

iRefer - Guidelines Working Party Members' role and person specification

For over 20 years The Royal College of Radiologists (RCR) has published radiology referral guidelines designed to assist clinicians to identify the most appropriate imaging investigations for specific clinical/diagnostic problems, thereby reducing unnecessary patient irradiation. The methodology for the current edition, the seventh, was accredited by NICE through NHS Evidence in 2010 and published in 2012. Further information about NICE accreditation is available at: <http://www.nice.org.uk/accreditation>. In accord NICE's expectations and international guidance, the views and experience of stakeholders, including patients and/or service users, are taken into account by the RCR when guidelines are developed.

The guidelines have been received positively both within the UK and internationally. For the next edition the RCR intends to work with the Royal College of General Practitioners (RCGP) and the College of Emergency Medicine (CEM) to develop more focussed guidelines, which are specifically directed at primary and emergency care practitioners and are in a format that is suitable for use in decision support software.

Further information about iRefer can be found on the College's website at <http://www.rcr.ac.uk/content.aspx?PageID=995>. The full guidelines are available to members and Fellows of the College.

Guidelines Working Party

A key part of the process is guideline content development and review. The RCR has appointed a Content Development Lead (CDL), Denis Remedios, to lead this aspect of the work. The CDL will chair a Guidelines Working Party (GWP) which will be tasked with overseeing the guideline review process, updating existing sections, providing new content as appropriate and drawing up the final draft content for approval by the College.

The terms of reference of the GWP [can be found hereare available. {hyperlink}](#).

Role of the member/fellow on the GWP

1. Work constructively with other members of the working party in support of its agreed Terms of reference.
2. Assist the CDL to prepare a review plan and timetable for approval by the College's clinical radiology (CR) Professional Support and Standards Board.
3. Support the agreed literature search and guideline review process, interacting as necessary with Special Interest Groups (SIGs) and other agreed individuals and taking into account agreed College processes for handling copyright and ownership of intellectual property.
4. Contribute to drawing up the final draft content for the guidelines, including updating existing sections and/or developing new content as appropriate.
5. Participate in resolving issues raised through the consultation process and provide support in editing the content into its final form leading to final approval by CR PSSB and Faculty Board.

Expected time commitment

The CDL will advise the College of the number of meetings required to conduct this work. It is anticipated that there will be a maximum of three meetings a year, although more may be necessary. We hope that communication and interaction will be conducted electronically ie via emails and/or through video and tele-conferencing in order to reduce the need for physical meetings and the requirement to travel. Individuals who do not have access to such facilities are welcome to attend meetings at the College.

Terms and Conditions

The term of office will run for the duration of the GWP. Initially this will from 1 May 2014 be until 31 December 2015, following which an extension will be agreed if necessary.

Membership of the GWP is a voluntary role with no compensation or honorarium paid. Expenses for travel to meetings of the GWP will be paid in accordance with the RCR travel expenses policy which is available at <http://www.rcr.ac.uk/content.aspx?PageID=906>.

Individuals involved in the development of the guidelines will be expected to declare conflicts of interest.

Person specification

The following range of skills and attributes are desirable, but it is recognised that individuals will have different levels of experience in different areas:

- Experience of developing referral guidelines, or their equivalent, to improve patient treatment and outcomes
- A proven track record of managing/contributing to complex projects, including the development of strategy, project plans and timetables
- Experience in guideline synthesis, search strategies or Delphi Process would be particularly useful
- The ability to expound views, enter into constructive debate and to communicate a medical perspective
- Experience of serving on Boards and committees at senior level
- Experience and capability in the use of IT software ie MS Word and Outlook to communicate with colleagues to expedite business.

Expressions of interest

We would welcome expressions of interest from members and Fellows who wish to become members of the Guidelines Working Party. Please e-mail Ms Ritu Verma at ritu_verma@rcr.ac.uk by 27 April 2014 attaching a brief CV and explaining why you are interested in this role and how you meet the requirements.

Expressions of interest will be considered by the College's Medical Director for Professional Practice, in consultation with the Vice President, CR and the Content Development Lead. It is not anticipated that it will be necessary to conduct interviews for these roles