

**SCoR ULTRASOUND ADVISORY GROUP
TERMS OF REFERENCE**

1. INTRODUCTION

- 1.1 Ultrasound practice continues to grow with staff from diverse professional backgrounds carrying out examinations in often highly defined fields.
- 1.2 Ultrasound practice and sonographers face many challenges; including workforce, where there is a chronic shortage of sonographers; the lack of statutory regulation of this group of healthcare professionals; education and training, and the increasing complexity of service delivery models.
- 1.3 Ultrasound practice encompasses the complete spectrum of diagnostic, screening and interventional procedures and includes the use of contrast agents.

2. PURPOSE

- 2.1 The role of the Ultrasound Advisory Group (UAG) is therefore to provide The Society and College of Radiographers with advice regarding strategic direction for the profession and appropriate support to deliver service improvements within the interprofessional environment of ultrasound.

3. REMIT

- 3.1 To promote SCoR's policies, strategies and publications within the context of ultrasound to the benefit of services, practitioners and patients.
- 3.2 To promote membership of the SoR by ultrasound 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 SCoR policy and strategy development.
- 3.4 To develop and maintain strong links with relevant ultrasound societies or bodies with legitimate interests in the practice of ultrasound.
- 3.5 To respond and comment upon documents as requested by the organisation and its officers.
- 3.6 To debate policy and evaluate its impact on the profession making representation as necessary.

- 3.7 To promote and support the policy decisions of the organisation.
- 3.8 To provide regular updates and briefings to SCoR on the work of UAG.

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 not exceed 12 and will be subject to annual review.
- 6.2 All members must be members of the SoR.
- 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 across the broad spectrum of ultrasound practice and independent practice, managers, educationalists and researchers. Additionally, where possible the four UK countries should be represented.
- 6.5 There are seats for representatives from SVT and BSE.
- 6.6 Advice may be sought from experts where appropriate.
- 6.7 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 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.
- 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 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.