the RCT the Register of Clinical Technologists

56th Meeting of the RCT Management Board (RCT MB)
Minutes of the meeting held at IPEM Office in York
Thursday 18 October 2018

1. Apologies, welcome and introductions

2. Appointments of new lay member and new registrant representative
The panel welcomed the new member and representative to the Board.

3. Declaration of interest
No declarations were received.

4. Minutes of the 55th RCT Management Panel Meeting (6 June 2018)
The minutes of the previous meeting were accepted as a true and accurate record. Completed actions have been removed from the log.

5. Matters arising/actions
In respect of the Clinical Computing scope of practice, documentation will be circulated to the rest of the Management Board for information.

In respect of the suggestion of a LinkedIn page and the response presented from the IPEM communications team, the Management Board felt that any additional tool to spread the word about the RCT could only be a good thing and could add to other strategies to increase registrant numbers. Further discussions regarding this will be held.

It was confirmed that the matter of 'terms of office' would be added as a standing item to the agendas of meetings taking place in February to ensure that recruitment for any vacancies would be timely.

6. Policies for review/first approval
6.1 Policy on Continuing Professional Development
The policy had been circulated prior to the meeting with comments requested. All suggestions received prior to the meeting were agreed with one discussion point regarding deferrals.

7. Other documentation reviews
The Management Board discussed whether there was a need to review any of the equivalence documentation bearing in mind this route had now been in place for around three years. The Registrar advised the Management Board that one of the RCT Assessors was in the process of preparing a sample rehabilitation engineering portfolio which would be uploaded to the RCT website for prospective applicants to view. It was agreed that RCT equivalence assessors should be asked to comment on the guidance notes and supporting documentation. There was a suggestion that an evaluation form should be created and sent to all equivalence applicants to acquire feedback on the application process. The Management Board felt that the equivalence criteria were still current and there had been no changes made that would influence the revision of these (ie, no change to the PTP curriculum or the IPEM training scheme curriculum).

8. Risk and reports
8.1 Risk register
The risk register had been updated since the last meeting. The recent audit report had shown a significant improvement in the audit just completed and the Management Board were asked if they would like to change the risk factor for this. The Management Board decided to leave the risk as it currently stands and review in one year after the next CPD audit has taken place particularly because a new process will be used for audit submissions from next year.

8.2 Report on registrant numbers and characteristics
The report of registrant numbers and characteristics was provided and discussed.

9. Strategy to increase registrant numbers
One of the strategies to increase registrant numbers was covered under item 5 earlier with regard to the suggestion of a LinkedIn page.

An additional strategy was to agree to a request to attend the BNMS meeting on 1 April next year in Oxford to promote the RCT.

10. Fitness to practise issues
10.1 Fitness to practise cases
The Management Board were updated on current cases.

10.2 PCC meeting and training
The Management Board were advised that the next PCC meeting and training would be taking place here in York at the end of this month. The PCC members discuss cases, experience and share learning.

11. Professional Standards Authority and Accredited Registers Collaborative business
It was confirmed that the RCT had been accredited for a further year by the PSA.

The Registrar expressed his thanks to the IPEM staff and the CPD Audit Panel for their work in respect of this year's audit.

There was a discussion around what could be done to reduce the number of registrants not engaging with the CPD audit process and it was advised that one thing that could easily be done in terms of capacity and numbers would be to make a phone call to any registrants not responding to their CPD audit request prior to the deadline to ensure the email messages had been received. This could then also be applied to the registrants who had not provided a resubmission when requested.

12. CPD Audit
12.1 CPD audit final results
An update was given on the final results of the CPD audit which showed the quality of the CPD submissions received this year were substantially better than previous years. Eighty three percent passed the audit. The results were compared to the IPEM CPD audit results which had slightly better results than the RCT CPD audit with 95% of members passing the audit. It was explained, however, that the IPEM CPD audit had been in place for more years than the RCT CPD audit and also that the majority of the IPEM members audited had Science Council registration and were more familiar with what constitutes CPD and how to record it in a manner that would lead to a successful submission.

The possibility of giving awards for CPD submissions was discussed, having noticed that the Science Council gives CPD awards. Further detail about the process of the Science Council's awards was given. It was agreed to approach the CPD Audit Panel about introducing awards.

13. Assessor training
There were four new equivalence assessors in Nuclear Medicine ready to undertake training. There was discussion around how to increase the number of equivalence assessors.

14. Any other business
There was no other business that had not been included as part of discussions in the main meeting.

15. Date(s) of next meeting(s)
Thursday 21 February 2019
Thursday 6 June 2019