



BRITISH SOCIETY OF INTERVENTIONAL RADIOLOGY

SUBCOMMITTEE's STANDARD OPERATING PROCEDURE

Task: REGISTRIES AND AUDIT SUBCOMMITTEE	
DATE:	Revised 03/03/2022
Reference:	BSIR SOP Registries and Audit 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 Registries and Audit Committee plays an active role maintaining and reporting on BSIR registries, developing and refining datasets as well as overseeing governance issues relating to registry data.</p>
Responsibility:	Chair
Accountability:	BSIR Council
Eligibility:	<p>To be able to stand for the position of Registries and Audit committee the following should apply:</p> <ol style="list-style-type: none"> 1. Member of BSIR in good standing 2. IR position in a UK hospital <p>To be able to stand as a junior member of Registries and Audit Committee the following should apply:</p> <ol style="list-style-type: none"> 1. Member of BSIR in good standing 2. Strong interest in interventional radiology 3. ST2+ in training
Committee:	<p>The Registries & Audit committee has 5 members: Past Chair, Chair, Deputy, Full Member and Junior Member.</p> <ul style="list-style-type: none"> • Chair to be part of BSIR Council. • 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. • 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.
Roles and	Responsibilities of Committee

responsibilities:	<ul style="list-style-type: none"> • Annual review of registries in effect. Are they suitable, when will they start and end? Is recruitment and data collection progressing at an appropriate rate. When will data be analysed and by who. • Annual review of NVR datasets and reports for, appropriateness, completeness etc. • Review of any external registry data that may impact on UK IR practice. • Instigate and complete R&A committee autumn snapshot survey, collate results and present at scientific meeting. • National IR Registry <p>Role of the Committee Members</p> <p>1 Roles:</p> <ul style="list-style-type: none"> • Chairman: Co-ordinate and be responsible for the overall planning of matters and delivery of tasks pertaining to A&R. To lead and co-ordinate the subcommittee with regards 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. • Deputy: Assist chair as above. Instigate R&A committee autumn snapshot survey. • Member: To assist the Chair & Deputy with duties. Aid with autumn snapshot survey. • Junior Member: Complete R&A committee autumn snapshot survey, collate results and present at scientific meeting, BSIRT liaison. • Past Chairman: assist in completion of prior projects. Ensure smooth continuity of committee function.
Duties:	<ol style="list-style-type: none"> 1. To arrange virtual and / or real time meetings as required to ensure that the timeline is adhered to. 2. All members should attend at least 50%, noting that failure to attend 3 consecutive meetings may lead to replacement. 3. To attend Council meetings as requested (Chairman & deputy)