

**54th Meeting of the RCT Management Panel (RCT MP)
Minutes of the meeting held at IPEM Office in York
Tuesday 13 February 2018**

1. Apologies, welcome and introductions

2. Declarations of interest

No declarations were received.

3. Minutes of the 53rd RCT Management Panel Meeting (19 October 2017)

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

We have been trying, so far without success, to contact the Chair of the IC SIG, regarding the Clinical Computing Scope of Practice.

4. Matter arising/actions

The matter of registrants changing their scope of practice was discussed following an email received into the IPEM national office of someone requesting an amendment to their scope of practice. When advised they would be required to submit an equivalence portfolio, the registrant advised that following a discussion with their line manager, they were in the right scope of practice overall. This set alarm bells ringing with the Registrar (who had been involved in the communications once they had been received by the IPEM national office). The current policy does state a portfolio may be required but the question was asked as to whether we are making the process too difficult for registrants. However, the purpose of the register is to protect the public and that must be paramount in the minds of the Panel when making decisions. The RCT must be assured that a registrant has undertaken the appropriate, relevant training to achieve competency in the new scope of practice when changing their scope of practice, and this would be demonstrated by the submission of a portfolio. The Panel felt there was a possibility that a registrant may decline to inform us of a change of scope of practice if it involved additional work. As the Policy on Career Break and Career Change was on the agenda for discussion (item 5.6) the Panel then looked at the policy in more detail and agreed that in light of the low numbers this would affect, it could be managed on a case by case basis, and the requirement would be for the registrant to demonstrate, by way of a short report, that they had achieved competency in the new scope of practice. In addition, their line manager or head of department could be required to countersign the report. The policy wording will be amended to reflect this and circulated to the Panel for final approval. The other proposed changes in respect of 'taking a break from working in the UK' as a possible reason for a career break was agreed although the Panel felt that the reference to 'unpaid' in both the career break definition and in the career break aims was not required.

5. Policies for review/first approval

5.1 Policy on Information

The Policy on Information was approved by the Management Panel.

5.2 Policy on Equality, Diversity and Inclusion (EDI)

The new EDI policy was discussed and it was noted that not all of the protected characteristics were mentioned in the document. It was confirmed it had been based on the existing IPEM policy. The document will be reviewed again and circulated by email to the Panel for approval.

5.3 Privacy Policy

The existing policy was approved by the Management Panel with the advice that this document would be revised in order to comply with upcoming GDPR requirements and an amended version of the policy would be presented at the June meeting for approval.

5.4 Public Meetings Policy

The Public Meetings Policy was approved without change ART and IHEEM representatives were asked whether their websites advertised the dates of the Panel meetings. Representatives thought probably not and would provide the details of those people who the RCT Administrator could contact to advise them of these for their website pages. It was agreed the policy would be reviewed in five years' time.

5.5 Complaints Policy

The Complaints Policy was approved without change. In respect of a timescale regarding number of years until next review, the Panel felt this should tie in with the Fitness to Practise (FtP) Procedure. The FtP is currently under revision and will shortly be circulated to the Panel for final approval (revisions being undertaken by a legal body). Once complete and the revision year known for the FtP then the Complaints Policy can be marked for review the same year.

5.6 Policy on Career Break and Career Change

This item was covered under item 4 above.

6. Risk and reports

6.1 Risk register

The slightly reformatted risk register was presented to the Panel. Following the information now received (agenda item 8.2), by letter, in respect of the PSA's fee restructure consultation it was agreed that the new risk relating to 'Fee increases from the PSA' could be amended slightly to show the likelihood (L) remaining at 5 but the impact (I) decreasing to 3 giving an overall inherent risk factor of 15. The new fee structure will mean an increase to the RCT of about £800 at the point of the next accreditation (September 2018) which will need to be passed on to registrants. The wording relating to the controls and mitigation would also be updated to reflect the now known situation.

6.2 Report on registrant numbers and characteristics

A paper was presented on registrant numbers and characteristics and advised that 90 registrants were lapsed following the renewal deadline of 31 January 2018. The Management Panel noted the figures.

7. Disciplinary issues

7.1 Disciplinary cases

It was reported that there was one ongoing case. It was further advised that the FtP procedure and guidance was being reviewed by a legal body and revised documents would be circulated to the Panel for their approval. The revised FtP will then be implemented in the ongoing case.

8. Professional Standards Authority and Accredited Registers Collaborative business

8.1 PSA annual review decision

The documentation was presented, which was received from the PSA in respect of the 2017 reaccreditation. Two learning points have been issued: one relating to increasing registrants engagement with the CPD process and the other in respect of the FtP not being 'plain' English. These two learning points will be worked on through the remainder of the accreditation year. The Panel was asked for their thoughts on engaging the registrants with the CPD process. Information will be included in the next Registrar's Update regarding this and there was a suggestion of a webinar, perhaps led by the Chair of the CPD Audit Panel. Furthermore, a case study from someone audited who found the process to be positive might be useful.

8.2 Outcome of PSA fee restructure consultation

This item was covered under item 6.1 above.

9. Any other business

EFOMP register

A form has been completed on behalf of the RCT following a request from EFOMP who were putting together a directory of all medical physicist registers in Europe. Although there were many questions that couldn't be answered in the request it was deemed to be better to appear in the directory with limited information than not at all.

Rethinking regulation consultation

Confirmation that the document was submitted on behalf of the RCT and IT thanked the Panel for all their input into the RCT response document.

10. Date of next meetings:

Wednesday 6 June 2018

Thursday 18 October 2018