



# BRITISH SOCIETY OF INTERVENTIONAL RADIOLOGY

## SUBCOMMITTEE's STANDARD OPERATING PROCEDURE

Task: EDUCATION & RESEARCH SUBCOMMITTEE	
DATE:	Revised 21/04/2022
Reference:	BSIR SOP Education & Research Committee
Purpose:	<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>
Responsibility:	Chairman
Accountability:	BSIR Council
Eligibility:	<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 consultant in a UK hospital</li></ol> <p><b>To be able to stand as a Junior Representative 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 UK Clinical Radiology training</li></ol>
Committee:	<p>The Education Committee has 5 members: Chair, Incoming Chair, Member, Junior Representative, Past Chair there may be co-opted members, as agreed by the Chair.</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 in the first year as a Member, progression to Incoming Chair and then Chair.</li><li>• Past Chair remains as ex-officio member</li><li>• Junior representative serves a term of 1 year.</li><li>• Committee can co-opt additional members where necessary, in agreement with the Chair.</li><li>• Elections to take place each year for 1 Member and 1 Junior Representative by electronic ballot. The nominee with the largest</li></ul>

	<p>number of votes will be appointed. In the event of a tie, a further vote will be carried out amongst eligible Council Members (President, Vice-President, Treasurer, Secretary).</p>
<p>Roles and responsibilities</p>	<p>Responsibilities of the committee</p> <ul style="list-style-type: none"> <li>• IR Curriculum updates</li> <li>• Liaison with RCR</li> <li>• Liaison with BSIRT</li> <li>• BSIR Bursaries – Research, Audit, Educational</li> <li>• BSIR Advanced Practice Course</li> <li>• BSIR Webinar series &amp; ‘How I do It’ videos</li> <li>• FRCR 2A single best answer question contribution</li> <li>• Liaison with VS - attendance at VS Education Committee Meeting</li> <li>• IOUK/BSUR/BSGAR liaison</li> </ul> <p>Role of the committee members:</p> <p><b>Chair:</b></p> <ul style="list-style-type: none"> <li>• Lead and co-ordinate activity of the committee as directed by the BSIR Council.</li> <li>• Organise educational and curriculum related meetings as required.</li> <li>• Submit an annual report of activities to BSIR Council meeting that precedes the ASM.</li> <li>• Co-opt members as agreed by BSIR Council.</li> </ul> <p><b>Incoming Chair &amp; Member:</b></p> <ul style="list-style-type: none"> <li>• Assist chair with his/her responsibilities</li> </ul> <p><b>Junior Representative:</b></p> <ul style="list-style-type: none"> <li>• BSIRT Liaison</li> </ul> <p><b>Past Chair:</b></p> <ul style="list-style-type: none"> <li>• Assist in completion of ongoing projects.</li> <li>• Ensure smooth transition of responsibility and effective Committee function.</li> </ul>
<p>Duties:</p>	<ol style="list-style-type: none"> <li>1. Chair and director of operations to schedule and organise Committee meetings throughout the year, either in-person or online.</li> <li>2. All members should attend at least 50% of Committee meetings. Failure to attend 3 consecutive meetings may lead to replacement.</li> <li>3. Chair and Incoming chair to attend BSIR Council meetings twice a year (pre-ASM and mid-year)</li> </ol>