

## **SCoR RADIOGRAPHIC INFORMATICS GROUP TERMS OF REFERENCE**

### **1. INTRODUCTION**

- 1.1 The information technology (IT) agenda in radiology has been fast moving for many years and this is likely to continue. IT systems and processes enhance the delivery of effective advisory and efficient clinical imaging and radiotherapy services and are constantly evolving.
- 1.2 IT supports clinical governance and the development of evidence based practice; it should enable radiographers to actively contribute to and use the electronic library for health, and to ensure they provide the best possible care for their patients and clients.
- 1.3 Artificial intelligence (AI) is showing a great deal of promise and radiographers need to understand AI in order to be part of its development and implementation.

### **2. PURPOSE**

- 2.1 The purpose of the Radiographic Informatics Group is to enable the Society and College of Radiographers to keep abreast of developments and to inform members of radiography of specific and wider informatics issues.

### **3. REMIT**

- 3.1 The Radiographic Informatics Group is fundamental in assisting radiographers, managers, and education providers to embed IT into everyday practice.
- 3.2 To maintain and enhance the knowledge and skills of radiographers in relation to the IT agenda within the evolving collaborative, inter-professional team; thereby delivering clinically effective and patient focused services.
- 3.3 To promote best practise for IT within the field of radiography.
- 3.4 To engage with other professional groups involved in IT as appropriate.
- 3.5 To act as a resource for the profession on IT issues.
- 3.6 To develop and review professional guidelines for publication by The Society and College of Radiographers, as appropriate.

- 3.7 To formulate a strategic direction for the professional development of radiographers in relation to the IT agenda.
- 3.8 To ensure training standards are agreed and implemented at all levels of the workforce.
- 3.9 To provide regular workshops, seminars and education forums related to IT to support emerging roles.

#### **4. ACTION PLAN**

- 4.1 The group is expected to formulate an action plan with an indicative budget annually, agreeing its priorities and recognising the need to respond flexibly to external pressures.
- 4.2 The group is responsible for ensuring that the action plan is evaluated regularly.

#### **5. MEETING FREQUENCY**

- 5.1 The group will meet at up to two times per year but will endeavour to hold an additional two meetings via video / teleconference.
- 5.2 To be quorate meetings must have at least 4 members present.
- 5.3 Additional meetings may be necessary for specific elements of work and can be facilitated as face to face meetings or as a telephone conference meeting.
- 5.4 Small project groups may be constituted to progress work; membership to be determined by the group.
- 5.5 To share workload, the group will look to appoint two co-chairs to facilitate the smooth running of the agenda and the delivery of the action plan.

#### **6. MEMBERSHIP**

- 6.1 Membership of the group will not exceed 12 and will be subject to annual review.
- 6.2 All members must be members of the SCoR.
- 6.3 Members will be expected to demonstrate a commitment to the work of the group through attendance at meetings and participation in relevant working groups.
- 6.4 Membership will be drawn from all areas of practice to include clinical practitioners, managers, educationalists and researchers. Additionally, where possible the four UK countries should be represented.
- 6.5 Advice may be sought from experts where appropriate.
- 6.6 All members will serve a fixed term of 4 years. Current members are eligible to apply for a second term.

## **7. OFFICERS**

- 7.1 UK Council reserves the right to appoint the Chair. Where Council chooses not to appoint the Chair the group shall select its own two co-chairs by ballot at the first meeting of the group after the 1<sup>st</sup> July each year.
- 7.2 An Officer or Officers, as appropriate, of The Society and College of Radiographers will attend meetings in an advisory capacity.
- 7.3 The College will provide administrative support.

## **8. DECISION MAKING**

- 8.1 The group is expected to make decisions by consensus.
- 8.2 In the event of a vote being necessary the decision will be reached by a simple majority of members present, in person or by telephone.

## **9. ACCOUNTABILITY**

- 9.1 The group will be accountable for all its actions to the UK Council of The Society of Radiographers and the Board of Trustees of The College of Radiographers, through the Director of Professional Policy.
- 9.2 Individual members of the group must sign up to the principles outlined within the document entitled *Representing The Society and College of Radiographers: Terms of Reference* (2013) and adhere to the SCoR Data Protection Act principles.

## **10. EXPENSES**

- 10.1 Travelling expenses and subsistence costs for attending meetings will be paid in accordance with the Expenses Policy of The Society of Radiographers.
- 10.2 Any additional expenses in relation to the work of the group should be agreed in advance with the Director of Professional Policy.