



## **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 SIRNR committee comprises of:
  - Kelly Harris Chair
  - Kayleigh Hackett Educational Lead
  - Marie Nixon Educational Lead
  - Katherine Forsyth Committee member
  - Mary Donnelly Past Chair
- 2.2 Regional representatives for Scotland, North West, North East, Midlands, Northern Ireland, Wales, South West and South East.
- 2.3 The committee will stay in post to establish the society. Elections for posts will from there on occur two yearly on-line on the SIRNR section of the BSIR website, after the election in April 2017 the steering committee will be known as the SIRNR 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.

*Date: April 2017  
Review Date: April 2018*

- 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 (whichever is more convenient at the time of meeting) on a quarterly basis.

The SIRNR AGM will be held yearly at the BSIR Annual Scientific Meeting.

#### **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) 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 SIRNR and one from BSIR is required for the meeting to proceed.

#### **7. TERMS OF REFERENCE**

The terms of reference will be reviewed annually at the SIRNR AGM.

#### **8 ELECTIONS**

8.1 There will be an election every two years' to choose new members of the SIRNR committee.

8.2 Elections will take place every two years' on-line on the SIRNR section of the BSIR website.

8.3 Only members of the SIRNR section are eligible to stand for election to the SIRNR committee. They must be proposed by a member of the SIRNR Section of the BSIR but can be seconded by any member of the BSIR.

8.4 Only members of the SIRNR Section of the BSIR are eligible to vote in the elections to this committee.

8.5 A call for SIRNR members wishing to stand for committee positions will go out 2 months prior to close of the elections. Interested parties will be required to write a short paragraph to be published explaining their reasons for applying. Voting will be open for 1 month and results will be announced soon after voting has ended. - Voting will take place online.

8.6 The person with numerically greatest number of votes will be elected into the post.

8.7 If no votes are cast then a willing member of SIRNR can be co-opted (See below).

8.8 If there is a tie the SIRNR chairperson will have a casting vote.

Results of these elections will be displayed on the SIRNR section of the BSIR web-site and individual candidates informed.

## **9 CO-OPTIONS**

The SIRNR Committee may co-opt members to fill vacancies which either remain unfilled after the Elections or should become available following resignation. Co-opted members must stand for election at the next opportunity if they wish to continue as representatives.