

Institute of Physics and Engineering in Medicine

65th RCT Management Board

Held Via Video Conference

On Tuesday 9 Nov 2021 10am

<u>Present</u>		
Iain Threlkeld	IT	Registrar
Paul Blackett	PB	Assistant Registrar
Peter Jones	PJ	ART Representative
Carolina Rodrigues	CR	Registrant Representative
Kevin Gibbs	KG	ART Representative
Paula Todd	PT	IPEM Representative
Lizzy Crawford	EC	IPEM Representative
Shaun Lundy	SL	IHEEM Representative – joined the meeting part way
Phil Morgan	PM	IPEM CEO
Gill Harrison	GH	Society of Radiographers - Observer
Steve Mattin	SM	IPEM Membership Development Manager
In Attendance		
Fiona McKeown	FM	Administrative support to the Board (IPEM)

<u>Apologies</u>		

Ref	Detail	Action
1.1	Apologies for absence	
	No apologies for absence had been received, although SL had notified the Registrar that he would be joining soon after the start of the meeting	
1.2	Introductions	
	The Registrar introduced Fiona McKeown (FM), acting as administrative support to the Board (IPEM).	
2.0	Declaration of interest	
	EC stated that she was now part of an IPEM group looking at advanced technologist practitioner roles. IT did not see this as an issue, but it would be noted.	
3.0	Minutes of the last meeting	
	The minutes of the meeting dated 27 May 2021 were discussed and accepted as a true record.	

Ref	Detail	Action
4.0	Matters arising / Actions from the last meeting Action points were addressed as detailed below or were on the agenda for today's meeting. The Registrar requested that in future all Action Points from the meeting were to be included as a separate table after the main minutes.	SM
	a) Accredited Register Cluster The Registrar noted that there had been a change and the Registration Council for Clinical Physiologists (RCCP) had now been taken over by the Academy of Health Care Science (AHCS). This issue may be the subject of further discussion, but the action could now be closed.	
	b) RCT PCC update on training and terms of office Amendments to the RCT Code of Professional Conduct had been made .	
	c) DXA Task and Finish Group – pilot stage. The Registrar stated that the pilot project was moving forward. (The Registrar reiterated his existing conflict of interest in this item, as the Bone Densitometry new Scope of Practice had been proposed by his wife). He asked whether the Board wanted to consider going live with primary applications or wait until the equivalence pilot has been completed? It was decided to carry this decision forward to the next meeting	IT
	d) Policy reviews At the last meeting the board was invited to contact SM by 11 June if any further changes were needed to several policies. These were discussed and confirmed that they had now moved through to version control, and would be posted on the RCT website where applicable.	
	e) Update on the campaign for statutory registration of RCT in Nuclear Medicine PM explained that there is increasing interest in the campaign which is moving forward with meetings planned in Nov with the Dept for Health and the Scottish govt. There will be a report back to subsequent board meetings. GH and PM confirmed that a separate letter had been sent by CASE to the Sec of State in respect of sonography regulation	IT
5.0	Feedback on the Transition of Sonographers from the PVRS to the RCT (IT verbal) During his absence from the IPEM office by SM, the membership team had continued to work through the new applications coming in from sonographers. GH had met with Kathryn Surtees at IPEM to work through any actions required. SM explained that his team would reconcile all new applications to make sure all had received the correct certification. IT then asked the Board to confirm, as from previous discussions, that the RCT would adopt similar measures to those applied by PVRS to measure the level of English language proficiency in Equivalence route applications to other RCT scopes of practice. The Board confirmed this and asked IPEM to update the RCT requirements details. Primary route applications would not be affected. Going forward GH confirmed that she would not attend meetings (unless required) and would communicate separately. GH left the meeting at 10.30am	SM
6.0	Policies to review / first approval (standing item) (IT) a) Review of complete list of RCT Policies and Procedures	

Ref	Detail	Action
	<p>The Board have been set an excel spreadsheet detailing all the policies and review dates -a lot of policies were due for review in 2021. The Registrar suggested a regular review of policies over the 3 year review period, but noted that certain policies will need to be dealt with at the next meeting. Considering the upcoming PSA review – any urgent policy reviews can be dealt with separately – SM will confirm if any were needed.</p> <p>The Registrar suggested that there were a number of policies requiring review at the next meeting in March, including:</p> <p>Criteria mechanism for managing RCT registrations while investigations are ongoing,</p> <p>RCT reporting in Safeguarding cases – PM advised that IPEM have now developed a Safeguarding policy which the RCT can adopt</p> <p>Policy on information,</p> <p>Equality, diversity, and inclusion policy – also newly drafted for IPEM.</p> <p>Policy on International Applications.</p> <p>b) RCT Management Board Terms of Reference</p> <p>The policy was discussed, and The Registrar suggested several alterations which were approved by the Board. He would pass the details to SM to update the document.</p> <p>c) Complaints Policy</p> <p>The policy was approved with no further changes proposed.</p> <p>d) Policy on Health and Conduct Declarations</p> <p>The policy was discussed and whether it should apply only to permanent/long term changes to health. PM suggested this was a sensitive area and may be best to take legal advice and also find out the HCPC position. It was agreed to put the review of this policy on hold, pending further information.</p> <p>For information SM advised the Board that IPEM on new membership forms ask applicants to declare any unspent criminal convictions. IT felt that this was already covered in the policy, but asked SM to review and bring this point back to the next meeting.</p> <p>e) Public Meetings Policy</p> <p>A small amendment to the advertisement of meetings was discussed – as currently only the IPEM website mentioned upcoming RCT Management Board meetings (and ART and IHEEM’s didn’t) it was agreed that this sentence be removed.</p>	<p>SM</p> <p>IT / SM</p> <p>PM</p> <p>SM</p> <p>SM</p>
7.0	<p>Risk and Report (standing item)</p> <p>a) Risk register paper (PM)</p> <p>PM had written a paper to accompany this part of the agenda but unfortunately this hadn’t been circulated prior to the meeting, therefore PM shared it on screen with the Board. As requested, PM had reviewed the Risk Register (RR) to bring it in line with IPEM registers. Considering the large number of items to review PM proposed that</p> <ol style="list-style-type: none"> 1. A subgroup be formed to review the RR and only substantial changes be brought to the RCT Board 	

Ref	Detail	Action
	<p>2. The number of risks was reduced e.g., Between clinical and management items</p> <p>A combination of both proposals was agreed and a subgroup comprising of PM, PB, PT and SL was inaugurated with the proviso that the Board could rotate members into the subgroup. Their main remit would be to carry out a more focused review of the RR and where changes made this would be minuted at the subsequent RCT Board meeting. There were plans for a virtual meeting of the subgroup before Christmas. PM was asked to circulate his paper to the Board.</p> <p>b) Risk Register (PM) PM confirmed that there were no urgent issues to discuss, and the register as it currently stands could be reviewed by the subgroup before referring back to the Board.</p> <p>c) Report on Registrant Numbers and Characteristics the Registrar referred to an action point from the last meeting in that SM would refer to the IPEM CRM and provide further analysis to the Board. SM advised that anomalies had been spotted and he would investigate further and provide any further profiling to the Board.</p>	<p>PM</p> <p>PM</p> <p>SM</p>
8.0	<p>Public safety considerations</p> <p>This item was usually reported on by one of the Lay Members, but none are currently in place and no other board members had anything to report under this item. This would continue to be a standing item.</p>	IT
9.0	<p>Fitness to practice issues</p> <p>PM referred to the issue mentioned at the last board meeting - a Fitness to Practice case was still outstanding, with the subject registrant contesting their dismissal through an Employment Tribunal. The Tribunal was now scheduled for 2023. Therefore, PM recommended that the case be suspended until further notice and wait for the conclusion of the employment tribunal. The individual should remain on the register at this time. PM will update the board as necessary.</p>	PM
10.0	<p>Approval of Registrant Fees for 2022</p> <p>Kathryn Surtees (Head of Operations and Finance at IPEM) had looked at the level of fees for 2022 and proposed an increase to £30 per annum or £2.50 per month per person. The Board approved this increase. SM would advise IPEM of the Boards decision.</p>	SM
11.0	<p>RCT and AHCS Register</p> <p>The Registrar summarised the background to the email he had received – the RCT and AHCS are professional registers, with equal status under the PSA. The question had concerned a person register with AHCS, though through their equivalence route – could they also then be accepted on the RCT? The Board discussed the matter and agreed that while the primary routes had the same requirements, AHCS equivalence route did not meet the RCT scopes of practice for equivalence and therefore it would not be possible to pursue this any further. The Registrar confirmed he would respond to the email.</p>	IT

Ref	Detail	Action
12.0	Expansion of Primary route qualifications (IT email) The Registrar explained that he had received an email from Salford university, Nuclear Medicine course, which had a Post Graduate Diploma, accredited by the Society of Radiographers. Could this be accepted as a Primary route for application? This also raised a more general question in whether the RCT could accept other accredited degree courses as primary routes. The matter was discussed, but agreed that RCT should keep to their existing procedures with the task and finish groups	IT
13.0	IPEM support to the RCT The Registrar agreed to defer this item to the next meeting	IT
14.0	Vacancies on the RCT Management Board The Registrar confirmed that the following vacancies on the Board needed to be filled: IHEEM Representative – talks with IHEEM for their suggested replacement are ongoing RCT Registrant Representative x2 vacancies (also vacancy following as Carolina Rodriguez (CR) term also coming to an end) SM confirmed that there had been interest from 8 people for this role and a vote was needed and would include CR as she confirmed she wished to stand again. SM would confirm the process and move forward. Lay Member x2 vacancies – 1 applicant for this role. The Registrar suggested a Teams meeting to confirm the position also with PB PT confirmed that she would be happy to stay on the board and her employer had approved this. SM confirmed that approval from IPEM was needed.	IT SM PM SM
15.0	Move to use of Microsoft Teams for Board papers (PM Verbal) PM explained that committee workspaces on the current IPEM website will go when the new IPEM website comes into operation in Feb 2022. This facility and document repository would transfer to a secure and dedicated channel hosted by IPEM on MS Teams. The Registrar explained he was already using Teams for other aspects of his work with IPEM. CR asked if this would also apply to assessors – and this was confirmed – SM would provide a list of names. PM would arrange for the set up of all RCT board and assessors and would set up a trial access	SM PM
16.0	AOB The Registrar gave formal thanks to CR for all her efforts in her term of office Discussed following item 6.e - The Registrar advised that the IPEM office was now opening to face-to-face meetings, though there was also the facility to Zoom into meetings in the York office. There was also the possibility to have meetings in another location. This issue was discussed, and the Board agreed that a mix of virtual and face-to-face meetings was preferred going forward. Discussed following item 12 – PT had been made aware that the IPEM Clinical Technologist training scheme has changed their scope of practice for trainees and the Board needs to consider whether a change is needed in their equivalent	

Ref	Detail	Action
	scope of practice. IT will get further details on this area and report back to the Board	IT
17.0	Date of Next Meeting It was confirmed that the next meeting would be a face-to-face meeting at the IPEM Offices in York, preferably on a Thursday in late February or early March. SM would set up a Doodle Poll to board members to select their availability and preference.	SM

Fiona McKeown

IPEM Ext and Int Services Manager

17 Nov 2021

	ACTION POINTS	
4.c	Decision on primary applications re new bone densitometry (DXA) scope of practice to be carried forward to next meeting	IT
4.e	Update on the campaign for statutory registration of RCT in Nuclear Medicine – agenda item for next meeting	IT
5.0	IPEM to update the RCT requirements details in respect of English language proficiency in Equivalence route applications to other RCT scopes of practice	SM
6.a	Advise of any urgent policies to review after meeting and include in agenda for next meeting	SM
6.b	The RCT Management Board Terms of Reference – policy document to be updated	IT/SM
6.d	Advice to be sought on the Policy on Health and Conduct Declarations, in relation to permanent/long term changes to health.	PM
6.d	SM to review policy in respect of a declaration of any unspent criminal convictions.	SM
6.e	Public Meetings Policy – policy to be updated as discussed	SM
7.a	Risk register subgroup to meet and review items on the RR, and Paper to be circulated to the Board	PM
7.c	Registrant Numbers and Characteristics – investigate further and provide any profiling to the Board.	SM
8.0	PM will update the board as necessary on the Fitness to Practice issue	PM
9.0	Advise IPEM of the Board approval on fees for 2022	PM
10.0	Respond to email received re RCT and AHCS Register	IT
11.0	Respond to email received re Expansion of Primary route qualifications	IT
12.0	IPEM support to the RCT – agenda item for next meeting	IT
13.0	Contact IHEEM re replacement representative	IT
14.0	Teams meeting with lay person applicant	PM / IT / PB
15.0	Move forward with RCT Registrant Representative election	SM
16.0	Obtain approval re PT new term of office	SM
17.0	Move forward with Teams set up, trial and list of assessors	PM / SM
18.0	Investigate change to IPEM Clinical Technologist training and advise Board	IT
20.0	Confirm date for next meeting at the IPEM offices	SM