



# TERMS OF REFERENCE

## Society of Interventional Radiology Nurses and Radiographers (SIRNR)

### 1. PURPOSE

- 1.1 To provide a forum for nurses and radiographers working in interventional radiology in the United Kingdom (U.K) that can will represent our discipline and promote excellence and education in our field.
- 1.2 To work alongside The British Society of Interventional Radiology (BSIR) within their constitution.
- 1.3 To work alongside BSIR and act as a unified voice to be recognized as a speciality and people to understand interventional radiology as a discipline.
- 1.4 To provide advice and support through networking and discussion boards on the planning, and implementation of skill mix, role extension, new services,
- 1.5 diversification of roles. Provide exemplar policies, standard operating procedures, working practices & competency frameworks.
- 1.6 To provide a forum to consider issues arising in interventional radiology that may be relevant to group members and their constituents
- 1.7 To maximise opportunities for partnerships, networking and information sharing

### 2. MEMBERSHIP

2.1 The steering committee comprises of:

Mrs Mary Donnelly - Chair  
Carol Ewen - Secretary  
Mr Jonathan Pearce - Treasurer  
Dr Stephen D'Souza – BSIR representation  
Co-opted member - Radiographer or Nurse depending on ratio in steering committee /executive committee

2.2 Regional representatives for Scotland, North West, North East, Midlands, Northern Ireland, Wales, South West and South East.

2.3 The steering committee will stay in post to establish the society for a year until November 2013. Elections for posts will from there on occur two yearly at the SIRNR AGM at the annual BSIR conference, after the first election in November 2013 the steering committee will be know as the executive committee.

2.4 Internal or external persons may be invited to attend meetings at the request of the Chairperson to provide advice and assistance considered necessary.

### **3. SIRNR Role**

- Prepare agendas and issue notices for meetings and ensuring all documentation for discussion or comment are attached to the agenda.
- Distribute the Agenda in good time prior to the meeting.
- Take notes of proceedings and preparation of the minutes of meeting for circulation to members of the steering committee and regional representatives.

### **4. DURATION OF MEETINGS**

Meetings between steering groups and regional representatives will be held by teleconference or at an agreed venue (which ever is more convenient at the time of meeting) on a quarterly basis.

The SIRNR AGM will be held yearly at the BSIR conference

### **5. FUNCTIONS**

5.1 At each meeting there will be a standard agenda consisting of:

- Brief updates of activities including identification of emerging issues
- Feedback from stakeholders, BSIR, SIRNR members regarding emerging issues
- Update on Projects
- SIRNR Feedback
- Future Planning

5.2 SIRNR AGM meeting will include discussion points as in (5.1) as well as Executive Committee elections. A review of the terms of reference will also be addressed.

## **6. QUORUM**

If unable to attend members may nominate another representative from their organisation to attend. A quorum of 3 including two representatives from SIRN and one from BSIR is required for the meeting to proceed.

## **7. TERMS OF REFERENCE**

The terms of reference will be reviewed in November 2013