



# BRITISH SOCIETY OF INTERVENTIONAL RADIOLOGY

## COMMITTEE'S STANDARD OPERATING PROCEDURE

Task: <b>BSIR Trainee committee</b>	
DATE:	01/02/2019
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Version	1.0
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:	Chairman
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. ST2+ in training</li></ol>
Committee:	The BSIRT committee has 12 members: Past Chairman, Chairman, Vice Chair, Junior Member Registries & Audit Committee, Junior Member Communications Committee, Junior Member Education Committee, 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 Foundation Year Doctor / Medical Student Representative (1-2 posts), Medical Student Representative (1-2 posts) and a

	Council Officer Representative.
Roles and responsibilities	<p>Responsibilities of the Committee</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 BSIR T 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 that aim to raise awareness amongst medical students. 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.</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) and the Vascular Rouleaux club. The Chairman or vice-chairman of BSIR T 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>Role of the committee members</p> <ul style="list-style-type: none"> <li>• <b>Chairman:</b> To lead and co-ordinate the subcommittee with regards overall planning and execution of the scientific meeting. To arrange appropriate virtual and face-to-face</li> </ul>

	<p>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 chairman is also responsible for representing the BSIRT at the CIRSE ETF meetings. If he/she is not able then the deputy chairperson should participate.</p> <ul style="list-style-type: none"> <li>• <b>Deputy:</b> Responsible for assisting the chairman and preparing for his/her time as chair of the committee. If the chairman cannot attend a meeting the deputy should be able to represent the BSIRT.</li> </ul> <p><b>The following task forces within the BSIRT have been agreed in a previous meeting in order to organise the activities of the committee. Each task force should be led by one of the junior BSIRT member and being overseen by the Chairman:</b></p> <ul style="list-style-type: none"> <li>• <b>BSIR trainee day and trainee talks Task force</b> (One junior member to lead and one student or Foundation doctor to assist)</li> <li>• <b>Student and junior doctors engagement Task force</b> (One junior member to lead and one student or Foundation doctor to assist)</li> <li>• <b>Public engagement and social media task force</b> (One junior member to lead and one student or Foundation doctor to assist)</li> <li>• <b>Research and development task force</b> (One junior member to lead and one student or Foundation doctor to assist)</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 (Chairman &amp; deputy)</li> <li>6. The Chairman or vice-chairman should represent BSIR at the CIRSE ETF making sure they attend at least one of the face-to-face meetings (CIRSE</li> </ol>

or ECIO) and at least 50% of the virtual meetings.