



BSNR Standards Sub-Committee

Terms of Reference

Name

BSNR Standards Sub Committee

Type

Advisory to the BSNR Executive Committee

Purpose and Role

The Standards Sub Committee will work towards promoting and maintaining high standards in neuroradiology through

- Establishing guidelines/standards and supporting CPD of UK neuroradiologists
Providing guidance for appraisal and revalidation
- Providing expert advice to external bodies on all aspects of neuroradiology
- Collaboration with regulatory and professional bodies regarding guidelines and standards – including service delivery and professional abilities
- Influencing local and national policy decisions regarding all aspects of neuroradiology

This will typically include processes such as participation in the RCR iRefer process; peer review assessments of stroke or other relevant services – including neuroradiology but only at the request of and under the auspices of the RCR; participation in NICE guidelines; involvement in the RCR and UKRC annual meetings; establishing closer links with the RCR and ensuring adequate representation on specific RCR committees ; setting standards for safe service delivery but also by being involved in the development of such guidelines.

Membership and appointment

Any BSNR member (in good standing) is eligible to be co-opted onto the Standards Sub Committee.

The committee will typically have between 8 and 12 members of which the following are automatic members:

- BSNR Secretary
- UKNG representative



There will be a consultant representing paediatric neuroradiology.

There will be a junior representative – to be nominated by the junior forum.

The remainder of the members should, where possible, be a broadly equal representation of diagnostic and interventional neuroradiology; and there should be several members of greater than 8-year consultant seniority. A broad geographical membership will be aimed for. In the event of an oversubscription of applicants to join the subcommittee, the Chair in conjunction with all remaining members, will conduct a ranking exercise of applicants bearing in mind the requirements outlined above.

Members are appointed for a minimum of 3 years; with the option to remain for a further 3 years. Renewal will be at the discretion of the BSNR Committee but will take account of Chair's recommendation.

The **Chair** of the subcommittee will be elected by the membership – generally from within the group – or failing this, by a vote from the general BSNR membership after asking for nominations (via Secretary). The Chair will be appointed for a 3-year term; with the option for ONE further term if required by approval of BSNR AGM. The immediate past Chair will be co-opted for at least 1 year to assist with continuity.

If a member fails to attend or is absent without notice or justifiable reason for two consecutive meetings the committee will review their membership.

Current membership:

1. Dr Gerardine Quaghebeur (Chair, appointed October 2014; Oxford)
2. Dr Wen-Xern Chong (Junior Member)
3. Dr “Kling” Chong, GOS Hospital, pediatrics
4. Dr Oliver Conway (Plymouth)
5. Dr Catriona Good, Honorary Secretary, Brighton
6. Dr Harriet Joy, Southampton
7. Dr Norman McConachie (UKNG)
8. Dr Adam Rennie, London
9. Dr David Summers, Edinburgh

Meeting Arrangements and Reporting

The subcommittee will meet 2-3 times a year as a minimum – other meetings as required.

One meeting will take place at the annual BSNR meeting (generally October) with other meetings in February and/or June. The other meetings will be based at the Royal College of Radiologists (RCR) but members can attend via video/phone conferencing.



The Chair will be responsible for producing the agenda which will be circulated at least one week prior to the meeting; and for taking contemporaneous minutes and distributing these. All communication will be via email or phone.

A minimum of 4 members will be required to be quorate and approve any decision/recommendation.

The Chair will forward minutes to the BSNR Executive Committee; and will attend most of those meetings. An annual written report will be presented in both written and oral format at the Executive Committee Meeting during the annual BSNR meeting.

Resources and Budget

All reasonable travel expenses and accommodation in order to attend a subcommittee meeting or activity required by the committee (peer review) will be reimbursed by the BSNR

Request for reimbursement to be made directly to the BSNR Treasurer (currently Professor J Gillard) with receipts attached.

The hire of a committee room for the February and June meetings at the RCR will be reimbursed by the BSNR.

Review

The TOR will be reviewed every 3 years; next review date February 2018.