

SCoR NUCLEAR MEDICINE & MOLECULAR IMAGING ADVISORY GROUP

TERMS OF REFERENCE

1. INTRODUCTION

- 1.1 The field of nuclear medicine is developing and expanding with hybrid imaging now an increasing part of standard clinical practices for certain groups of patients. Molecular imaging and gene based therapies will expand nuclear medicine yet further.
- 1.2 Nuclear medicine practice faces many challenges including workforce, education, regulation and security of supply of radioisotopes for imaging.
- 1.3 The Nuclear Medicine and Molecular Imaging Advisory Group (NMMAG) will support and encourage education in Nuclear Medicine and promote educational programmes in the field.
- 1.4 The spectrum of nuclear medicine practice encompasses imaging, hybrid techniques, therapy/treatment, and in-vitro studies.

2. PURPOSE

- 2.1 The purpose of the Nuclear Medicine and Molecular Imaging Advisory Group (NMMAG) is to enable the Society and College of Radiographers (SCoR) to fulfil the above.
- 2.2 Members of the Nuclear Medicine and Molecular Imaging Advisory Group (NMMAG) will encourage nuclear medicine practitioners to take up Society membership and ensure that the Society and College of Radiographers promotes this discipline.
- 2.3 An effective Nuclear Medicine and Molecular Imaging Advisory Group (NMMAG) will inform SCoR policy and will support its implementation throughout nuclear medicine services in the UK.
- 2.4 The Nuclear Medicine and Molecular Imaging Advisory Group (NMMAG) will collaborate and consult with other professional bodies to promote nuclear medicine and provide evidence based guidance to the workforce.

3. REMIT

- 3.1 To promote SCoR policies, strategies and publications within the context of nuclear medicine to the benefit of services, practitioners and patients.
- 3.2 To promote membership of SoR by nuclear medicine practitioners enabling practitioners and services to benefit from SCoR's established leadership in medical imaging, radiation therapy and oncology.

- 3.3 To provide information and advice to support Society and College of Radiographer policy and strategy development.

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 up to two times per year.
- 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.

6. MEMBERSHIP

- 6.1 Membership of the group will be open to SoR members responding to national advertisements and recruitment will be open and transparent and comply with SCoR policies on diversity. The process of recruitment and selection will be the responsibility of the SCoR officer informed and supported by the UK Council member for the group, the Chair and Vice-Chair.
- 6.2 All core group members must be members of the SoR. Core membership of the Group will not exceed 12 and will be subject to annual review.
- 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. Non-attendance at 2 consecutive meetings without the agreement of the chair may result in the member being excluded from the group.
- 6.4 Representation from other relevant organisations such as BNMS, IPEM etc. will be sought and encouraged. The core group will agree the organisations to be invited to send a representative and their term of office will be managed as per core group members. Representation from external bodies will be reviewed annually.

- 6.5 Advice may be sought from other experts where appropriate and they may be co-opted on to the group for specific work.
- 6.6 All members will serve a fixed term of 4 years. Current and future members are eligible to apply for a second term. Thereafter, a period of at least 2 years should pass before a further period of office is sought.
- 6.7 One seat at NMMAG will be reserved for a member of the SCoR who is also a member of the ARSAC (or any future equivalent body) – with automatic membership for the duration of their term on ARSAC or for up to 4 years if they cease to be an ARSAC member and with the agreement of the group.

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 Chair by ballot at the first meeting of the group after the 1st July each year.
- 7.2 The group will elect an appropriate Vice Chair by ballot every year at the first meeting of the year after 1st July, as above.

Duties of Chairperson

- To set the agenda and chair all meetings of the group. In the absence of the Chairperson, the vice Chair will assume the Chair
- To ensure that the terms of reference and activities of the group are in accordance with SCoR policy
- To participate in the selection of members of the group
- To liaise with other organisations' and experts as required
- To progress the work of the group

Duties of Vice-Chair

- To support the work of the Chairperson
- To chair meetings in the absence of the Chairperson
- To participate in the selection of new group members

- 7.3 An Officer or Officers, as appropriate, of The Society and College of Radiographers will attend meetings in an advisory capacity.
- 7.4 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 core members present, in person or by telephone. (I.e. only SoR members entitled to vote)

9. ACCOUNTABILITY

- 9.1 The Group will be accountable for all its actions to the UK Council of The Society and College 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.