrative support

MEETINGS

- The group will meet twice per year. Once face to face (with an online option) and once online. Additional meetings may be necessary for specific elements of work and can be facilitated as face-to-face meetings or as a telephone or video conference meetings
- To be quorate meetings must have at least **7** members present



- Small project groups may be constituted to progress work; membership and project lead to be determined by the group
- Individuals from the group may represent the group on external stakeholder working parties where appropriate

DUTIES OF THE CHAIRPERSON

- To chair all meetings of the group. In the absence of the Chairperson, the vice Chair will assume the Chair
- To participate in the selection of members of the Group

DUTIES OF THE VICE CHAIR

- To support the work of the Chairperson
- To chair meetings in the absence of the Chairperson
- To participate in the selection of new group members

DECISION MAKING

- The group is expected to make decisions by consensus
- In the event of a vote being necessary the decision will be reached by a simple majority of members present, in person or by telephone. In the event of a split vote the chair will have the casting vote

ACCOUNTABILITY

- The group will be accountable for all its actions to the UK Council of The Society of Radiographers and the Board of Trustees of The College of Radiographers, through the Director of Professional Policy
- Individual members of the group must sign up to the principles outlined within the document entitled *Represented the Society and College of Radiographers: Terms of Reference (2013)* and adhere to the SCoR Data Protection Act principles

TARGETS FOR 2021-2022

- To formulate a communication plan

- To develop and begin a work plan for 2021-2022



ACHIEVING THE TARGETS

- The Chair of the group, with support from the group, will prepare an annual report for SoR Council.
- To confirm achievement of targets, the group will monitor the progress of ongoing work to ensure it remains within time frames and budgets
- Accountability of the group is via the Chair

ANTICIPATED COSTS

Approximate costs for the work of the group are:

15 members x 2 meetings a year
Additional work/small group meetings
Supporting member attendance at events

In addition funding may be required to produce promotional materials and publications.

BENEFITS

To patients and service users

- Ensuring CT service users receive safe, high quality and consistent care delivered by appropriately trained practitioners in diagnostic and radiotherapy planning services

To members

- Through the College of Radiographers Education and Career Framework, ensuring that radiographers who undertake CT benefit from consistent education and leadership across all levels of practice from post registration through enhanced, advanced and consultant practice role
- Through the group, strengthening the voice of radiographers in the procurement and strategic planning of CT services throughout the UK and improving ownership of the services they deliver

To The SoR

- Increasing the profile of the SoR by highlighting opportunities as members to influence SoR and CoR strategy and the national agenda for CT