

Terms of Reference

IPEM Special Interest Groups

1 Purpose

- 1.1 The purpose of the Special Interest Groups (SIGs) is to oversee scientific activity in particular areas of scientific or engineering endeavour. **IPEM's Mission is to "Improve health through physics and engineering in medicine" and the SIGs play a vital role in achieving this.**

2 Functions

- 2.1 To provide a body of expertise within the Institute on a specific area of science or engineering, linking with the relevant Vice Presidents, and with relevant **Communities of Interest** (Col) to involve the wider membership with relevant expertise.
- 2.2 To contribute to the development and the implementation of IPEM's science leadership strategy. The themes and challenges identified should be considered when creating the action plan for events, publications, external consultations, and other activities.
- 2.3 To contribute to a programme of scientific and educational meetings and webinars (free, paid for, online or in person) and overseen by the Events Panel.

2 or 3 meetings per year are normally expected either as an individual SIG or in collaboration with other groups, in addition to contributing to the planning of STEF (Science, Technology and Engineering Forum), IPEM's annual medical physics and engineering conference.

Note: A draft programme of events should be finalised by June for the following year and will be approved by the Events Panel.

- 2.4 To produce authoritative publications via Task & Finish Groups as agreed and funded by F&BP
- 2.5 To provide appropriate material for IPEM publications (including topical reports, guidance notes, policy and position statements, books and journals) and website.
- 2.6 To encourage and develop evidence-based practice.
- 2.7 To monitor the development and impact of new technology.
- 2.8 To maintain a pro-active role in monitoring relevant legislation and standards.
- 2.9 To collaborate with other SIGs where there are areas of common interest.
- 2.10 To encourage liaison between members working in different environments, e.g. academia, industry, advisory / policy / government bodies, and hospitals.
- 2.11 To comment on workforce issues and impact of policy changes in the area of endeavour.
- 2.12 To respond to external consultations, and draft other statements on behalf of the Institute, subject to the Institute's procedures relating to these matters.
- 2.13 To advise Science, Technology and Engineering Research and Innovation Council (STERIC) on the appointment of members to represent the Institute on external bodies and committees.
- 2.14 To bring relevant issues to the attention of STERIC and the Professional and Standards Council (PSC).
- 2.15 To support and encourage relevant educational programmes.

3 Frequency and conduct of meetings

The SIGs should meet a minimum of three times a year but there is flexibility with regards to the format and frequency. The key functions are outlined below with approximate timings. Only one of the meetings can be held as an in-person event, all others should be conducted online and the preference

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is for more regular (monthly for example) shorter meetings. If a SIG wants to hold an additional in-person meeting this needs to be approved by the national office in advance.

| Month | Key functions |
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| <p>October</p> <p>In person where possible in York to meet the National Office team</p> <p>Additional meetings in the fourth quarter of the year online</p> | <ul style="list-style-type: none"> • Check on progress of current action plan • Prepare action plan for the year ahead for approval by STERIC in November – to be sent to mailto:maria@ipem.ac.uk • Review the <u>website SIG entry</u> to update with new topics • Appoint a member of the SIG to lead communication with the relevant Col, and take responsibility for regular posting and sharing newsletters, actions etc throughout the year. • Consider assigning other specific responsibilities to individual SIG members (e.g. Consultations, fielding T&F group applications etc) • Introduce the new committee members on the Community of Interest and regularly communicate: <ol style="list-style-type: none"> 1. Introduce committee with names and roles 2. Summarise key activities planned / action plan. 3. Before each SIG meeting ask for input 4. After each SIG meeting communicate key actions. 5. A poll can be set up on the Community if required |
| <p>First quarter of the year</p> <p>Teams or other web meetings</p> | <ul style="list-style-type: none"> • Continue to plan meetings and prepare / review working party Task & Finish group proposals and plans. By June a draft plan for the next year should be available for the Events panel to review • Work with the <u>IPEM Conference Manager</u> to assist with the STEF conference if required • Confirm membership needs for the next year in consultation with the National Office. Consider succession planning of chairs, vice chairs and secretaries. • Summarise relevant activities and decisions on the Community of Interest • Volunteer recruitment of new SIG members starts in April and SIGs will need to be proactive in promoting membership |
| <p>Second / third quarter of the year</p> <p>Teams or other web meeting</p> | <ul style="list-style-type: none"> • Agree the proposed membership for the next year following the volunteer recruitment process. • Check on progress against action plan and prepare update for STERIC June meeting • Decide on new chair and secretary (and vice chair if applicable) who can help shape events plan and co-chair over the summer months. • Volunteer recruitment of new SIG members closes in early June and the SIGs need to decide on membership soon after • Produce a provisional timetable for next year's events and discuss with IPEM Conference Manager. The following headline proposal level is needed for the next year: • Topic and working title, |

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| | <ul style="list-style-type: none"> • timing: month or Quarter • platform: online/in person, • length: part or full day, • Type: training, one day scientific etc • Review External Representative list (see Appendix 1) and communicate annual activity and any changes to the National Office. • Summarise relevant activities and decisions on the Community of Interest |
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- 3.1 A quorum shall consist of three core members.
- 3.2 In the absence of the Committee Chair, the Vice-Chair of that Committee shall chair the meeting. If neither are present the committee members shall select a person to chair the meeting.
- 3.3 The Chair shall ensure formal minutes are made of the meeting.
- 3.4 The Secretary, or other person arranging the meeting should contact the National Office who can book the venue for the SIG. They can arrange Teams meetings and help record them if required.

4 Communications, decision making and records

- 4.1 An electronic copy of the agenda and agreed minutes of each meeting shall be sent to:
 - o All committee members and any external members which are eligible subject to the Policy on External Members and observers on IPEM committees and groups.
 - o the National Office for archiving (via saving it on the SIG Teams channel file structure)

The SIG minutes are not produced for publication outside the committee structure of IPEM and they remain confidential to its members and those committees the SIG reports to. Representatives of other organisations on SIGs and Councils who have signed the IPEM Confidentiality Agreement will have access to the minutes, although they will not be entitled to reproduce these minutes.
- 4.2 When electronic communications and decision-making are required prior to the next committee meeting:
 - a. the discussion / decision will usually be initiated by the Chair sending an electronic communication (e.g. email) simultaneously to all committee members. The message may initially seek advice. All discussion responses should be sent “reply all”.
 - b. When the Chair judges it to be appropriate (e.g. a consensus view appears to be emerging) a specific proposal will be circulated electronically to all committee members requesting a vote (agree/disagree/abstain) and a deadline for responses will be set (usually a minimum of 3 working days after the request). All decision responses will be sent to the Chair only. The Chair has the casting vote if there is a tie. The deadline for decision may be extended if fewer than the quorum have responded. The resulting decision will be formally noted at the next committee meeting.
 - c. The electronic discussion / voting may be run by another person, on behalf of the Chair, however the Chair remains responsible for ensuring that the decision-making process is transparent, robust and accessible by all committee members.
- 4.3 The Secretary shall ensure that:
 - a. all the committee’s website and Community of Interest communications to the general public and members are informative and accurate and are prepared and approved in accordance with relevant Institute policies.

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- 4.4 The Chair will make the committee aware of issues relating to Data Protection to ensure that the committee complies with the IPEM Data Protection Policy.
- Any queries relating to Data Protection will be referred by the Chair of the committee to the Data Protection Officer.

5 Reporting arrangements

- 5.1 The SIGs report to the Science, Technology, Engineering Research and Innovation Council and the Professional and Standards Council via two SIG Chair representatives.

6 Membership

- 6.1 The membership of each SIG may vary, but the generic structure will be as follows:

6.1.1 Core members

- Chair
- Vice-Chair (optional)
- Secretary
- Between 3 and 6 additional members (if there is a Vice Chair, they are counted as one of the 6 additional members i.e. total membership not to exceed 8 members)
NB: This might be extended to up to 8 additional members (so 10 in total) as long as most of the meetings are held online.

As far as possible, core members will be chosen to be representative of the spectrum of Institute members working in the relevant discipline in terms of their experience and career stage. This means that early career applicants are also welcome and every SIG might aim to have at least one early careers member where feasible.

International members can join a SIG as long as they meet the eligibility criteria but would need to attend SIG meetings online (eg in a hybrid meeting setting) as travel expenses cannot be covered.

Diversity and inclusion are a key part of IPEM's strategic vision and this principle should be considered in all areas of the organisation including the membership of its committees.

Due consideration should be given to including an appropriate combination of scientists, engineers and technologists and of members from academia, healthcare and industry. The number of core members in each SIG will be determined by STERIC. Exceptionally, more than 8 members (including Chair, Vice-Chair and Secretary) may be permitted with the permission of the Councils (STERIC or the Professional Standards Council) if justified by the workload of the SIG.

One of the core members may be elected by the SIG to act as a Vice Chair.

Taking the views of the wider SIG into consideration, it will be at the discretion of the incoming chair to decide whether they wish to have a vice-chair or not. If they do, then voting on the vice-chair role should proceed as outlined in 7.10. The vice-chair role can be to deputise for the chair in their absence but this can also be a role that takes on a delegated set of the chairs duties. These duties are to be set following a mutual agreement between the vice chair and chair. Each SIG and each chair can decide how this will work best for them and how many duties will be shared.

A Co-chair policy is currently being developed and if adopted by the policy subcommittee it will apply to SIGs.

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Additional members may be co-opted, normally for a period of one year, with the agreement of STERIC. This may be, for example, following the resignation of a member or in response to a specific issue, providing this conforms to IPEM's Policy on terms of office for committee members.

Core members will be concerned primarily with the scientific activities of the SIG, such as scientific meetings and publications.

6.1.2 Corresponding members

Corresponding members are usually senior members of the Institute able to contribute broader experience, and will normally include the nominated Institute experts relevant to the SIG discipline. Corresponding members will not normally attend the meetings of the SIG, although they may be invited to do so for specific purposes.

Corresponding members will be concerned primarily with professional activities of the SIG, such as representative and media spokesperson roles, and may provide mentoring to the SIG chair and other core members.

6.1.3 External Members

Each SIG will be free to invite external members from such organisations as it sees fit, subject to the approval of STERIC. These members are representatives nominated by other organisations and may be present for all, or part, of the SIG meeting. External members will have their expenses paid by the nominating body. See also 10.1 and the IPEM policy on External members on committees.

6.1.4 The President, or their representative, is entitled to attend meetings of SIGs as an *ex officio* member.

7 Appointment of core members, officers and their terms of office

- 7.1 In April of each year members of Institute will be invited by the National Office to apply for membership of a SIG and their names will be passed on to the appropriate SIG secretary. All applicants for SIG membership must complete a formal application.
- 7.2 By the June meeting of STERIC, every SIG will have considered the new membership of the Group, nominated the Chair and Secretary for the following year and informed the National Office manager of STERIC.
- 7.3 The composition of each SIG will be agreed at the June meeting of STERIC. New members will be formally invited to join each SIG from September by the EDI and Member Networks Manager.
- 7.4 New members and officers take office following the September Annual General Meeting.
- 7.5 If a vacancy arises during the course of the year, the SIG should initially look to find a replacement from those applications that were unsuccessful in the previous election. A nomination for co-option to the SIG for the remaining part of that year will require approval by STERIC and that member will become a full member of the SIG from the following Annual General Meeting. The National Office shall be informed when the departing member resigns and when a new member is proposed and agreed.
- 7.6 **Chair** of a Special Interest Group shall normally hold this position for two years. Nomination for this office is open to core members of the SIG. If for any reason the chair should resign, the SIG may nominate an eligible member of the SIG to fill that vacancy for the remainder of the term of office. If there is more than one member interested in the position the group should follow the voting process outlined in 7.10
- 7.7 **Vice-Chair** of a Special Interest Group can hold this position for one or two years if no other member is interested in the role AND if their 3 year SIG membership is not exceeded. Whilst the Vice-Chair can move on the office of Secretary or Chair after holding this position if elected there is no expectation or requirement to do so. A vice chair might just be willing to offer mentorship and support to the existing chair without wanting to become chair.
Nomination for this office is open to core members of the SIG. If for any reason the vice chair should resign, the SIG may nominate an eligible member of the SIG to fill that vacancy for the remainder of the

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term of office. If there is more than one member interested in the position the group should follow the voting process outlined in 7.10

- 7.8 **Secretary** to the Special Interest Group shall normally hold this position for one year, but renewal for an extra year is desirable. Nomination for this office is open to members of the SIG. If, for any reason the secretary should resign, the SIG may nominate an eligible member of the SIG to fill that vacancy for the remainder of the term of office. If there is more than one member interested in the position the group should follow the voting process outlined in 7.10.
- 7.9 **Order of appointment:** The chair needs to be decided before a secretary and / or vice chair can be appointed
- 7.10 **Voting:** If there are more volunteers for any role than opportunities, then all core SIG members will be asked to vote, via an email ballot conducted anonymously by the National Office. The chair will contact the EDI and Member Networks Manager and confirm the names of the members wishing to apply. Voting emails can then be sent to the National Office and if required a judicator can be appointed Once all emails are received the EDI and Member Networks Manager will inform the chair of the outcome. Voting procedure: If the number of people voting is even then the outgoing office holder (chair, vice chair or secretary) abstains to avoid a hung vote. If number of people voting is odd, then the outgoing office holder (chair, vice chair or secretary) can vote as abstaining could lead to hung vote.
- 7.11 The **term of office** of a normal member of the SIG will be up to a maximum of three years. If the member becomes a Chair or Secretary, their term may be extended by a maximum of two years. Overall the maximum membership of a SIG cannot be more than 7 continuous years.
- 7.12 Exceptionally, if a core member of a SIG is deemed by STERIC not to have fulfilled their functions of membership (in 11), they may be asked to resign by the Director of STERIC, or have membership of the SIG withdrawn.
- 7.13 The IPeM Disciplinary Procedure for volunteers applies to this group and all members are expected to treat other member volunteers and National Office staff with respect, consideration, and appreciation.
- 7.14 If a member of SIG is expected to be absent for more than 6 months due to parental leave, personal or health reasons the SIG chair should get in touch with the EDI and Member Networks Manager as per the "Volunteer Terms of Office" policy.

8 Appointment and term of office of corresponding members

- 8.1 Each SIG may nominate one or more senior members of the Institute, as corresponding members of the SIG (including media experts), subject to the approval of STERIC. SIGs can ~~are strongly encouraged to~~ appoint one or more Fellows of the Institute to serve as corresponding members. The corresponding members shall provide support and mentorship to the SIG chair and other core members.
- 8.2 To allow continuity between sessions, retiring Chairs will be invited to become corresponding members. It is not expected they will complete a full term, but should provide mentoring to the new Chair for at least 12 months.
- 8.3 The term of office of a corresponding member will be three years. Corresponding members are not normally expected to be re-appointed consecutively however they may have their term of office renewed subject to the agreement of the SIG and STERIC.
- 8.4 Exceptionally, if a corresponding member is deemed by STERIC not to have fulfilled their functions of membership (in 11), they may be asked to resign by the Director of STERIC, or have membership of the SIG withdrawn.

9 Task and Finish Groups

- 9.1 To assist the Special Interest Groups (SIGs) in fulfilling their role each SIG may set up Task & Finish groups for a limited period and determine their terms of reference, subject to the approval of the Science, Technology and Engineering Research and Innovation Council and funding approval from Finance and Business Planning Committee (F&BP). The SIG and Professional Knowledge and Innovation Manager

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in the National Office will monitor the use of the funding and review their output. This shall be included in periodic reports to STERIC, e.g. in action plan update reports.

10 Groups reporting to the SIGs

- 10.1 SIGs can have external groups (like Government regulatory bodies for example) which they need to connect with. This is done through an appointed external representative per group who is asked to report at the SIG meetings – either in person or in writing.
- 10.2 The secretary of the group should contact these external representatives prior to the SIG meetings requesting a report. These are then shared with all SIG members and, where applicable, with the Community of Interest.
- 10.3 A list of committees and representatives is in appendix 1. Any changes to
 - a) the representatives named on the list and
 - b) the groups themselves (any new or defunct ones)need to be communicated to the National Office (EDI and Member Networks Manager) as these external representatives are sometimes funded by IPEM and a record is kept of their involvement.
- 10.4 The External representatives list needs to be reviewed (and updated where appropriate) once a year in January.

11 Inclusion and Diversity

- 11.1 Inclusiveness is one of IPEM's strategic values and is understood as meaning “enabling a diverse and inclusive professional community”. This principle should be considered in all decisions, actions and areas of the organisation including the membership of its committees. Diverse groups make better decisions and by being more representative of patients and the public we can achieve our charitable objective. IPEM's EDI policy

12 National Office Support

- 12.1 The dedicated contact in the national office for this committee is the EDI and Member Networks Manager. Their name and contact details are listed on the IPEM Website
- 12.2 **All relevant policies, procedures and forms are on the Special Interest Group webpage.**

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Appendix 1 – External groups and representatives (2022)

| Name of the SIG in alphabetical order | External Representative |
|---|--------------------------------|
| 1. Clinical and Scientific Computing Group | |
| British Computer Society Health Informatics Forum | Chair of SIG |
| 2. Clinical Engineering SIG | |
| 3. Diagnostic Radiology SIG | |
| Clinical Imaging Board | VP Medical Physics |
| NHSE Physics Clinical Professional Group for the NHS breast screening programme. | Chris Baker |
| BIR / IPEM Standards committee Oversight group (links to DICOM and IEC) | Ed McDonough |
| 4. Magnetic Resonance Imaging SIG | |
| BIR MR Sub-Committee | Matthew Grech-Sollars |
| BIR MR Safety Working party | Matthew Grech-Sollars |
| American Board of MR Safety | Rebecca Quest |
| Clinical Imaging Board Working Party on Developing Standards for MRI cauda equina protocols | Marco Borri and Sarah Prescott |
| International Electrotechnical Committee | Matt Hall |
| British Chapter of International Society for MRI (ISMRM) | Matthew Grech Sollars |
| 5. Nuclear Medicine SIG | |
| BNMS Professional Standards Committee | Chair of NM SIG |
| Royal College of Physicians Joint Speciality Committee for Nuclear Medicine | Sarah Allen |
| IPEM, BIR, NPL, and BNMS Molecular Radiotherapy Group (also reporting to RT SIG) | Conor Ferris |
| Observer as representatives from: | |
| <ul style="list-style-type: none"> • CQC • HSE • EA • ARSAC • IDUG | |

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| <ul style="list-style-type: none"> • BIR • NM Software quality group • NPL • RCP • UKRG • SOR • BNMS | |
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| 6. Physiological Measurement SIG | |
| 7. Radiation Protection SIG | |
| BIR Radiation Protection Special Interest Group Experts Panel | David Dommett |
| Environment Agency (Small User) Liaison Group | Elizabeth Davies |
| RPA Accreditation Working Party | Chair of RP SIG |
| Scottish Non Nuclear Liaison Group | Michael Watt |
| Scottish RPA Group | Christina Stewart |
| SRP International Committee | Navneet Sandhu |
| International Commission on Radiological Protection (ICRP) plus attend one RP SIG Meeting per year | Colin Martin |
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| 8. Radiotherapy SIG | |
| BIR Oncology and Radiotherapy special interest group. | Karen Bradley |
| RCR Faculty of Clinical Oncology | Judith Mott |
| BSI Committee (CH/062/03 Equipment for radiotherapy, nuclear medicine and radiation dosimetry) | Nigel Church |
| PHE Patient Safety in RT Steering Group | Carl Rowbottom |
| NHSE Radiotherapy Learning Healthcare System | Chris Walker |
| Radiotherapy Board | Karen Venables |
| Radiotherapy Board | Chair of RT Prof Standards Panel |
| NHS England Clinical Reference Group for Radiotherapy | Chair of RT Prof Standards Panel |
| RPA2000 Accreditation Working Party | |
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| 9. Rehabilitation and Biomechanics SIG | |
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| 10. Ultrasound and Non Ionising Radiation SIG | |
| BSI EPL/76 on Optical Radiation Safety and Laser Equipment | Dr Colin Swift |
| HEE sonography working group | Colin Deane |
| CASE | Crispian Oates |
| CASE | Adam Lovik |
| Phototherapy Working Party of British Association of Dermatologists | Paul Freeman |