

Radiotherapy Board

Early Career representative – role description

About the Radiotherapy Board

The Radiotherapy Board provides guidance, oversight and support for the continuing development of radiotherapy services in the UK. It is a multi-professional organisation with representation from the three professional bodies whose members are most closely involved with the delivery of radiotherapy services – the Institute of Physics and Engineering in Medicine (IPEM), The Royal College of Radiologists (RCR) and the Society and College of Radiographers (SCoR).

The Board's priorities are:

- *Workforce* – advising stakeholders and policy-makers about future workforce requirements, to ensure a trained, skilled and flexible, multi-disciplinary radiotherapy workforce
- *Guidance* – providing professional guidance to underpin the highest professional standards of radiotherapy service delivery
- *Equipment* – promoting the need for sufficient radiotherapy equipment to meet increasing patient demand and provide a high-quality service.

Term of Office

The early career representative will serve a term of one year from the date of appointment. The early career representative will become a co-opted member of the Radiotherapy Board.

Role and responsibilities

The role of the early career representative on the Radiotherapy Board will be to:

- provide an early career perspective on the work and activities of the Board, and contribute to discussions and engage in debate at Board meetings;
- be proactive in highlighting any areas of the Board's work that have a particular relevance to those in training within radiotherapy; and
- assist with any initiative(s) agreed by the Board where an early career perspective is required (this might include, for example, serving on working parties established by the Board or commenting on consultation documents and papers).

Time Commitment

The Radiotherapy Board meets three times a year – either remotely or in person - with correspondence by email in between times. Responsibility for chairing the Board rotates annually between the professional body members of the Board. Secretariat support for the Radiotherapy Board is provided by the RCR. Meetings usually last for up to three hours (in person) or two hours (online) and time should be allowed for travel for face-to-face meetings and for reading the papers in advance.

The early career representative might also, from time-to-time, be invited to serve on additional working parties. Any such role would require time for attendance at meetings (either remotely or in person), preparation and any follow up work.

Much of the Board's business is conducted by electronic means, largely through email, so some time will also be needed to review and, where appropriate, respond to emailed correspondence and/or documents.

Expenses

Expenses incurred in attending meetings of the Radiotherapy Board will be met by the early career representative's 'parent' professional body. They will be paid in accordance with the relevant travel and expenses policy of that body.

Prior agreement of the Radiotherapy Board should be obtained if the early career representative wishes to attend an external meeting that is of interest in connection with their role as the Board's early career representative and for which expenses are sought. Expenses for any meeting that the early career representative is attending out of personal interest and not on behalf of the Radiotherapy Board cannot be claimed through the Board.

Confidentiality

Early career representatives may, from time to time, be provided with documents at various stages of development, prior to their formal approval and publication. Early career representatives will be expected to keep such drafts confidential and not to disclose any confidential information to an outside person or organisation.

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