

**57<sup>th</sup> Meeting of the RCT Management Panel (RCT MP)  
Minutes of the meeting held at IPEM Office in York  
Thursday 21 February 2019**

**1. Apologies, welcome and introductions**

**2. Declaration of interest**

There were no declarations of interest from anyone in attendance. The Membership & Training Manager confirmed that an annual declaration form would shortly be emailed out to everyone connected with the RCT (MB members, assessors, etc).

**3. Minutes of the 56<sup>th</sup> RCT Management Panel Meeting (18 October 2018)**

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

**4. Matters arising/actions**

*4.1 Feedback from meeting with Marc Searle, HCPC Chief Executive*

A paper was circulated with suggested actions contained therein. Following discussions actions were confirmed.

**5. Policies for review/first approval**

*5.1 Policy on Assessment of Applications*

The policy was presented with a request for any amendments. There were two points raised concerning the requirement:

- that assessors 'should not' work in the same organisation as an applicant – this to be changed to 'should preferably not' (under 'Criteria for assessors' heading).
- That the word 'separately' was surplus to requirements – this to be removed (under 'Individual assessment process', section b, item i).

*5.2 Policy on Career Break and Career Change*

The policy was presented following a situation where a career break registrant had been contacted by the office following the expiration of their career break period. The registrant then advised they were continuing their career break. The Board discussed the policy in general and made comparisons to existing policies held by the HCPC and HEE concerning return to practice requirements. Consideration was also given to whether the length of time of career breaks should be capped. The Board decided to let the policy stand but an additional administration form to be created for registrants wishing to extend an already approved career break. This would ensure there was an audit trail ensuring the registrant still met the career break eligibility criteria and would be signed off as approved by the Registrar.

*5.3 Policy on Removal from and Restoration to the RCT*

A paper was circulated with a request to introduce 'inactive' as an additional registration category to distinguish 'positive' reasons from 'negative' reasons for those registrants who have been 'de-registered'. The Board agreed with the introduction of the additional category and confirmed their preferred wording to the policy.

**6. Other documentation/process reviews**

*6.1 Equivalence route review including feedback from applicants and assessors plus RESMAG concerns*

Papers were circulated in respect of feedback from both the applicants and assessors involved in equivalence applications. After discussions of the responses received the Board agreed that more examples of portfolios on the website would be useful and that electronic versions of applications should be the mandatory way of submission. In addition, the Board felt that the guidance notes: 'The Equivalence Route to the RCT' would benefit from the lay members casting their eye over the document for clarity.

**7. Risk and reports**

*7.1 Risk register*

The risk register was circulated and noted. The Membership & Training Manager advised that the RCT Management Board was still referred to as the Management Panel throughout and this would be corrected before the next meeting.

### *7.2 Report on registrant numbers and characteristics*

A paper was presented showing the latest registrant numbers and characteristics. The Board was advised that the negative figure (-159) was partly made up of 132 registrants lapsing after the renewal deadline.

This prompted a discussion about introducing mandatory payments by direct debit due to the number of people who had contacted the office after the deadline asking to be reinstated. After much discussion, the Board agreed to a campaign of communications through this year advising that mandatory DD payment was being introduced and encouragement to sign up to this method of payment this year ready for the 1 January 2020 renewals. Mandatory DDs would take effect for the renewals due on 1 January 2021 with no exceptions other than those registrants without a UK bank account.

### **8. Strategy to increase registrant numbers (standing item)**

The agreement to mandatory DD payments was seen as a strategy to reduce the number of registrants lapsing after 31 January each year.

Other points raised under this item included:

- Communications to registrants about our direction of travel in respect of statutory regulation might encourage retention and also new applications should existing registrants share the information.
- Contacting Heads of Departments via the Communities of Interest to encourage their clinical technologists apply to the RCT.
- Target Trust Lead Healthcare Scientists – similar to HoDs.
- Consider the impact of statutory regulation on the risk register.

### **9. Fitness to practise issues**

#### *9.1 Fitness to practise cases*

The Board were updated on current FtP cases of which there are currently 3.

#### *9.2 PCC meeting and training*

The next meeting and training session would take place in October/November this year. An additional lay person is being sought to add to the PCC membership.

### **10. Professional Standards Authority and Accredited Registers Collaborative business**

#### *10.1 Funded research programmes stipulating AHCS registration*

The Registrar gave background to this item relating to funding being offered via NIHR where applicants would only be considered if they were registered on the HCPC or on the AHCS. Discussions with the new Registrar of the RCCP would be undertaken before approaches are made to the AHCS.

### **11. Public safety considerations (standing item)**

Neither of the lay members had anything to highlight at this time.

### **12. Terms of office (standing item for February meetings)**

The terms of office were discussed in light of 5 members of the Board who are due to come to the end of their current term on 1 September this year:

Registrar

Assistant Registrar

ART Representative

Registrant Representative

IHEEM Representative

There will need to be a re-election process for both the Registrar and Assistant Registrar roles. Both ART and IHEEM will be contacted for confirmation of their representatives to continue. The registrant representative is one year into their second three-year term and will advise, by April, whether they intend to continue.

Another ART Representative had recently tendered his resignation from the Board with immediate effect due to workload.

**13. Any other business**

*13.1 CPD awards for audited registrants*

The Board discussed and agreed that awards would not be given.

*13.2 Registrants failing to report to Register changes in work circumstances*

A paper was circulated providing background and asking the Board to support the recommendations therein and asking the lay members specifically if they felt the recommendations satisfied the need for public protection. The Board confirmed support and the lay members agreed the recommendations did satisfy the need.

**15. Date(s) of next meeting(s)**

Thursday 6 June 2019