

Volunteers' Guide



What our members say

“As a mentor, my input into the development of others who are less experienced or who are just starting out on their career, can help to sharpen their thinking and to move them towards their goals.

I find this really rewarding for myself as it gives me an outward focus and helps me think about my own development. I recommend getting involved.”

Dr Mark Bowtell
Deputy Head of Rehabilitation Engineering, Morriston Hospital Swansea
IPEM Member Mentor

“Outreach volunteering can be daunting and quite scary but it's always been rewarding and it's always given me a really good sense of self-worth. The most rewarding thing for me is to be able to take my subject of radiation physics and show how we can make a difference to people's lives and their well-being.”

Lucy Winch
Principal Clinical Scientist, University Hospitals Bristol and Weston
IPEM Outreach Member Lead Volunteer

“I feel that with my position and experience I can help the trainees on the training scheme and, at the same time, I am gaining valuable new skills and experiences which helps to boost my confidence. I can build relationships with colleagues from different locations to share ideas and good practice. I would 100 per cent recommend volunteering. It is a great opportunity and an excellent source of personal and professional development.”

Carolina Rodrigues
Nuclear Medicine and PET/CT Clinical Technologist, Glasgow
IPEM External Moderator Volunteer for technologists training scheme

“I enjoy organising, and sometimes being part of, visits to universities for accreditation as well as the regular committee work and meetings. It is interesting, keeps me involved and brings me into contact with lots of really nice like-minded people. More importantly, I hope that it helps to maintain the standards of our accredited degrees, which is a benefit to members.”

Liz Parvin
Senior Lecturer in Medical Physics (retired)
Secretary, IPEM Course Accreditation Committee

“I love physics and I'll take any opportunity I can get to share that joy with other people. Doing outreach is also just really good fun (Where else can you use a nerf gun and a small foam brain to illustrate the principles of image-guided radiotherapy?!) and it also looks very good on your CPD record.”

Liam Stubbington
Trainee Clinical Scientist, Ipswich
IPEM Volunteer

“EDI (Equality, Diversity and Inclusion) is something I'm passionate about. One area I am involved in is to make patient posters more inclusive, particularly for trans and gender non-conforming patients. It is really satisfying on a personal level to know that our work will help patients feel safer and explicitly represented. I highly recommend volunteering for IPEM as you can enact real change in areas that you are passionate about.”

Erin Donovan
Healthcare Scientist, Kent & Canterbury Hospital
IPEM EDI (Equality, Diversity and Inclusion) Volunteer

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Welcome

Only through our members and their contributions, can IPEM achieve its charitable objective.

Our members and their professional contributions enable committees, groups and working parties to contribute to the advancement of medical physics and clinical engineering. We are very grateful to you, and all of our volunteers, for everything you do.

By volunteering your time to help us grow, influence, and be more professional we hope that you find personal fulfilment through a sense of giving back. You can also develop your skills, use your time with us to progress your Continuing Professional Development (CPD) and make new contacts.

We would like to thank you for volunteering and hope that it will prove both personally and professionally satisfying. IPEM's national office team is available to support you and we look forward to working with you.



Dr Robert Farley
President, IPEM

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President, IPEM

Our charitable objective, values and strategy

What does IPEM do?

Fundamentally, IPEM's role is captured in our Charitable Objects, expressed in our Articles of Association:

To promote for the public benefit the advancement of physics and engineering applied to medicine and biology and to advance public education in the field.

To bring this to life, and as part of our development of a new strategy, IPEM has restated its Mission, Vision and Values:

➤ Our Mission

Improving health through Physics and Engineering in Medicine

➤ Our Vision

Developing the professional, improving healthcare, transforming lives together

➤ Our Values

— Trusted

The leading voice in improving health through physics and engineering

— Inclusive

Enabling a diverse and inclusive professional community

— Progressive

Delivering innovative practice development for the public good

Strategy

Our focus will be on:

Professional development

Providing excellent learning and development services that meet the needs of the professional community of physicists, engineers and technologists working in physics and engineering in medicine and biology in hospitals, academia and industry.

Community

Growing and nurturing a vibrant community of practice through our membership, with high professional standards at its core, outstanding volunteer engagement and a real commitment to equality, diversity and inclusion.

Leadership

Championing the importance of professional knowledge and innovation, identifying and raising awareness of the key challenges that lie ahead for physics and engineering in medicine and biology and being a trusted and effective voice for the profession.

Without volunteers we cannot achieve this. They are key to everything IPEM does.

Areas our volunteers get involved in

1 Tell the world about the profession – what can you do?

- Talk to your friends and neighbours about your job and why you love it.
- Use social media to magnify our awareness campaigns to your networks – such as the International Day of Medical Physics and Global Clinical Engineering Day.
- Become a public speaker for IPEM and the profession or join in at a local science fair.
- Become an Outreach Volunteer – join the IPEM outreach network and spread the word about this amazing career to children and young people.
- Set up a stand or open day at your workplace / hospital.
- Become one of our Media Experts or an expert witness.

What you will get in return

- You will find that outreach and public engagement activities are rewarding, fulfilling and fun.
- You will have the chance to develop your own communication skills which can count towards your CPD.
- We will provide you with all the resources and training you will need. You will have access to our outreach equipment library for demonstrations, ready-made presentations, risk assessments, videos, handouts, banners and more.
- We will do our best to ensure your activity gets the promotion it deserves, through our social media channels and through other media.
- If necessary we can provide you with any training you may need to ensure you get your message across in the most effective way.

2 Help your fellow members qualify and develop – what can you do?

- Become a Mentor and support trainees and early / mid-career members to achieve their ambitions and professional qualification.
- Become an External Moderator on our Technologists Training Scheme or an External Advisor for our Part 2 Training Scheme.
- Become an Assessor for Science Council and Engineering Council applications as we are a licensed body for both.
- Get involved in Accrediting Masters Level programmes, undergraduate medical engineering degrees or short training courses, ensuring they meet the profession's requirements.
- Become a CPD Auditor for annual submissions.
- Join one of our Special Interest Groups (SIGs), or use our Communities of Interest and professional networks to share knowledge and contribute to discussions.

What you will get in return

- Helping students qualify gives our volunteers a real sense of personal satisfaction.
- Assessing, guiding and mentoring your peers and younger colleagues will provide you with excellent CPD.
- You will develop your interviewing and critical thinking skills and there is also a lot you can learn about innovation and changes from graduates and early career colleagues – it works both ways.
- You will have the chance to meet other professionals outside your local network.

3 Share your expertise – what can you do?

- Author an article for an IPEM Journal or SCOPE magazine.
- Join the SCOPE Editorial Board as a Commissioning Editor.
- Contribute to the joint e-books programme with the Institute of Physics Publishing as an editor, chapter author or as a reviewer.
- Be a Conference speaker and share the latest insights in your area of expertise.
- Contribute to our Science, Research and Innovation Council.
- Actively participate in consultations through our Special Interest Groups.
- Join Advisory committees to represent areas of IPEM.

What you will get in return

- Help us speak as “one voice” to amplify the needs and views of the profession.
- Recognition when you are published in one of our journals and e-books which are leading publications in the field.
- In whichever way you prefer to share your knowledge, you will be supported with guidance and advice.
- You will develop your public speaking, communication and critical thinking skills.
- The chance to meet and network with a range of professionals.

4 Encourage and support our value of inclusiveness and diversity – what can you do?

- Help us celebrate days of importance including International Women in Engineering Day, International Day of People with Disabilities, LGBTSTEM Day.
- Magnify our social media activities around this and share with your networks and our Communities of Interest (including our LGBTQ community).
- Help us develop resources in Task and Finish Groups, for example, on how to produce inclusive documents and appropriate language.

What you will get in return

- Knowing you are helping us work towards being a more diverse profession to better reflect a diverse community.
- Helping us become a more inclusive membership will make us a better professional body.

5 Shape IPEM activities – what can you do?

- Become an External Representative working with one of our many stakeholders nationally and internationally to ensure the voice of physics and engineering in medicine is heard.
- Develop professional standards with our Professional Standards Council.
- Get involved in our Working Parties or Task and Finish Groups and develop advice and guidance for the profession.
- Join the Board of Trustees.
- Help influence government policy through contributing to consultations from a wide range of government departments and other bodies.
- As a member of our Special Interest Groups you can help shape our conference programme, report subjects and consultations.
- Get involved in our Environmental Sustainability group and Diversity and Inclusion activities.

What you will get in return

- Being involved in our policy work provides a unique opportunity to directly feed into thinking around governmental policy.
- Our policy events and groups also provide great networking opportunities, allowing members to meet other like-minded people.
- Many members see this as a key way of ‘giving back’ and sharing their insights with an altruistic motive to help improve the world and people’s lives.

Our policies and support for you

Please note all policies as well as more detailed handbooks and other documents can be found on ipem.ac.uk/volunteer

Volunteer Policy

Our volunteer policy highlights and acknowledges the value of the contributions made by volunteers. It outlines the responsibilities and commitment expected of volunteers and IPEM.

What volunteers can expect from IPEM

To ensure volunteers can do their work effectively, enjoy their role and have a mutually beneficial relationship with us, our commitment to volunteers is to:

- Treat members, volunteers and staff with respect, consideration and appreciation and to act in a way that does not discriminate against or exclude anyone and cannot be seen as harassment or inappropriate behaviour.
 - Value the contribution of volunteers and communicate the impact and value of volunteering to IPEM's governance and strategy.
 - Ensure a fair and open recruitment and appointment process.
 - Ensure volunteers have a clear idea of their responsibilities, including the length of time they are expected to be involved.
 - Provide volunteers with support through induction, handbooks, training and reimbursement of pre-approved expenses, in line with IPEM's Expenses Policy, to help them carry out their role.
 - Volunteer effort is factored in IPEM's plans and budgeting.
- and cannot be seen as harassment or inappropriate behaviour by others.
- Set an example by adhering to IPEM's values and the IPEM Code of Professional and Ethical Conduct (where applicable).
 - Act in a professional way when representing IPEM in public.
 - Work in a planned way, in line with IPEM's Governance and Strategy, collaborating with staff and other volunteers.
 - Provide any reports that are required as part of their role, in a timely and helpful manner.
 - Follow IPEM's other rules and policies, including terms of reference, terms of office and recruitment.
 - Provide as much notice as possible if they are unable to fulfil their volunteering commitment, or if they no longer wish to be involved in a committee or group.
 - Be reliable, attend any meetings and/or fulfil other related commitments such as completing the actions they have agreed in a timely manner.
 - Where appropriate and in certain roles (e.g. Assessor on specific courses) IPEM will provide a range of information about the role and related IPEM policies and procedures. We will require volunteers to sign a declaration in these circumstances to the effect that they have read and will abide by the relevant policies, rules and procedures. This will be in addition to any data protection, confidentiality and conflict of interest declarations.
 - Ask staff members for help if they are unsure about procedures or roles and responsibilities.

What we ask from our volunteers

To help us fulfil our charitable objective and have a mutually beneficial relationship with IPEM, we ask volunteers to:

- Treat other member volunteers and staff with respect, consideration, and appreciation and to act in a way that does not discriminate against or exclude anyone

Recruitment and Diversity

We are committed to ensuring our volunteer cohorts reflect our membership by advertising volunteer roles widely and openly. All volunteers will be asked to complete a volunteer application form.

The form includes diversity monitoring to make sure our posts are not only open to everyone but also that we

have a diverse and representative body of professional contributors. The way we collect and store this data is in accordance with our privacy policy.

IPEM will not discriminate against any person because of race, colour, national origin, gender, sexual orientation, religion or belief, marital status, disability or age. Inclusivity is one of our values and where possible we actively encourage members from minority ethnic backgrounds, members living with disabilities as well as early career members to apply for volunteering roles.

We encourage the use of video conferencing to enable those members to get involved who might be unable to travel or spend extended time away from the office or home due to living with disabilities, having caring responsibilities or limits on the time they get off work.

Confidentiality and data protection

Volunteers must maintain confidentiality. All volunteers on committees and groups who have access to any personal data need to sign a Data Protection and Confidentiality declaration as well as signing to say that they have received a copy of the volunteers policy.

Expenses policy

IPEM will reimburse member volunteers for travel and other expenses in accordance with our expense policy.

Induction, Training and Support

We want to ensure our member volunteers are confident in carrying out their role. We will provide online induction meetings to introduce new volunteers to our President, our CEO and staff members responsible for the particular committee or group.

A dedicated member of staff will be your point of contact should you have any questions about your role. For more detailed information committee and role specific handbooks will be available where necessary.

Addressing concerns

If there are concerns around a volunteer's behaviour and that behaviour is in breach of IPEM's expectations as outlined in this policy we will try in the first instance to resolve the problem informally and amicably.

Complaints against members will be dealt with under the Code of Professional and Ethical Conduct and Disciplinary Procedure.

Complaints against staff will be handled via the IPEM Complaints Procedure and dealt with under the Disciplinary Procedure applicable to members of staff.

Leaving a volunteer role or taking a break

We appreciate that your personal or work circumstances might change in which case please let us know as soon as possible. When your term comes to an end we may ask you for feedback on your experience in order to improve the situation for future member volunteers.

If you need to take a break from volunteering responsibilities due to personal or family circumstances please talk to a member of the national office staff as soon as possible so we can work together to find solutions on a case-by-case basis. We will aim to accommodate different committees and individuals whilst taking into account the length of the break, the terms of office and the type of role the volunteer is leaving.

Insurance and Health and Safety

IPEM is committed to looking after the health, safety and wellbeing of everyone who works for us and this commitment applies equally to our member volunteers. Any activities carried out on a voluntary basis are covered by the same health and safety legislation requirements as those carried out by IPEM staff. It is therefore important that volunteers understand and accept their personal responsibility towards promoting and maintaining health and safety standards.

Specific circumstances may occasion the need for risk assessments to be carried out by volunteers on behalf of IPEM in order to, for example, safeguard personal or public health.

We expect volunteers to take reasonable precautions when travelling on IPEM business.

Volunteers are covered by the following insurances:

- **Professional Indemnity insurance (Up to £1M)**
Protects IPEM, IPEM Enterprises Ltd (IEL), and members against legal claims regarding their professional work when working on IPEM's or IEL's behalf. But this insurance will not cover any claims based, or arising directly or indirectly out of any dishonest, malicious, reckless or fraudulent act or omission.
- **Public liability insurance (Up to £25M)**
Protects IPEM, IEL, and members against claims for accidental injury sustained to a person, accidental damage to property and accidental nuisance when working on IPEM's or IEL's behalf.

Feedback and comments

We value all feedback – positive and negative; formal and informal – and will use it in order to improve the experience of future member volunteers.

Contact details

Eva McClean

eva@ipem.ac.uk

For Equality, Diversity and Inclusion feedback or suggestions, Special Interest Group support and as a first contact if you are not sure who the right person is to help you.

Marie Goodall

marie@ipem.ac.uk

For general volunteer recruitment and liaison with our external representatives.

Candi Colbourn

conferences@ipem.ac.uk

For conferences and webinars you want to organise or discuss.

Paul Barrett

communications@ipem.ac.uk

For communications, social media and news updates. If you have anything you would like us to promote or help drive engagement get in touch.

Kelly Dade

office@ipem.ac.uk

If you want to book any venues for face to face committee meetings or set up online meetings.

Stephen Mattin

membership@ipem.ac.uk

For membership questions.

Nicola Parkinson

finance@ipem.ac.uk

For expenses and questions about budgets and expenditure.

Phil Morgan

phil@ipem.ac.uk

For accessing training budgets and any compliments or complaints concerning national office staff or members.

Address

The Institute of Physics and Engineering in Medicine
Fairmount House
230 Tadcaster Road
York
YO24 1ES

Connect via social media



@ipemnews




The Institute of Physics and Engineering in Medicine



IPEM

We would like to
thank you for
volunteering and
hope that it will prove
both personally and
professionally
satisfying.





ipem.ac.uk

