

**60th meeting of the RCT Management Board (RCT MB)
Minutes of the meeting held at IPEM Office in York
Thursday 27 February 2020**

1. Apologies, welcome and introductions

2. Declaration of interest

There were no declarations of interest from anyone in attendance.

3. Minutes of the 59th RCT Management Panel Meeting (17 October 2019)

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

In response to a completed action regarding the reporting of registrant numbers and characteristics, there was a discussion around where our registrants are coming from (i.e., IPEM diploma, PTP, equivalence). The MB discussed if they wanted to collect this information. The MB agreed to give this matter more consideration in respect of what they would do with the information in line with GDR requirements.

5. Policies for renewal/approval

5.1 Application procedure (last reviewed in 2017)

The application procedure was updated, discussed and agreed.

6. Risk and reports (standing items)

6.1 Risk register

Following on from the previous MB meeting regarding the addition of the protection of children, young people and the vulnerable from abuse and neglect, the MB confirmed the inherent risk factor (L2xI4), the residual risk factor (L1xI4) and the status of the risk (static).

6.2 Report on registrant numbers and characteristics

The report was circulated which raised a number of discussion points:

The MB considered whether the assessment process of equivalence applications was robust enough. The MB discussed the issue and it was highlighted that on the assessment forms, the assessor can request an interview to take place. The RCT webpages on equivalence (both engineering and physics) have an assessment section stating that if the assessors are not satisfied with the submission (application) then they may, amongst other things, invite an applicant for professional review

There was a further discussion around the responsibility/duty of care of any and all registrants to raise concerns in respect of public safety about another registrant.

Proposers for registration applications was also discussed. The requirement is that the two proposers should normally be on the RCT or the HCPC and, if they are not registered, they should indicate their professional status. It was felt that it should be a requirement that one of the proposers should be the applicant's line manager and that a section for the line manager to make a short comment about the applicant should be added to the application form.

It was highlighted that the reduction in registrants lost as compared to previous years in February had been a result of a concerted effort by the office team to ensure contact was made with all non-payers by the deadline of 31 January.

7. Public safety considerations (standing item)

This item was discussed as part of the wider discussions that ensued under agenda item 6.2 above.

8. Fitness to practise issues

8.1 Fitness to practise cases

The Secretary of the PCC was not in attendance and so could not report on this item.

8.2 PCC meeting and training

Efforts are currently underway to set a date before the summer.

9. Professional Standards Authority and Accredited Registers Collaborative business

9.1 Update on addition of sonographers to RCT

The PSA 'Share Your Experience' callout to other Accredited Registers is due to end on 2 March and then the PSA will pull together information to help to prepare the case to go to their Panel to consider the RCT notification of change request.

10. Any other business

10.1 RCT registrants based outside the UK

Registrants should be allowed to remain active on the RCT if they are working overseas, if we continue to collect their renewal fees and if they are subject to the annual CPD audit. The MB decided that a policy on registrants returning from overseas practice should be put into place, similar to the career break policy, in terms of updating of knowledge, to ensure they are safe to practice when re-entering the UK workforce as a Clinical Technologist.

10.2 Terms of office

The IHEEM Representative will come to the end of his current term of office on the MB on 1 September 2020. He confirmed a willingness to continue and a letter will be sent to IHEEM asking for confirmation of their agreement to this.

The elected representative has been renewing her second 3-year term on an annual basis and will have completed 2 years of the 3-year term on 1 September 2020. She is not permitted to stand for another term when the 3-year term comes to an end on 1 September 2021.

The Assistant Registrar informed of his intention to step down from the role by the end of 2020. A new Assistant Registrar must be elected from within the current MB and this process will commence soon.

11. Date of next meeting

Thursday 4th June 2020