

**53rd Meeting of the RCT Management Panel (RCT MP)
Minutes of the meeting held at IPEM Office in York
Thursday 19 October 2017**

1. Apologies, welcome and introductions

2. Declarations of interest

No declarations were received.

3. Minutes of the 52nd RCT Management Panel Meeting (6 June 2017)

The minutes of the previous meeting were accepted as a true and accurate record. Completed actions have been removed from the log.

4. Matter arising/actions

In respect of agenda item 7.1 in the previous minutes, 11 new members have been appointed to the RCT PCC.

In respect of agenda item 11.3 in the previous minutes, an RCT panel member and another RCT registrant in the London took a new lay member of the RCT PCC on a departmental visit to help them in their roles. This visit was reported to be much appreciated and extremely useful to both lay members involved.

The action in respect of the 'Policy on removal from and restoration to the RCT' has been amended as required and the final version agreed by the Management Panel.

Letters have been sent, to IHEEM and ART in respect of the continuation of terms of office for both of their representatives respectively. A response was received from both organisations confirming they were agreeable to those Management Panel members continuing to represent them.

It has been confirmed that the autumn Registrar's update would be prepared shortly and would include information on how registration fees are spent.

The process to be followed by the administration team in respect of appeals following non-payment of renewal fees has been added to the 'Policy on removal from and restoration to the RCT'

4.1 Future options for the RCT

A paper was presented on the future options for the RCT with a request for agreement to proposed discussions with the PSA about the potential for 'clusters'. The Management Panel considered these and as part of their discussions agenda item 4.2(b) Financial modelling and PSA consultation on fees was also considered.

The related matter of the CT training scheme was raised and the changes recently undertaken to improve the scheme further. 17 trainees were signed up for the next intake. Trainees had entered the scheme under the Clinical Computing Scope of Practice, but that this meant they were not eligible for RCT registration at the end. After discussions, it was agreed that Clinical Computing should be a Scope of Practice in its own right and that the necessary work to accomplish this should be taken forward. If this was to be a new Scope of Practice, this would require additional expertise amongst RCT assessors.

The Management Panel agreed with the proposed discussions to further inform future discussions about the RCT's options.

Further expansion was given on the financial modelling and PSA consultation on fees to ensure the Management Panel were aware that either of the two models proposed by the PSA in respect of fees would ultimately result in an increase to registrants in respect of their renewal fees. The Membership and Training Manager also advised the Management Panel that she had attended an Accredited Registers Collaborative meeting earlier in the year where the fees consultation was discussed by those ARs present. The Chair of that meeting had advised the group that of the 24 PSA accredited registers, 12 had 0-1,000 registrants and 1 had 30,000+ registrants with the remaining 11 having somewhere between 1,000-11,000 registrants. Some of the representatives of the ARs at that meeting had said the

fees consultation may have such an impact on their registrant fees that they would have to ask their registrants if they valued PSA accreditation enough to pay an increased registration renewal fee. The Management Panel were asked to approve a draft letter in response to the consultation. The Management Panel approved and the letter will be sent to the PSA by the required deadline.

4.2 Requirement for proof of CPD for new applicants

The matter was raised with the Management Panel of an equivalence assessor, in rehabilitation engineering, who had asked about any CPD requirements for applicants in situations of having completed approved training or having worked in the relevant scope of practice but then having had some years away from their career which might lead to a situation of the applicant not having recent experience. The Management Panel discussed this and felt that in situations where an applicant produced a portfolio for assessment for an equivalence application, it would be inherent within that portfolio that CPD had been undertaken. There was also the possibility that someone could use the RCT Career Break Policy if they had been out of work and, depending on the length of that career break, would determine whether any period of updating would be required. It was agreed that clarification regarding this would be provided to the assessors by way of some guidance notes.

4.3 Adding 'scope of practice' to online register (and CRM) plus queries

The scope of practice project is almost complete and, following an exercise of checking all paper applications for scope of practice information, around 700 registrants have been emailed to request they advise us of their scope of practice. Responses had been received by the vast majority although some responses had uncovered 'anomalies' which had been brought to the attention of the Registrar who now wanted to discuss the best way to represent these registrants on the register. After discussion, the Management Panel agreed that a broader term of either 'Physics' or 'Engineering' would be allowed and a paragraph would be added to the webpage of the online register explaining that for those registrants who had moved so far on in their careers that they were no longer undertaking a role relevant to their original training, then one of these two broader terms had been identified to represent them. It was confirmed that the Registrar would liaise with the Membership and Training Manager over the handful of 'anomalies' to determine which of these two broader terms best fit.

5. Policies for review

5.1 Management Panel TOR

After discussion regarding the scopes of practice it was agreed that the word 'setting' would be added to paragraph 2.3 in respect of the criteria for membership of the RCT and that an amendment to the table at paragraph 3.1 would be made to show that 'Set fees for following year' would move to a June function and 'Review of annual CPD process' would become an October specific version.

5.2 Policy on Health and Conduct Declarations

There were no changes to be made to the policy.

6. Risk and reports

6.1 Risk register

It was agreed to add in a risk regarding the PSA's increase in fees as any changes could impact on registrant numbers if and when any fee increases were passed on to them. The Management Panel also asked if the higher risks could all be placed at the beginning of the document.

6.2 Report on registrant numbers and characteristics

A paper was presented on registrant numbers and characteristics. The Management Panel noted the figures.

6.3 CPD audit report

The Management Panel were informed that once an updated report was received from the Chair it would be circulated for information.

7. Disciplinary issues

7.1 Disciplinary cases

One disciplinary case is currently in progress which has come about following contact regarding the matter by the registrant's employer. The case has been passed to the Chair of the RCT PCC and an investigating panel has been convened. That panel will now consider whether there is a case to answer and the matter will move forward accordingly.

7.2 Report on PCC meeting and training

The PCC meeting took place the previous week followed by a training session. Items such as the Code of Conduct and the Fitness to Practise procedure were covered in the meeting and practical matters relating to the conduct of fitness to practice cases were covered in the training.

8. Professional Standards Authority and Accredited Registers Collaborative business

8.1 PSA re-accreditation 2017

Re-accreditation of the RCT by the PSA has been confirmed. The PSA will now send some paperwork through confirming the re-accreditation with any learning points included.

8.2 PSA consultation on future re-accreditation procedure

The current situation regarding the PSA's consultation process on the annual renewal process was explained to the Management Panel and they approved a letter in response.

10. Any other business

It was discussed as to whether there was a way to encourage new people, not yet eligible for registration, to submit an interest in the RCT. It was commented that possible RCT registrants (i.e., those currently on university courses, etc.) could join IPEM as a member as a way to become more aware of registration through a professional body. Information had been sent by IPEM to the University of the West of England who had PTP trainees with encouragement to become members and keep themselves informed.

11. Date of next meetings:

February, June, October (Tues/Weds/Thurs) – to be confirmed.