

## 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

- 3.1 Each SIG meets three times a year, as set out below. Note: The first meeting should be a face to face meeting in York where possible.

### Terms of Reference

Month	Key functions
<p>October</p> <p>In person where possible in York to meet the National Office team</p>	<ul style="list-style-type: none"> <li>• Check on progress of current action plan</li> <li>• Prepare action plan for the year ahead for approval by STERIC in November</li> <li>• Review the website SIG entry to update with new topics</li> <li>• 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. This liaison role might be ideal for an early careers member</li> <li>• Introduce the new committee members on the Community of Interest and regularly communicate:                         <ol style="list-style-type: none"> <li>1. Introduce committee</li> <li>2. Summarise key activities planned / action plan.</li> <li>3. Before each SIG meeting ask for input</li> <li>4. After each SIG meeting communicate key actions.</li> </ol> </li> </ul>
<p>January</p> <p>Teams or other web meeting OR in person meeting</p>	<ul style="list-style-type: none"> <li>• Review delivery against action plan and prepare report action plan update for STERIC's February meeting</li> <li>• Continue to plan meetings and prepare / review working party Task &amp; Finish group proposals and plans. By June a draft plan for the next year should be available for the Events panel to review</li> <li>• Work with the <u>IPEM Conference Manager</u> to assist with the STEF conference if required</li> <li>• Confirm membership needs for the next year in consultation with the National Office</li> <li>• Summarise relevant activities and decisions on the Community of Interest</li> </ul>
<p>May</p> <p>Teams or other web meeting OR in person meeting</p>	<ul style="list-style-type: none"> <li>• Agree proposed membership for the next year in alignment with IPEM's <u>EDI policy</u>.</li> <li>• Check on progress against action plan and prepare update for STERIC June meeting</li> <li>• Decide on new chair who can help shape events plan and co-chair over the summer months.</li> <li>• 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:                         <ul style="list-style-type: none"> <li>• Topic and working title,</li> <li>• timing: month or Quarter</li> <li>• platform: online/in person,</li> <li>• length: part or full day,</li> <li>• Type: training, one day scientific etc</li> </ul> </li> <li>• Review External Representative list (see Appendix 1) and communicate annual activity and any changes to the National Office.</li> </ul>

## Terms of Reference

	<ul style="list-style-type: none"> <li>• Summarise relevant activities and decisions on the Community of Interest</li> </ul>
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- 3.2 A quorum shall consist of three core members.
- 3.3 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.
- 3.4 The Chair shall ensure formal minutes are made of the meeting.
- 3.5 The Secretary, or other person arranging the meeting, should liaise with the EDI and Member Networks Manager to agree venue and costs of each meeting in advance of making firm arrangements. The National Office can also arrange Teams or Zoom meetings

### 4 Communications, decision making and records

- 4.1 An electronic or paper copy of the agenda and agreed minutes of each meeting shall be sent to:
  - All committee members and those listed in 6.1 (subject to IPEM's policy on external representatives and observers at meetings) and
  - the National Office for archiving

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.
- 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. in the same way to be members of the

## Terms of Reference

### 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)

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 very welcome.

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. The Vice Chair will: Act as deputy to the chair and, subject to approval by the SIG and STERIC, become the next chair of the SIG. A Vice Chair may not be required by each SIG and approval to appoint a Vice Chair must be sought from STERIC ideally when proposing the SIG membership for the next session.

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

## Terms of Reference

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

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 officer should resign, the SIG may nominate an eligible member of the SIG to fill that vacancy for the remainder of the term of office after advising the EDI and Member Networks Manager
- 7.7 **Vice-Chair** of a Special Interest Group shall normally hold this position for one year, although a two-year term may be approved by the Director of STERIC. It is expected that the Vice-Chair should assume the office of Chair after holding this position, subject to approval as detailed in 6.1.1. If this is not possible, then the Vice-Chair may hold this position without moving to the position of Chair, in which instance their holding the position of Vice-Chair should primarily be intended to share the responsibility of the Chair during the Chair's term. Nomination for this office is open to core members of the SIG. If for any reason the officer should resign, the SIG may nominate an eligible member of the SIG to fill that vacancy for the remainder of the term of office.
- 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

## Terms of Reference

the officer should resign, the SIG may nominate an eligible member of the SIG to fill that vacancy for the remainder of the term of office.

- 7.9 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 by the National Office.
- 7.10 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. At the discretion of STERIC, the term of office of any member may be extended beyond these defined terms.
- 7.11 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.
- 7.12 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 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 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
- the representatives named on the list and
  - the groups themselves (any new or defunct ones)

## Terms of Reference

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

## Terms of Reference

### Appendix 1 – External groups and representatives (2022)

Name of the SIG in alphabetical order	External Representative
<b>1. Clinical and Scientific Computing Group</b>	
British Computer Society Health Informatics Forum	Chair of SIG
<b>2. Clinical Engineering SIG</b>	
<b>3. Diagnostic Radiology SIG</b>	
National Imaging Board	VP Medical Physics
BNMS Theranostics and Molecular Radiotherapy Working Party	Roger Staff
PHE Physics Clinical Professional Group for the NHS breast screening programme.	Chris Baker
DICOM Physics Group	Ed McDonough
<b>4. Magnetic Resonance Imaging SIG</b>	
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
<b>5. Nuclear Medicine SIG</b>	
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
British Standards Institute BSI NCE/2	Conor Ferris
<b>6. Physiological Measurement SIG</b>	



## Terms of Reference

<b>7. Radiation Protection SIG</b>	
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 <i>attend one RP SIG Meeting per year</i>	Colin Martin
<b>8. Radiotherapy SIG</b>	
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
<b>9. Rehabilitation and Biomechanics SIG</b>	
<b>10. Ultrasound and Non Ionising Radiation SIG</b>	
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