



# BRITISH SOCIETY OF INTERVENTIONAL RADIOLOGY

## SUBCOMMITTEE's STANDARD OPERATING PROCEDURE

<b>Task: EDUCATION SUBCOMMITTEE</b>	
<b>DATE:</b>	Revised 03/05/2019
<b>Reference:</b>	BSIR SOP Education Committee
<b>Purpose:</b>	<p>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.</p> <p>The Education Committee plays an active role in co-authoring and providing advice for relevant College documents, and collaborates in training matters with other special interest groups, at the request of BSIR Council or the Royal College of Radiologists (RCR).</p>
<b>Responsibility:</b>	Chairman
<b>Accountability:</b>	BSIR Council
<b>Eligibility:</b>	<p><b>To be able to stand for the position of Education committee the following should apply:</b></p> <ol style="list-style-type: none"> <li>1. Member of BSIR in good standing</li> <li>2. IR position in a UK hospital</li> </ol> <p><b>To be able to stand as a junior member of Education Committee 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>3. ST2+ in training</li> </ol>
<b>Committee:</b>	<p>The Education committee has 5 members: Past Chairman, Chairman, Deputy, member &amp; junior representative.</p> <ul style="list-style-type: none"> <li>• Chair to be part of BSIR Council.</li> <li>• Committee Members will serve a term of 3 years starting as the first year Committee Member, progression to Deputy Chair and then Chair of the Committee. Thereafter they may be asked to remain as ex-officio Members where necessary for on-going commitments to the Committee in agreement with the Chair. Junior member to serve a term of 1 year.</li> <li>• Elections to take part each year, for 1 Full Member and 1 Junior Member by electronic ballot, the winner being the nominee who achieves most votes. In the event of a tie, a further vote will be carried out amongst eligible Council Members.</li> </ul>
<b>Roles and</b>	Responsibilities of the committee

responsibilities	<ul style="list-style-type: none"> <li>• Curriculum updates</li> <li>• RCR liaison</li> <li>• BSUR / IOUK &amp; BSGAR liaison</li> </ul> <p>Role of the committee members</p> <p>1. Roles:</p> <ul style="list-style-type: none"> <li>• <b><u>Chairman:</u></b> To lead and co-ordinate the subcommittee with regards overall planning of the education activities and curriculum as directed by council. 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.</li> <li>• <b><u>Deputy:</u></b> Assist Chair as above.</li> <li>• <b><u>Member:</u></b> Assist chair and deputy as above.</li> <li>• <b><u>Junior Member:</u></b> BSIRT Liaison</li> <li>• <b><u>Past Chairman:</u></b> assist in completion of prior projects. Ensure smooth continuity of committee function.</li> </ul>
Duties:	<ol style="list-style-type: none"> <li>1. To arrange virtual and / or real time meetings as required to ensure that the timeline is adhered to.</li> <li>2. All members should attend at least 50%, noting that failure to attend 3 consecutive meetings may lead to replacement.</li> <li>3. To attend Council meetings as requested (Chairman &amp; deputy).</li> </ol>