

**Institute of Physics and Engineering in Medicine**  
**66th RCT Management Board**  
**Held at the IPEM offices, York**  
**On Thursday 10 March 2022 11am-2.30pm**

<b><u>Present</u></b>		
Iain Threlkeld	IT	Registrar
Paul Blackett	PB	Assistant Registrar
Shaun Lundy	SL	IHEEM Representative
Jason Wareham	CR	Registrant Representative
Paula Todd	PT	IPEM Representative
Lizzy Crawford	EC	IPEM Representative
Phil Morgan	PM	IPEM CEO
Tom Reed	TR	IPEM Registrations officer
Jack M	JM	Lay Member
Kate Greswold	KG	Lay Member
In Attendance		
Fiona McKeown	FM	Administrative support to the Board (IPEM)

<b><u>Apologies</u></b>		
Carolina Rodrigues???	CR	Registrant Representative
Karen Bradley		
Kevin Gibbs	KG	ART Representative
Peter Jones	PJ	ART Representative

Ref	Detail	Action
<b>1.0</b>	<b>Apologies, welcome and introductions</b> No apologies for absence had been received??? The Registrar introduced the new lay members to the Board for their first meeting – Jack M (JM) and Kate Greswold (KG) PM introduced Tom Reed (TR), new Registration office (IPEM). He also advised that a new Membership manager would start in May, along with new administrators, who would progress the support of the RCT.	
<b>2.0</b>	<b>Declaration of interest</b> The Registrar reiterated his existing declaration of interest in the DXA Task and Finish Group (as the Bone Densitometry new Scope of Practice had been proposed by his wife). There were no further declarations of interests relevant to the agenda.	
<b>3.0</b>	<b>Minutes of the last meeting</b>	

Ref	Detail	Action
	The minutes of the meeting dated 9 <sup>th</sup> Nov 2021 were discussed and <b>accepted</b> as a true record.	
<b>4.0</b>	<b>Matters arising / Actions from the last meeting</b> Action points were addressed as detailed below or were on the agenda for today's meeting – please see all Action Points included as a separate table after the main minutes.	
	<b>6(d).</b> SM to review policy in respect of a declaration of any unspent criminal convictions. There was a discussion on this point and determined to review the IPEM documents and procedure. Also to approach the PSA for further guidance	IT/PM
	<b>16.</b> It was confirmed that approval had been obtained for a new term of office for PT	
	<b>17.</b> There had been Teams issues for assessors – to be further investigated	TR
	<b>18.</b> Investigate change to IPEM Clinical Technologist training and advise Board after made aware that the IPEM Clinical Technologist training scheme changed their scope of practice for trainees. It was agreed to review and update the equivalence route to the Modern scientific program as necessary	
<b>5.0</b>	<b>Policies to review / first approval (standing item) (IT)</b> There were several policies requiring review at this meeting including a) <b>RCT reporting in Safeguarding issues</b> – current RCT policy was approved without amendment. The new IPEM safeguarding policy was noted by the Board and the Registrar would comment and send to IPEM b) <b>Equality, diversity, and inclusion policy</b> – a new IPEM policy and applicable to IPEM members. Other organisations would be asked to supply their EDI policy for review c) <b>Policy on information</b> – PM to review if covers access to Board minutes under the minimum retention period for data protection d) <b>Policy on International Applications</b> – approved at present and to be reviewed again later if needed e) <b>Criteria mechanism for managing RCT registrations while investigations are ongoing</b>	IT All PM
<b>6.0</b>	<b>Risk and Report (standing item)</b> a) <b>Review and update of risk register paper (PM)</b> PM referred to his risk register paper, the full RR and the working RR which had previously been circulated to the Board. The following was agreed <ul style="list-style-type: none"> <li>• Three “Covid” risks at the top – to be removed</li> <li>• Risk 2 – “Financial non-viability of Register in future” – retained - Board want to highlight promotion of the register and future recruitment and retention strategies</li> <li>• Risk 3 – “High number of registrants audited for CPD whose submission does not meet the required standards” – to be reviewed annually</li> </ul>	

Ref	Detail	Action
	<ul style="list-style-type: none"> <li>• Risk 4 – “Voluntary nature of registration” – RCT needs to do more to promote RCT as a requirement of employment</li> </ul> <p>There was a discussion on the remainder of suggestions in the paper and whether risks could be merged into a single risk, or a separate register created for ‘practitioner / clinical risks’. The Registrar suggested that the Risk sub committee review this issue and bring a proposal to the Board The Register would be updated with the agreed changes and reviewed at the next meeting</p> <p><b>b) Report on Registrant Numbers and Characteristics (PM)</b> TR referred to his paper to the Board and had noted that numbers were down on the previous report. While payment by DD had helped retain membership, there is a high proportion of over 50 leaving the workplace and the current demographic needs to be considered in terms of promotion and recruitment to the Register.</p>	PM
7.0	<p><b>Public safety considerations (standing item) (IT verbal)</b> This item was usually reported on by one of the Lay Members. As it was the first meeting with the new members and no other board members had anything to report, there was nothing to consider under this item. This would continue to be a standing item.</p>	
8.0	<p><b>Fitness to practice issues (standing item) (PM verbal)</b> PM referred to the Fitness to Practice case that was still outstanding. The Employment Tribunal was scheduled for Jan 2023. PM will update the board as necessary</p>	PM
9.0	<p><b>Vacancies on the RCT Management Board (IT verbal)</b> The Registrar noted that details of Board members and their terms of office should be included in the Board papers for reference The Registrar confirmed that 2 lay members and 2 Registrant reps had now been elected to the Board, but talks are still ongoing for an additional IHEEM representative. The Registrar noted that the (3year) terms of the Registrar and Asst Registrar would come to an end in Sept 2022 and consideration needed to be given to this by Board Members. PM would be available to discuss this role with any interested parties. Any election would be carried out by IPEM in an electronic ballot.</p>	TR IT All PM TR
10.0	<p><b>Update on new scopes of practice (IT verbal)</b> The Registrar provided some background and explained the traditional areas of practice. He stated the following: <b>Clinical computing</b> - had asked to be included as a new scope of practice – via the equivalence route. However there has been no volunteer in the area. A possible applicant from Portsmouth was discussed and would be investigated. <b>DXA scope of practice</b> – a primary route qualification had been identified and equivalence route criteria was being developed. The Board gave approval to make the primary route ‘live’, and anticipated uptake on this immediately, while the equivalence route continued to be developed. TR was asked to make an</p>	IT TR

Ref	Detail	Action
	announcement on this, and update the forms and processes to accommodate the new scope of practice. <b>Physiological Measurement</b> – had been proposed as a new Scope of Practice and the Board gave approval for a new task and finish group to be set up.	IT
<b>11.0</b>	<b>Update on statutory registration (IT verbal)</b> The Registrar explained that his report had been circulated (please confirm??) and the campaign is moving forward with IPEM and the RCT, with meetings held with the Dept for Health, several MPs and the Scottish govt. The public consultation is ongoing. There was a need to bring together the relevant organisations (IHEEM, IPEM, RCT) to develop / decide on the next strategy and determine how to resource this. The Registrars Update should communicate what has been achieved so far and the future plans.	IT
<b>12.0</b>	<b>IPEM / RCT Website updates (TR verbal)</b> TR explained that the current website was struggling with the size of the current register which held details of current and former members. He suggested splitting the list, but it was agreed to figure out the issue with the list and bring this back to the board	TR
<b>13.0</b>	<b>RCT application process update (TR verbal)</b> The IPEM website was currently being updated and IPEM would be able to move forward with applications completed online. TR explained that this could be offered as an option for the RCT website. The current RCT website is hosted on Word Press and supported and paid for by IPEM and there were already precedents for RCT to use the IPEM website in this way. This could also be an opportunity to consider a new website for the RCT, and / or new branding. PM would consider how to move forward with the IPEM finance team	PM
<b>14.0</b>	<b>Applicant plagiarism issues (LC verbal)</b> LC explained that she was concerned about a recent application in which it appeared that content had been copied from internet sources. LC had provided comparison examples and her draft email to the applicant. The board agreed that this email should be sent. The Board also agreed to investigate 'Turn it in' software and apply random testing and decide any further action going forward at the next meeting.	TR
<b>15.0</b>	<b>AOB</b> The Registrar raised the issue of Equivalence Assessors training and the need for an assessors lead. The board gave approval for new assessor training and also refresher training. There was a discussion on the issue of access to primary route qualification in Wales and it was agreed to raise this as a concern with the National School of Healthcare Science.	
<b>16.0</b>	<b>Date of Next Meeting</b>	

Ref	Detail	Action
	It was confirmed that the next meeting would again be a face-to-face meeting at the IPEM Offices in York, in June 2022. TR would set up a Doodle Poll to board members to select their availability and preference.	TR

**Fiona McKeown**

**IPEM Ext and Int Services Manager**

**15 March 2022**

	<b>ACTION POINTS</b>	
Nov 21 6.d	Review IPEM policy in respect of a declaration of any unspent criminal convictions and seek guidance from PSA	IT / PM
Nov 21 17.0	Move forward with Teams set up, trial and list of assessors – investigate Teams issues for assessors	TR
5.0a	<b>Policies to review / first approval (standing item) (IT)</b> <b>RCT reporting in Safeguarding issues</b> – new IPEM safeguarding policy to be reviewed by Registrar	IT
5.0b	<b>Policies to review / first approval (standing item) (IT)</b> <b>Equality, diversity, and inclusion policy</b> – other organisations would be asked to supply their EDI policy for review following the new policy from IPEM	IT/All
5.0c	<b>Policies to review / first approval (standing item) (IT)</b> <b>Policy on information</b> – PM to review if covers access to Board minutes under the minimum retention period for data protection	PM
6.0a	<b>Risk and Report (standing item)</b> <b>Review and update of risk register paper (PM)</b> Risk subcommittee to review options to merge items into a single risk, create a separate register created for ‘practitioner / clinical risks’. The Register would be updated with the agreed changes and reviewed at the next meeting	PM
6.0b	<b>Risk and Report (standing item)</b> <b>Review and update of risk register paper (PM)</b> The risk register to be updated with the agreed changes and reviewed at the next meeting	PM
8.0	<b>Fitness to practice issues (standing item) (PM verbal)</b> PM to update the board as necessary	PM
9.0a	<b>Vacancies on the RCT Management Board (IT verbal)</b> Details of Board members and their terms of office should be included in the Board papers for reference	TR
9.0b	<b>Vacancies on the RCT Management Board (IT verbal)</b> IHEEM Representative – talks with IHEEM for their suggested replacement are ongoing	IT
9.0c	<b>Vacancies on the RCT Management Board (IT verbal)</b> Consideration by Board of for end of term of the Registrar and Asst Registrar in Sept 2022	All / PM /TR
10.0a	<b>Update on new scopes of practice (IT verbal)</b> <b>Clinical computing</b> - equivalence route applicant from Portsmouth to be investigated.	IT

10.0b	<b>Update on new scopes of practice (IT verbal)</b> <b>DXA scope of practice</b> – primary route to go 'live' - TR to make announcement on this, and update the forms and processes to accommodate the new scope of practice.	TR
10.0c	<b>Update on new scopes of practice (IT verbal)</b> <b>Physiological Measurement</b> – task and finish group to be set up	IT
11.0	<b>Update on statutory registration (IT verbal)</b> The Registrars Update should communicate what has been achieved so far and future plans	IT
12.0	<b>IPEM / RCT Website updates (TR verbal)</b> TR work to figure out the issue with the list and bring this back to the board	TR
13.0	<b>RCT application process update (TR Verbal)</b> Possibility to utilise new IPEM website functionality for online applications. PM would consider how to move forward with the IPEM finance team	PM
14.0	<b>Applicant plagiarism issues (LC Verbal)</b> Look into 'Turn it in' software for next meeting.	TR
15.0	<b>AOB</b> Issue re access to primary route qualification in Wales to be raised as a concern with the National School of Healthcare Science.	IT
16.0	<b>Date of Next Meeting</b> Confirm date for next meeting at the IPEM offices	TR