

Guidance for Society of Radiographers Special Interest Groups

Purpose

Society of Radiographers (SoR) special interest groups (SIGs) are independent groups of SoR members and non-members that are supported by the Society through promotion on our website. SIGs promote greater understanding of radiography as a whole, including supporting best practice; they share information across their specialisms and are a fantastic place to connect with colleagues from across the UK.

SIGs are a member benefit and are led by SoR members. Anyone wishing to form a new SIG must be a member of the SoR. SIG members govern their own groups and, where required, also provide administration.

There is an expectation that all SIG members conduct themselves in line with the SoR *Code of Professional Conduct*¹ and the Health and Care Professions Council (HCPC) *Standards of conduct, performance and ethics*.² Conduct of the SIG must align with the overarching views, activities and strategies of the Society³ (SoR) and College⁴ (CoR) of Radiographers.

Establishing a SIG

SoR members may form a SIG to collaborate, promote and improve any aspect of service design, service delivery, education or research.

Any member wishing to establish a SIG will need to find like-minded colleagues. This could be via the SoR website⁵, *Synergy*⁶, *Insight*⁷ or social media. Established groups looking to propose a new SoR SIG, or individuals looking to recruit like-minded members to their proposed SIG, should complete the suggestion form on the SoR SIGs web page⁸, or contact pande@sor.org for further information. In the case of established groups a nominated member representative should complete and submit the SIG suggestion form.

Upon receipt of the SIG proposal information, an acknowledgement response will be sent and the information will be reviewed by the Professional and Education team (review of new proposals will take place once per month). The nominee will be contacted after the review and, if the proposal is approved, will be informed of the next steps.

Development of a SIG

Once a SIG has been established it is important to promote the group to SoR members.

- Recognition of the SIG on the members section of the SoR website is provided free of charge.
- The SIG should establish (and make available through the SoR web page) a terms of reference document (ToR). An example ToR can be found in Appendix 1.
- Suggested information to include on the SIG web page:
 - ✓ Title and composition of the group
 - ✓ Terms of reference
 - ✓ Aims and objectives of the group
 - ✓ Contact details
 - ✓ Any events planned
 - ✓ Link to an independent website, if applicable
- For group communication and shared working, any collaboration platform may be used by the SIG. If required, an online collaboration platform can be offered by SoR to support the group.
- All methods of SIG communication must be compliant with the General Data Protection Regulation 2016/679.⁹

SIG Activities

SIGs are free to undertake activities relevant to their terms of reference.

Examples of SIG activities include:

- Face-to-face or virtual meetings
- Social media groups/events/activities
- Study days

Involvement with the SoR

SIGs are self-governing, but relevant Professional Officers from the SoR may be contacted for advice and guidance. For administrative queries and SoR web page updates, the SIG should contact the Professional and Education administration team via pande@sor.org.

SIGs are an important source of knowledge and expertise for the SoR and, as such, a SIG may occasionally be asked to nominate a member to act on behalf of the SoR. Contact is made via the SIG Chair asking for volunteer(s) and providing details of the work to be undertaken as the SoR's representative. Once a nominee is identified, an SoR Professional Officer will discuss the work and assist the member with understanding our policies and procedures.

Maintenance of a SIG

It is important that information relating to the SIG and its members is kept up-to-date. An annual audit will be conducted to ensure details remain accurate and to confirm that the SIG remains active.

References

1. Code of Professional Conduct. *SoR*. Available from: <https://www.sor.org/learning-advice/professional-body-guidance-and-publications/documents-and-publications/policy-guidance-document-library/code-of-professional-conduct> [accessed August 3, 2023].
2. HCPC. Standards of conduct, performance and ethics. Available from: <https://www.hcpc-uk.org/standards/standards-of-conduct-performance-and-ethics/> [accessed July 13, 2023].
3. Society of Radiographers Strategy 2021 - 2024. *SoR*. Available from: <https://www.sor.org/about/society-of-radiographers/statutory-documents/society-of-radiographers-strategy-2021-2024> [accessed August 3, 2023].
4. College of Radiographers Strategy 2021 - 2024. *CoR*. Available from: <https://www.collegeofradiographers.ac.uk/about-the-college/statutory-documents/college-of-radiographers-strategy-2021-2024> [accessed August 3, 2023].
5. Home. *SoR*. Available from: <https://www.sor.org/> [accessed August 3, 2023].
6. Synergy. *SoR*. Available from: <https://www.sor.org/learning-advice/professional-body-guidance-and-publications/documents-and-publications/synergy-news> [accessed August 3, 2023].
7. Insight magazine. *SoR*. Available from: <https://www.sor.org/learning-advice/professional-body-guidance-and-publications/documents-and-publications/imaging-therapy-practice> [accessed August 3, 2023].
8. Special Interest Groups (SIGs). *SoR*. Available from: <https://www.sor.org/about/get-involved/special-interest-groups> [accessed August 3, 2023].
9. Participation E. Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data (United Kingdom General Data Protection Regulation)(Text with EEA relevance). <https://web.archive.org/web/20160504000000/http://eur-lex.europa.eu/legal-content/EN/TXT/?uri=CELEX:02016R0679-20160504>. Available from: <https://www.legislation.gov.uk/eur/2016/679/contents> [accessed August 3, 2023].

Appendix 1: Example Terms of Reference for Society of Radiographers Special Interest Groups

1. Purpose

Outline the purpose of the special interest group.

2. Aims

The aims of the special interest group are:

- Aim 1
- Aim 2
- Aim 3
- Etc.

3. Meetings and correspondence

Online meetings are encouraged and any face-to-face meetings arranged by the SIG will need to be self-organised and self-funded.

- Give details of the frequency and nature of the SIG meetings.
- Give details of any other form of correspondence. For example, using an online collaboration tool, social media or an independent website for the group.
- An officer representing the Society and College of Radiographers may be invited to attend SIG meetings, where time allows, to provide advice and updates.

4. Membership

Describe membership of the SIG. For example:

- State who membership of the SIG is open to.
- State how frequently criteria for membership will be reviewed.

It is recommended that:

- ***Membership of SIGs is free.***
- ***The SIG is self-funding and self-managing. Individual members will be expected to cover their own expenses and contribute as appropriate to group projects.***
- ***The SIG, in recognition of the importance of close collaboration, keeps the SoR informed of their activities.***
- ***The SIG keeps good records and notes of meetings, which will be shared with members.***
- ***The SIG produces an annual report for the benefit of members.***