

**58th meeting of the RCT Management Board (RCT MB)
Minutes of the meeting held at IPEM Office in York
Thursday 6 June 2019**

1. Apologies, welcome and introductions

2. Declaration of interest

There were no declarations of interest from anyone in attendance.

3. Minutes of the 57th RCT Management Panel Meeting (21 February 2019)

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

These minutes provide a formal record of the re-appointments of the Registrar and Assistant Registrar following the election process which was implemented at the last meeting.

It was confirmed there was an interested party to act as ART's second representative on the Management Board. This would be confirmed in due course.

In respect of the action to anonymise/tweak a portfolio to make it suitable for an example portfolio in respect of Nuclear Medicine – this had not been done due to workload pressures for the assessor concerned. The Registrar asked if another NM assessor could be approached to help with this.

In respect of the action to inform Registrants that they would be required to pay by Direct Debit from January 2021, the Board agreed that Direct Debit was the best way to protect individuals' registration and prevent them accidentally lapsing and having to go through a complex reinstatement process. They confirmed the policy that all Registrants should be required to pay by DD from January 2021.

4. Matters arising/actions

4.1 Update from RCCP meeting

The Board was updated on the meeting with RCCP.

4.2 Update from Clinical Computing T&F Group

The documents provided were discussed and the fact that these related to equivalence criteria as there is currently no qualification or CT scheme for Clinical Computing although the T&F Group had put together a curriculum which possibly could be provided to the National School for Healthcare Science for a Practitioner Training Programme. There was a request to make it clear in the scope of practice that it was not for those only handling patient data and information.

The Registrar advised that the T&F Group would likely now go on to develop guidance notes by October/November, then pilot the scheme with an applicant and appropriate new assessors.

5. Other documentation reviews

5.1 Equivalence guidance notes for sign off

The Board discussed the final points on the guidance notes and approved them with amendments as agreed.

6. Risk and reports (standing items)

6.1 Risk register

The top three entries on the risk register were highlighted with suggestions of amendments and a request to discuss the risk factors and status of the entries.

6.2 Report on registrant numbers and characteristics

The information contained in the report on registrant numbers and characteristics was noted.

7. Strategy to increase registrant numbers (standing item)

Item 12.4 was discussed under this agenda item.

The Board agreed they would consider additional scopes of practice and that some guidelines would be given to assist groups of people as they would need to create a scope of practice, competences/training plan, guidance notes, matrices,

etc. They would also need to explain the training routes in place for their profession. The Board also agreed to make a statement about the opening up of scopes of practice for the purpose of public protection and to highlight this to clinical technologists aiming to reach those outside of the current seven scopes of practice.

8. Fitness to practise issues

8.1 Fitness to practise cases

It was advised that there was one case still open from last year (18/02) where the employer proceedings are still ongoing and a new provisional case had come in for this year but so far the name of the registrant being reported had not been given and so this could not be taken forward at this time.

8.2 PCC meeting and training

There was nothing to report under this agenda item.

9. Professional Standards Authority and Accredited Registers Collaborative business

9.1 PSA reaccreditation

It was advised that the PSA re-accreditation cycle had commenced with an invitation to apply.

9.2 ARC letter

A copy letter sent by the ARC to the Chief Executive of NHS Partners was circulated for information.

10. Public safety considerations (standing item)

There were no matters to raise under this agenda item.

11. Registrant fees for following year (standing item for June meetings)

Papers prepared by the IPEM, Head of Finance and Operations, were circulated with a recommendation for a renewal fee increase from £22.50 to £24.75 per year. This is the sum required to ensure that the RCT covers its costs, including increasing costs for professional conduct proceedings, and assumes the usual 5% net attrition from the Register. The Board agreed with the recommendation and noted the increased costs of the work of the RCT PCC.

The Registrar asked if it would be worth producing a new financial pie-chart for registrants to show what their renewal fee was being spent on which the Board thought was a good idea.

12. Any other business

12.1 Presentation topic at Northern Training Consortium annual meeting (September)

It was advised that one of the Management Board members had been asked to speak at a meeting later in the year and was there was anything specific the Board thought should be covered? Suggestions included:

1. The future of registration
2. RCT leading the way in collaborating with other registrars to move towards statutory regulation
3. The expansion of scopes of practice allowed under the Register

It was suggested that the Registrar might wish to attend and speak at the MPEC members' day to provide updates on the RCT at the technologists' session. The Registrar will consider this but noted the very low attendance by technologists at the technologists' session in 2018. It was agreed that a Scope article would be a better way to reach more technologists.

12.2 Force24 bulk email campaigns/hard bounces

Following an email to all Board members it was confirmed that the reason for a small number of renewal notification emails not reaching registrants had been identified as well as a solution to ensure this doesn't happen in future

12.3 ART updating CT training scheme

The Board were advised that the ART CT training scheme was being revised and refreshed.

12.4 Physiological measurement – scope of practice

This item was discussed under agenda item 7.

13. Date(s) of next meeting(s)

Thursday 17 October (to be confirmed)

Dates for February and June 2020 will be established via doodle poll shortly.