



BRITISH SOCIETY OF INTERVENTIONAL RADIOLOGY

SUBCOMMITTEE's STANDARD OPERATING PROCEDURE

Task: SAFETY AND QUALITY SUBCOMMITTEE	
DATE:	Revised 03/05/2019
Reference:	BSIR SOP Safety and Quality 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 BSIR Safety and Quality Committee are focused on three distinct areas of work; device safety, patient safety and quality improvement through the BSIR QI initiative.</p>
Responsibility:	Chairman
Accountability:	BSIR Council
Committee:	<p>The Safety & Quality committee has 7 members: Past Chairman, Chairman, Deputy, 3 Full Members 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.
Eligibility:	<p>To be able to stand for the position of Safety & Quality 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 Safety and Quality 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
Roles and responsibilities	<p>Responsibilities of the committee</p> <ul style="list-style-type: none"> • Exemplar Status – to score applications and award Exemplar or Pilot Status to centres, renewal dates to be issued and adhered too. • Review BSIR badged documents and update as required. <p>Role of the committee members</p> <ol style="list-style-type: none"> 1. Roles: <ul style="list-style-type: none"> • <u>Chairman:</u> To lead and co-ordinate the subcommittee with regards overall planning of Quality & safety strategy pertinent to the BSIR. 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. • <u>Deputy:</u> To support the Chairman in co-ordinating strategy. • <u>Member:</u> To support the Chairman in co-ordinating strategy. • <u>Junior Member:</u> BSIRT Liaison • <u>Past Chairman:</u> 2. To co-opt members as required following authorisation from BSIR council.
Individual duties of the Safety and Quality members	<ol style="list-style-type: none"> 1. To arrange virtual and / or real time meetings as required ensuring that the timeline is adhered to. 2. All members should attend at least 50% of the face to face and virtual Safety and Quality meetings, noting that failure to attend 3 consecutive meetings may lead to replacement. 3. To attend Council meetings as requested (Chairman & deputy)