



Interventional Radiology and Interventional Neuroradiology Reference Group Terms of Reference

Name	Interventional Radiology (IR) and Interventional Neuroradiology (INR) Reference Group	
Type	Standing Committee <input type="checkbox"/> Advisory Committee <input type="checkbox"/> Reference Group/ Review Panel <input checked="" type="checkbox"/>	Working Group <input type="checkbox"/> Special Interest Group <input type="checkbox"/> Conjoint Body <input type="checkbox"/>
Date	Ratified by the Faculty of Clinical Radiology Council at the meeting on 28 February 2020	
Review/ cessation date	Review <input checked="" type="checkbox"/> Date: 3 years after the date of ratification, i.e. February 2023.	Cessation <input type="checkbox"/> Date: <i>[Insert date]</i>
Aim	<i>The aim of the Interventional Radiology (IR) and Interventional Neuroradiology (INR) Reference Group is to support the work of the Interventional Radiology Committee (IRC), particularly in the response to policies and external consultations relating to IR and INR.</i>	
Objectives	<p>The work of the <i>IR/INR Reference Group</i> will be guided by these principles:</p> <ul style="list-style-type: none">▪ The best interests of patients will be acted upon.▪ High quality healthcare is provided.▪ The integrity of the profession of Clinical Radiology, RANZCR and the Faculty of Clinical Radiology is upheld. <i>Refer to the RANZCR Code of Ethics (see 'Responsibilities of Reference Group/Review Panel members').</i> <p>The objectives below will be followed irrespective of any constraints, either real or perceived, imposed by external factors (e.g. government health funding arrangements, corporatisation of radiology practices, demographics):</p> <ul style="list-style-type: none">• To provide expert advice to the Interventional Radiology Committee (IRC) and through the IRC to the Faculty of Clinical (FCR) Council• To provide a forum for provision of advice to RANZCR and College members on issues relating to interventional radiology and interventional neuroradiology• To assist with external enquiries where directed by the IRC• Other responsibilities as required by the Chair of the IRC and through the IRC to the FCR Council	
Scope	<p>Activities are subject to scope limitations as outlined below. Any activities outside the scope must be referred to the Faculty of Clinical Radiology Council and/or the Board of Directors for discussion and endorsement.</p> <p>The IR and INR Reference Group has the scope to:</p>	

	<p>1. Approve expenditure</p> <p>Yes <input type="checkbox"/> up to [\$XXX]</p> <p>No <input checked="" type="checkbox"/></p> <p>Exceptions: activity funded under existing projects, or external grants.</p> <p>2. Generate additional projects, subject to Faculty of Clinical Radiology Council/Board approval.</p> <p>Yes <input type="checkbox"/> No <input checked="" type="checkbox"/></p> <p>3. Approve of work that would significantly expand/alter objectives or scope of the Reference Group/Review Panel.</p> <p>Yes <input type="checkbox"/> No <input checked="" type="checkbox"/></p> <p>4. Approve work that would require additional support from College staff (outside of the agreed work plan/existing projects).</p> <p>Yes <input type="checkbox"/> No <input checked="" type="checkbox"/></p> <p>5. Develop policies and guidelines, subject to Faculty of Clinical Radiology Council approval.</p> <p>Yes <input type="checkbox"/> No <input checked="" type="checkbox"/></p> <p>6. Establish subcommittees or working groups, subject to Faculty of Clinical Radiology Council approval.</p> <p>Yes <input type="checkbox"/> No <input checked="" type="checkbox"/></p> <p>7. Liaise and report to external bodies only through or by delegation from the Dean, Faculty of Clinical Radiology, or the RANZCR President.</p> <p>Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></p>
Reporting arrangements	<p>Authority is delegated by the <i>Interventional Radiology Committee</i> to fulfil the objectives as outlined in these Terms of Reference or as specifically requested by the Dean (on behalf of the Faculty of Clinical Radiology Council) or, in exceptional circumstances, the President (on behalf of the College and Board).</p> <p>The Reference Group will provide advice or opinion as requested to the IRC (supervising body), or to another requesting body via the IRC, in the case of requests for advice or opinion from other than the supervising body.</p>
Liaison and links	<ul style="list-style-type: none"> Primarily to the Interventional Radiology Committee Secondary liaison and links via the Interventional Radiology Committee to the Faculty of Clinical Radiology Council and Faculty of Radiation Oncology Council, RANZCR Board of Directors and RANZCR Branches
Membership	<p>Membership of the Reference Group will be determined by the clinical expertise required to provide advice or opinion on the specific matters related to its objectives and may include any FRANZCR member.</p> <p>An additional member (ex-officio capacity) is to be filled by the IRC chair or their nominated representative. This member's role is to maintain a formal link between both committees.</p>

	<p>Unless the Faculty of Clinical Radiology Council determines otherwise, the membership shall include a minimum of three members. There is no upper limit on membership, unless stated otherwise below.</p>
Terms of membership	<p>Member term The term of office for each member shall be three years. At the end of each term positions on the Reference Group will be open to the FRANZCR membership via a call for expressions of interest (Eol). Reference Group members may be re-appointed to serve for a maximum of three consecutive terms. However, subsequent terms must be applied for via Eol. Thereafter they shall not be eligible to serve as a member of the IR and INR Reference Group until two years have elapsed since the expiration of their term of office. In exceptional circumstances, Faculty Council may co-opt a member with specific skills and experience, should the need arise.</p> <p>Chair A Chair will be appointed from within the Reference Group membership, for a one-year term, with a maximum of seven terms.</p> <p><i>To note:</i> The Dean, FCR cannot be the Chair, and no Fellow can be the Chair of more than one FCR Body.</p>
Meetings	<p>Meeting frequency The Reference Group will generally provide input by email, or occasionally meet by teleconference when required to respond to requests for advice or opinion. See Cost of Operation for further information.</p> <p>Quorum Generally, a response to a request for advice or opinion requires input from more than half of the members (e.g. five if the Reference Group/Review Panel has eight or nine members and six if the Reference Group/Review Panel has ten or eleven members).</p> <p>If there are fewer than five members, the minimum quorum shall be no less than three.</p> <p>In the absence of a quorum, advice must represent the views of at least three members of the Reference Group before it can be referred back to the requesting body for its consideration.</p> <p>A Reference Group may have other specific requirements for decision-making, for example when setting exam questions.</p> <p>Secretariat support The Reference Group will have administrative, research and analytical support provided by the College through the Standards Unit. In consultation with the Chair, the secretariat will prepare and distribute relevant papers, and prepare and receive correspondence.</p> <p>Resolutions Must be passed with majority support. If voting is tied, then the Chair has the authority to raise the issue with the Interventional Radiology Committee for consideration and final decision.</p>
Election/ Nomination/ Recruitment of	<p>Expression of Interest (Eol) Expressions of Interest will be called from the Faculty of Clinical Radiology</p>

<p>members process</p>	<p>membership. For non-radiology positions, an Eol will be called for from the relevant Peak Body.</p> <p>Eol Process Nominees are to submit their curriculum vitae and an application (no more than 300 words) on the official form outlining their interest and fit for the position. Click here to view the Eol application form.</p> <p>All eligible Fellows will be informed of the process, including the date that expressions of interest close.</p> <p>Nominations will be considered by the Interventional Radiology Committee and the process will be confirmed by the Appointments Working Group and passed to the Faculty of Clinical Radiology Council for noting. The Faculty of Clinical Radiology Council retains the discretion to review appointments if required.</p> <p>Casual vacancies To be filled at the discretion of the Interventional Radiology Committee. Where a Fellow is appointed to fill a casual vacancy and the period of the term remaining is less than one year that appointment shall not be regarded as a term of office for the purpose of calculating member terms.</p> <p>Election Process for the Chair A Chair is appointed from within the Reference Group membership. Refer to <i>Appendix 1</i> for further details on the election process.</p>
<p>Responsibilities of Reference Group members</p>	<p>Conduct All Reference Group members are required to:</p> <ol style="list-style-type: none"> 1. Participate in Reference Group correspondence and meetings (via email or teleconference) and actively participate in discussions. 2. Read and consider subject matter papers for expert input. 3. Act with care and diligence and in the best interests of the IR and INR Reference Group and RANZCR. 4. Keep abreast of key issues, including bi-national & international developments that may affect the work and areas of responsibility of the Reference Group. 5. Dedicate time to undertake activities on behalf of the Reference Group, such as drafting of documents, responding to emails, research, provision of advice and otherwise as required. 6. Support the development of policies by the Faculty of Clinical Radiology. <p>Conflict of Interest Members will be required to complete a statement of conflicts of interest and to declare any further potential conflicts of interest that may arise. These are to be recorded in the correspondence and/or teleconferences of the relevant area of work the member is responsible for.</p> <p>Disputes Disputes that cannot be satisfactorily resolved within the Reference Group will be referred to the Dean of the Faculty of Clinical Radiology via the Chief Executive Officer.</p> <p>Active Participation All members are to actively participate in all correspondence and teleconferences relating to the area of work the Reference Group is responsible for. If unable to participate in Reference Group correspondence</p>

and teleconferences, members are encouraged to notify the Chair of the Reference Group and College secretariat at the outset.

The Reference Group Chair will speak to any member who is absent on two consecutive occasions to talk about the member's capacity to contribute to the Reference Group in future. If a member is absent on three consecutive occasions, they may be asked to step down from the Reference Group.

Confidentiality

Reference Group members must keep matters relevant to individual members of the College or specific cases of patient care confidential. Reference Group members are required to maintain confidentiality on matters of importance to the College and on matters that can affect the interests of the College, and the profession of clinical radiology. Further information about the levels of confidentiality can be found in *Appendix 2*.

Reference group papers should be annotated with the appropriate level of confidentiality to assist members in application of confidentiality rules and in communication across bodies. If in doubt consult the Chair of the Body.

Code of Ethics

The Code defines the values and principles that underpin the best practice of clinical radiology and radiation oncology and makes explicit the standards of ethical conduct the College expects of its members. These apply to members of Reference Group in their work for the Reference Group and members must abide by the Code of Ethics.

To download the RANZCR Code of Ethics please [click here](http://www.ranzcr.edu.au/documents-download/document-library-9/3958-ethics) (or copy and paste <http://www.ranzcr.edu.au/documents-download/document-library-9/3958-ethics> into your web browser).

Cost of Operation

Activities will be conducted by email and teleconference as far as possible. This Reference Group shall have no face-to-face meetings per year. Any face-to-face meetings in addition to this will require approval from the Faculty of Clinical Radiology Council, who may elect to consult with the RANZCR Board of Directors. Any requests for expenditure/reimbursement must comply with College guidelines.

Responsibilities of the Chair

The Chair will provide oversight of the Reference Group and will be responsible for ensuring that the Reference Group fulfils its functions and acts on assigned tasks in a timely manner.

The Chair (in consultation with the IRC Chair) will approve the papers to be provided to each member of the Reference Group. The Chair will be responsible for reviewing the subject matter papers prepared and submitting to the IRC and/or FCR Council for approval.



Process for Appointing FCR Body Chairs

Faculty of Clinical Radiology (FCR) Body Chairs are appointed by the following process:

1. Log vacancy and inform Dean/FCR Council.
2. Send Expression of Interest to Body members (unless specified otherwise in the FCR By-laws). Applications not meeting requirements are returned to the candidate as invalid.
3. Body members vote by secret ballot. Confirmation of due process by relevant senior manager at the College.
4. Result communicated to Body members.
5. Decision of the Body taken to FCR Council to ratify (out of session if urgent, as determined by Dean). Information on applicants' names, key dates and votes supplied. Further information can be requested if needed.
6. Chair and Body notified of FCR ratification.
7. Membership advised and register updated.

If there is only one nomination for a post and the person nominated meets all of the necessary criteria they will be considered for ratification by FCR Council without a vote.



Confidentiality Levels for Consideration

There are three major levels of confidentiality for matters considered by a Faculty of Clinical Radiology Body.

Level One

The highest level relates to matters that must not be discussed outside the meeting room now or at any time in the future: for example a member has been subject to investigation by a regulator or charged with a criminal offence; or a matter that is disclosed by government or is commercial in confidence, for the purpose of working together such as notification of new licences for equipment.

Level Two

The intermediate level of confidentiality relates to matters that are in the early stages of discussion and need further development and consideration before being released for confidential consultation with the membership, for example the development of a position paper regarding a clinical or economic matter or restructuring of the College such as the Governance Review. These can be discussed amongst those who have received the documents but not with the wider membership at this point.

As a membership organisation it is important, welcomed and encouraged that matters relevant to the profession are able to be discussed amongst the membership and the results of these discussions fed back to the College in order to optimise the College's stand on these matters. It is a matter of releasing this information at a time when it is sufficiently well-considered that a useful discussion can be had and rumour and supposition minimised.

Level Three

The lowest level covers all other matters and is covered by the Chatham House Rule: "When a meeting, or part thereof, is held under the Chatham House Rule, participants are free to use the information received, but neither the identity nor the affiliation of the speaker(s), nor that of any other participant, may be revealed." The principles of these matters, but not the individuals involved, can be discussed more widely in the interests of developing ideas and enhancing collaboration.