



# BRITISH SOCIETY OF INTERVENTIONAL RADIOLOGY

## **SUBCOMMITTEE's STANDARD OPERATING PROCEDURE**

| Task: <b>SAFETY AND QUALITY SUBCOMMITTEE</b> |   |
|--|---|
| DATE:  | Revised 03/06/2022  |
| 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 &amp; Quality committee has 7 members: Past Chairman, Chairman, Deputy, 3 Full Members and Junior Member.</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> |
| Eligibility:                                 | <p><b>To be able to stand for the position of Safety &amp; Quality 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 Safety and Quality 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> </ol>  |

|   |  |
|---|--|
|   | 3. ST2+ in training  |
| Roles and responsibilities                          | <p>Responsibilities of the committee</p> <ul style="list-style-type: none"> <li>• Exemplar Status – to score applications and award Exemplar or Pilot Status to centres, renewal dates to be issued and adhered too.</li> <li>• Review BSIR badged documents and update as required.</li> </ul> <p>Role of the committee members</p> <ol style="list-style-type: none"> <li>1. Roles: <ul style="list-style-type: none"> <li>• <b><u>Chairman:</u></b> To lead and co-ordinate the subcommittee with regards overall planning of Quality &amp; 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.</li> <li>• <b><u>Deputy:</u></b> To support the Chairman in co-ordinating strategy.</li> <li>• <b><u>Member:</u></b> To support the Chairman in co-ordinating strategy.</li> <li>• <b><u>Junior Member:</u></b> BSIRT Liaison</li> <li>• <b><u>Past Chairman:</u></b></li> </ul> </li> <li>2. To co-opt members as required following authorisation from BSIR council.</li> </ol> |
| Individual duties of the Safety and Quality members | <ol style="list-style-type: none"> <li>1. To arrange virtual and / or real time meetings as required ensuring that the timeline is adhered to.</li> <li>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.</li> <li>3. To attend Council meetings as requested (Chairman &amp; deputy)</li> </ol>  |