



# BRITISH SOCIETY OF INTERVENTIONAL RADIOLOGY

## COMMITTEE's STANDARD OPERATING PROCEDURE

<b>Task: BSIR Trainee committee</b>	
DATE:	06/06/2022
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Version	3.0
Reference:	BSIR SOP BSIR Trainee (BSIRT) committee
Purpose:	To outline the process and activities required by the committee, identify the responsibilities of committee members, reporting to council and areas that need council sanction.
Responsibility:	Chair
Accountability:	BSIR Council
Eligibility	<p><b>To be able to stand for the position of vice chair of the BSIRT committee the following should apply:</b></p> <ol style="list-style-type: none"> <li>1. Member of BSIR in good standing</li> <li>2. At least one year of participation in the BSIRT committee as a junior or student member</li> <li>3. IR training position in a UK hospital</li> </ol> <p><b>To be able to stand for the other junior positions of BSIRT the following should apply:</b></p> <ol style="list-style-type: none"> <li>1. Member of BSIR in good standing</li> <li>2. Strong interest in interventional radiology</li> <li>2. ST1+ in training</li> </ol>
Committee:	The BSIRT committee has 16 members: Past Chair, Chair, Vice-Chair, BSIRT Secretary, Junior Member Research, Registries & Audit Committee (2 posts), Junior Member Communications Committee, Junior Member Education Committee (2 posts), Junior Member Membership & Rules Committee, Junior member of Scientific Programme Committee, Junior member of the Safety & Quality Committee, Junior Member of the Women & Diversity Committee, BSIRT 2 IR Juniors (IRJ) representative and a Council Officer Representative.

Roles and responsibilities	<p><b>Responsibilities of the Committee</b></p> <p>The responsibilities outlined below are summarised in an activities schedule attached. The time line individual responsibilities for delivering the schedule are also highlighted.</p> <ol style="list-style-type: none"> <li>1. Organise the content, subject matter and speakers for the BSIR annual trainee day and trainee sessions held in early November.</li> <li>2. The junior representatives of the BSIRT committee should actively participate in the respective BSIR subcommittees in order to provide a trainee perspective and advance the IR trainee agenda that should always aim towards improving training standards in vascular and non-vascular IR.</li> <li>3. Promote interventional radiology in the medical student /junior doctor community by organising or supporting local and national events (in-person and virtual) that aim to raise awareness amongst medical students. Collaboration with undergraduate radiology societies, and participation in third body events such as the BMJ and/or RSM career fairs should also be organised if funding is available. The BSIRT is also responsible in order to organise the annual essay competition for medical students and junior doctors.</li> <li>4. Promote interventional radiology in the public. This should be done by establishing and increasing the presence of BSIRT in the social media (Twitter, Facebook, instagram). In addition collaboration with relevant patient groups and GPs should be established and maintained in order to improve the visibility of our specialty to non-medics.</li> <li>5. Promote Research opportunities for IR trainees through the identification and promotion of relevant events as well as through establishing research networks across the UK for interested trainees. Close collaboration with organisations such as the UNITE research collaborative is essential to deliver national research projects.</li> <li>6. Maintain and improve collaboration with other trainee bodies such: The Society of Radiologists in Training (The SRT), The CIRSE European trainee Forum (CIRSE ETF), Society of Interventional Radiology Residents, Fellows, and Students (SIR RFS) and the Vascular Rouleaux club. The Chair or Vice-Chair of BSIRT have a position at the CIRSE ETF committee and are eligible for participation at the CIRSE ETF committee meetings (twice a year during CIRSE and ECIO conferences)</li> <li>7. Every two years an IR quality of training survey should be delivered to our trainee membership to monitor trainee standards across the country and identify potential issues.</li> <li>8. Promote and protect the interests of IR trainees in the UK.</li> <li>9. Promote equality of access to a career in IR and inspire and encourage students and doctors of all backgrounds to pursue a career in IR.</li> </ol>
	<p><b>Role of the committee members</b></p> <ul style="list-style-type: none"> <li>• <b>Chair:</b> To lead and co-ordinate the subcommittee with</li> </ul>

regards overall planning and execution of the scientific meeting. To arrange appropriate virtual and face-to-face meetings as required. To produce an annual report of activities and submit in writing to the council meeting preceding the annual general meeting. To co-opt members as required following authorisation from BSIR council. The Chair is also responsible for representing the BSIRT at the CIRSE ETF meetings. If he/she is not able then the deputy chairperson should participate.

- **Vice-Chair/ Deputy:** Responsible for assisting the Chair and preparing for his/her time as Chair of the committee. If the chair cannot attend a meeting the deputy should be able to represent the BSIRT. Vice-Chairs will serve as the BSIRT chair for the following term.
- **Secretary:** Provide support to the Chair and Vice-Chair for organising the meeting agendas and in charge of keeping minutes for all meetings to be checked with the Chair. Helps communication representative promote events via social media.
- **Education** (2 positions): One junior position (ST1-3 trainee) and one senior position (ST4+). **Junior:** Aim is to establish educational opportunities for junior IR trainees. **Senior:** Aim is to establish educational opportunities for higher IR trainees.
- **Research, Registries & Audit Committee** (2 posts):  
**Research:** Aim to raise the academic profile of IR and create IR research opportunities for trainees.  
**Registries and Audit:** Aim to support multi-centre audit and registry projects in IR.
- **Communications:** Aim to create a social media strategy and establish a network with UK and international radiology centres to facilitate effective promotion all BSIRT activity.
- **Membership & Rules:** Aim to encourage radiology trainees to join BSIR, lead on annual trainee essay competition and assisting in developing standards.
- **Scientific Programme:** Aim to organise IR trainee events, including the trainees day at the annual congress, IR trainees research day, IR basics course and the advanced IR practice course (in conjunction with education committee member).
- **Safety & Quality:** Aim to represent safety issues in IR including radiation protection and IR ethics and collaborate with other organisations to encourage safe and effective IR practice.
- **Women & Diversity:** Aim to increase recruitment into IR for women and ethnic minority backgrounds. Work with organisations focused on widening participation initiatives in IR.
- **IR Juniors (2 posts):** Co-opted members by the BSIRT Chair and IRJ founders. Aim is to ensure BSIRT and IRJ work together on a unified strategy and collaborate on events and research initiatives.

	<p>The following task forces within the BSIRT have been agreed in a previous meeting in order to organise the specific activities of the committee. Each task force should be led by one of the junior BSIRT member and supported by at least two other members. The task force teams will be over seen by the Chair and Vice-Chair:</p> <ul style="list-style-type: none"> <li>• <b>BSIR trainee day and trainee talks Task force</b> (Scientific Programme rep to lead, supported by one Education or Research rep and one additional BSIRT member)</li> <li>• <b>Trainee, student and junior doctors engagement Task force</b> (Education representatives to lead, supported by the IR Juniors rep and one additional BSIRT member)</li> <li>• <b>Public engagement and social media task force</b> (Communication rep to lead, supported by the BSIRT Secretary and one additional BSIRT member)</li> <li>• <b>Research and development task force</b> (Research, Registries and Audit representatives to lead, supported by the IR Juniors rep and one additional BSIRT member)</li> </ul>
<p>Individual duties of the BSIRT members</p>	<ol style="list-style-type: none"> <li>1. All members should attend at least 50% of the face to face and virtual BSIRT meeting, noting that failure to attend 3 consecutive meetings may lead to replacement.</li> <li>2. Agree to participate in the BSIRT whatsapp group that was established last year.</li> <li>3. To participate in the BSIRT projects and adhere to the agreed deadlines.</li> <li>4. To promote BSIRT through social media.</li> <li>5. To attend Council meetings as requested by BSIR secretariat (Chair &amp; deputy)</li> <li>6. The Chair or Vice-Chair should represent BSIR at the CIRSE ETF making sure they attend at least one of the face-to-face meetings (CIRSE or ECIO) and at least 50% of the virtual meetings.</li> </ol>

**BSIRT & IRJ Schedule.**

	<b>Student &amp; Junior Doctor</b>	<b>Core Trainee ST1 - ST3</b>	<b>IR Trainee ST4 - ST6</b>	<b>Research</b>
What do they need?	Career Advice Career Events Teaching	Radiology teaching Skills courses	Education Courses Career Support	Multi-centre projects Research training
	<b>BSIRT Activities Supported by IR Juniors</b>	<b>BSIRT Activities</b>	<b>BSIRT Activities</b>	<b>UNITE Activities BSIRT to support</b>
<b>SEP</b>				
<b>OCT</b>				
<b>NOV</b>				IR Research Day
<b>DEC</b>	BSIRT/IRJ Foundation Day at BSIR ASM.	Trainee educational programme		
<b>JAN</b>				
<b>FEB</b>	Journal Club 1			
<b>MAR</b>				Launch x1 multi centre audit
<b>APR</b>		Basic Skills Course	APC Course	
<b>MAY</b>	Journal Club 2			
<b>JUN</b>		Vascular & On call Study Day (Virtual)	Fellowships & Consultant Jobs Webinar	
<b>JUL</b>				
<b>AUG</b>		Intro to ST1 Talk	Intro to ST4 Talk	
<b>People Needed</b>		2	2	2
<b>Who will this person be?</b>	IRJ President or co-opted member	Education Rep EDI Rep	SPC Rep M&R Rep	R&A Rep S&Q Rep