

Institute of Physics and Engineering in Medicine
67th RCT Management Board
Held at the IPEM offices, York
On Thursday 16th June 2022 11am-2.30pm

Present

Iain Threlkeld	IT	Registrar
Paul Blackett	PB	Assistant Registrar
Shaun Lundy	SL	IHEEM Representative
Lizzy Crawford	EC	IPEM Representative

Attending remotely

Karen Bradly	KB	Registrant representative
Paula Todd	PT	IPEM Representative
Jason Wareham	JW	Registrant representative

In Attendance

Paul James	PJA	IPEM Membership Manager
Tom Reed	TR	IPEM Registration Officer

Apologies

Phil Morgan	PM	IPEM CEO
Kevin Gibbs	KGI	ART named representative
Peter Jones	PJO	ART named representative
Jack Morris	JM	Lay Member
Kate Greswold	KGR	Lay Member

Ref	Detail	Action
1.0	Apologies, welcome and introduction	
	Apologies from both lay members who (JM, KGR) have both reported sick the morning of the meeting. Introductions for PJA attending first meeting and KB who had not yet met everyone on the board.	
2.0	Declaration of Interest	
	The Registrar (IT) 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.	
3.0	Minutes of the last meeting	
	The minutes of the meeting dated 10 th March 2022 were discussed and accepted as a true record.	
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 – please see all Action Points included as a separate table after the main minutes.	
	6.d Review IPEM policy in respect of a declaration of any unspent criminal convictions and seek guidance from PSA Agreed to close action around PSA guidance on unspent convictions, will be updated if the PSA change their guidance on the matter.	
	9.0c - Vacancies on the RCT Management Board Consideration by Board of for end of term of the Registrar and Asst Registrar in Sept 2022	

	TR Confirmed that Registrar Role Description has been updated in line with terms of reference re: term limits.	
	10.0b Update on new scopes of practice (DXA) 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 Confirmed announcement has been made and first application have been received.	
	15.0 AOB Issue re access to primary route qualification in Wales to be raised as a concern with the National School of Healthcare Science. IT Confirmed he has contacted relevant bodies for further information.	
5.0	Policies to review / first approval (standing item) (IT) a) Procedure to back up the RCT Website – Current policy approved without amendment but will need to be re-done pending development of new RCT website b) Policy on removal from and restoration to the RCT – Minor wording changes suggested by IT and approved by board. Any further proposed changes to be submitted to TR by 24/06/22. c) Policy on Assessment of Applications – IT proposed updates to qualification wording. Removal of restrictions on management board assessors approved. Declaration of interests for assessors to be added to assessment forms. Update to rejected applicants paragraph to add opportunity to provide further evidence approved. Clarification of primary route access requirements approved. Question about professional review from IT – Agreed to make no changes. Question about course accreditation from IT – Agreed to remove paragraph from policy. Agreed to remove registrar approval from procedure. Random selection of equivalence applications JW to discuss at a future meeting. EC Proposed wording changes to application scoring section.	TR TR
6.0	6.0a Risk and Report (standing item) (PJA) PJA provided updates on PMs changes to the register being split into Admin/Clinical risks – Approved, IPEM office to review admin risks, SIGs to review clinical risks. SIG Chairs and ART to be contacted The following risks were reviewed at this meeting: 1) Financial non-viability of the register Recruitment plan to be developed – sub group to be formed. 2) Voluntary nature of the register Comms strategy for both applicant and employer engagement to be focus of new website development. 3) High number of audited RCT registrants not meeting standards TR to provide numbers for the 2022 audit at next meeting Risks sub-committee to continue meeting. 6.0b Registrant numbers and characteristics EC highlighted two anomalous scopes of practice – TR to investigate	PJA TR TR
7.0	Public safety considerations (Standing item) No lay members in attendance – no items raised	
8.0	Fitness to practice issues (standing Item) No new issues raised	
9.0	Vacancies on the RCT Management Board	

	Registrar position due for renewal. IT happy to continue or stand aside if another candidate volunteers. Need for succession plan highlighted. TR to send email out to full board inviting applicants for 2025. Additional IHEEM representative still needed – TR to follow up	TR TR
10.0	Finance update on 2023 Pricing PJA provided update on current costs and price increases over time. Proposed new prices for 2023 based on expected future costs and income plus new website cost. IT provided a background on past pricing structures. IT Proposed postponing approval on fees decision until later in the meeting after website proposal has been heard. PB suggested option to pay for 2 years up front. EC Noted possible issues with CPD failures, TR pointed out issues with IPEM finance team re: Direct Debits TR Proposed increasing application fees in line with renewal fees. EC and PB seconded. IT and JW suggested providing a price breakdown to registrants with reasons for price increases. PJA questioned whether prices will be a barrier to application.	
11.0	Update on statutory registration TR Reported that IPEM is currently awaiting updates from other involved organisations.	
12.0	RCT Website RCT Website discussion moved up agenda from point 15 to 12 in order to wrap up related finance discussion. PJA provided background and issues with current website and highlighted potential benefits of updating. Provided 4 options for moving forward: <ol style="list-style-type: none"> 1) Keep current wordpress website as is 2) Develop improved website on wordpress (recommended option) 3) Move to new CMS within IPEM website 4) Move to new independent CMS PJA provided costings for Option 2 including branding update and integration to IPEM CRM. Confirmed current proposed costings are estimates that will need to go to tender. Board agreed to move ahead with option 2 and to increase 2023 renewal fee to £35 and application fees to £50/£70. PJA to rework proposal for tender and share with Management Team. TR to update IPEM finance team.	PJA TR
13.0	Bone densitometry change of scope transfer IT declared conflict of interest provided background on DXA application routes. IT raised question about transfer to DXA scope for existing RCT registrants with 2 options: <ol style="list-style-type: none"> 1) Only those with primary route qualification can transfer 2) Provide grandfathering window for existing registrants (supported by line managers) Board agreed to provide grandfathering window. TR to contact existing physics scope registrants to invite to transfer by 31/10. IT confirmed equivalence route for DXA is currently being trialled but on hold.	TR

14.0	Registrants needing to change scope of practice TR provided update on a number of grandfathered RCT registrants who feel they are no longer registered on the correct scope of practice TR to send spreadsheet to IT to discuss how to proceed	TR
15.0	Proposed changes to primary route application process TR explained currently 2 different primary route application processes for Sonographers and Non-Sonographers and asked whether it would be possible to change non-sonography process to match sonography process. Board agreed to allow primary route apps to be handled entirely within IPEM office with either TR or PJA to sign off on all applications. TR to update procedures.	TR
16.0	Update on use of Turnitin for plagiarism detection TR Confirmed that IPEM can provide access to Turnitin to review applications. Noted that it would be impractical to put every application through Turnitin and suggested adding plagiarism awareness to assessor training and using Turnitin to review suspected plagiarism. PB proposed adding plagiarism warning and declaration to RCT application forms. Board agreed to update assessor training. TR to update application forms. PJA questioned how confirmed plagiarism should be dealt with. Board agreed to allow re-submission and include "registration at risk warning" to applicants and registrants. PJA/TR to update policy.	TR PJA/TR
17.0	Update on RCT Assessors TR Provided update on use of Teams to submit applications to assessors. Suggested including Teams in assessor training. Highlighted need for additional Sonography Assessors and Auditors. TR to put out call for Sonography assessors/auditors from previous PVRS registrants.	TR
18.0	Employer engagement TR highlighted growing trend in applicants not fully understanding the reasons to join the register or the application process citing instruction from employers as reason for applying. Suspects that employers are not familiar with RCT application requirements, questioned how this can be resolved. Agreed to use new website to improve information provided to employer and applicant guidance and use online application to prevent submission of incomplete applications.	
19.0	CPD requirements and audit issues TR provided update on recent audit and raised issue around RCT registrants struggling to access mycareerpath and lack of awareness of CPD requirements. TR to discuss with IPEM comms about improving guidance to new and existing registrants	TR
20.0	EDI Policy TR provided update on PSA EDI action plan and explained that RCT EDI policy is not currently on the RCT website IT announce conflict of interest as IPEM trustee EDI representative. TR explained future plans to collect EDI data from IPEM applicants questioned if RCT wants to do same. Board agreed to collecting EDI Data when IPEM does and wait on PSA update for further policy changes. TR to review if any other RCT policies are missing from website	TR
21.0	Any other business	

	EC announced Task and Finish group for technologist advanced practitioner register has now gone to SIG. TR to distribute paper from EC to board. PB asked about investing in exhibition materials	
22.0	Date of Next Meeting TR to send out doodle poll to set date for next meeting in October	TR

	Action Points	
5.0b	Policies to review - Policy on removal from and restoration to the RCT Updates to wording in policy	TR
5.0c	Policies to review - Policy on Assessment of Applications Updates to wording in policy Assessors to declaration of interests added to assessment forms	TR
6.0a	Risk and Report – 1) Financial non-viability of the register Recruitment plan to be developed – sub group to be formed Risk and Report – 3) High number of audited RCT registrants not meeting standards Report on Audit numbers to be provided at next meeting	PJA TR
6.0b	Registrant numbers and characteristics Anomalous scope of practice listings to be investigated	TR
9.0	Vacancies on the RCT Management Board All board members to be emailed inviting declarations of interest in becoming registrar in 2023 Additional IHEEM representative to be requested	TR TR
12.0	RCT Website Proposal to be reworked into tender IPEM finance team to be updated on approved increased fees	PJA TR
13.0	Bone densitometry change of scope transfer All physics registrants to be informed of grandfathering window	TR
14.0	Registrants needing to change scope of practice List of registrants requests to change scope to be provided to registrar for discussion	TR/IT
15.0	Proposed changes to primary route application process Primary route application processes to be updated	TR
16.0	Update on use of Turnitin for plagiarism detection Plagiarism declaration/warning to be added to application forms. Policy to be updated.	TR PJA/TR
17.0	Update on RCT Assessors TR to put out call for Sonography assessors/auditors from grandfathered PVRs registrants	TR
19.0	CPD requirements and audit issues Discuss improved guidance with IPEM comms team	TR
20.0	EDI Policy Review if all RCT policies are available on RCT website	TR
22.0	Date of next meeting Doodle poll to be sent	TR