



Australian and New Zealand Society of Thoracic Radiology

Name	Australian and New Zealand Society of Thoracic Radiology	
Type	Standing Committee ☐ Advisory Committee ☐ Reference Group/Panel ☐	Working Group ☐ Special Interest Group ☒ Conjoint Body ☐
Date	20 October 2022	
Review/ cessation date	Review ☒ Date: 20 October 2025.	Cessation ☐ Date: N/A
Aim	A Special Interest Group (SIG) is a group of members who share an interest in advancing a specific area of knowledge, learning or clinical expertise. The aim of a SIG is primarily to provide a network to further this interest by providing a platform for members to communicate, meet and/or organise conferences. SIGs have no power or delegated authority for decision-making and they receive no secretariat support from the College.	
Objectives	The work of the Australian and New Zealand Society for Thoracic Radiology will be guided by these principles: ▪ The best interests of patients will be acted upon. ▪ High quality healthcare is provided. ▪ The integrity of the profession of Clinical Radiology, RANZCR and the Faculty of Clinical Radiology is upheld. <i>Refer to the RANZCR Code of Ethics (see 'Responsibilities of Committee members').</i> The objectives below will be followed irrespective of any constraints, either real or perceived, imposed by external factors (e.g. government health funding arrangements, corporatisation of radiology practices, demographics): • Establishing a network of members interested in the field of thoracic radiology. • Promoting excellence in thoracic radiology in Australia and New Zealand. • Promoting networking and the exchange of knowledge and ideas in the field of thoracic radiology. • Supporting communication, education and practice of thoracic radiology. • Liaising with similar international bodies or societies and working collaboratively on matters of common interest. • Providing advice and input, on request, to the Faculty of Clinical Radiology Council and other RANZCR committees. • Providing written reports and updates on the activities of the SIG (see 'Reporting arrangements').	
Scope	Activities are subject to scope limitations as outlined below. Any activities outside the scope must be referred to the Member Engagement and Services Unit in the first instance for discussion and subsequent referral to the FCR Council where appropriate.	

The Australian and New Zealand Society of Thoracic Radiology has scope to:

1. Approve expenditure

Yes ☐ up to [\$XXX]

No ☒

Exceptions: **activity funded under existing projects, or external grants.**

2. Generate additional projects, subject to Faculty of Clinical Radiology Council/Board approval.

Yes ☐ No ☒

3. Approve of work that would significantly expand/alter objectives or scope of the SIG.

Yes ☐ No ☒

4. Approve work that would require additional support from RANZCR staff (outside of the agreed work plan/existing projects).

Yes ☐ No ☒

5. Develop policies and guidelines, subject to Faculty of Clinical Radiology Council approval.

Yes ☐ No ☒

6. Establish subcommittees or working groups, subject to Faculty of Clinical Radiology Council approval.

Yes ☐ No ☒

7. Liaise and report to external bodies only through or by delegation from the Dean, Faculty of Clinical Radiology, or the RANZCR President.

Yes ☒ No ☐

Reporting arrangements

Authority is delegated by the Faculty of Clinical Radiology Council to fulfil the objectives as outlined in these Terms of Reference or as specifically requested by the Dean (on behalf of the FCR Council) or, in exceptional circumstances, the President (on behalf of the College and Board).

Reports to the Faculty of Clinical Radiology Council

- Provide written reports on the deliberations and activities of the SIG on an annual basis prior to the last FCR Council meeting of each year.
- Provide updates on activities of the SIG to the College membership through the College newsletter (at least once per year) and the website (through own page).

Liaison and links

RANZCR Special Interest Groups report annually to and are accountable to the Faculty of Clinical Radiology Council.

Membership and Executive

Membership of the SIG is open to College members who share the aims of the SIG. **A minimum of 30 members** is required to form and maintain a SIG.

An Executive of the SIG will be formed including the following elected office bearers:

- At least three but no more than five Executive Members (which includes a Chairperson/Convenor)
- Chairperson/Convenor also be elected who automatically becomes an Executive Member (see below)

Please note that Executive Members must be Fellows of the College. Notification of changes to Executive Membership should be sent to the College as soon as practicable after the changes take place.

Terms of membership

All FCR members are able to join Special Interest Groups with no term limit on SIG membership.

Meetings	Meeting frequency The Executive group should at a minimum meet via teleconference twice per year including wherever possible face-to-face such as during the College's Annual Scientific Meeting. Quorum Three Executive members and seven members.
Election of Office Bearers	The Chairperson will be elected by the SIG membership for a two year period. S/he can be re-elected for a second two year term. Members of the Executive will be elected for a three year term and can be re-elected. Elections are to be held during the SIG's face-to-face meeting. A member who is not a candidate for election must be appointed in advance as a scrutineer to oversee the process. Members who wish to stand for election as either an Executive member or Chairperson may nominate themselves. This is to be done in writing to the appointed scrutineer before the advertised due date and prior to the meeting. The chairperson and other executive members do not need to be in attendance during the election as long as the nominee has consented in writing to his/her nomination prior to the election. At the first meeting of the SIG a decision needs to be made as to the preferred method of voting for office bearers. There are two options: 1. Paper ballot forms available to all SIG members 2. A show of hands The method of voting can be changed at the annual face-to-face meeting by resolution of a majority of the SIG membership. All SIG members will have an opportunity to vote, whether in attendance at the annual face-to-face meeting or not. For those not able to attend the face-to-face meeting a voting form can be requested. This must be returned to the College office before the date of the election. These will be collated and sent to the scrutineer. An elected term commences on 1 January of the year following the election. For the purpose of election of office bearers only, the SIG can be provided with secretariat and administrative support by the College head office in Sydney upon request.
Responsibilities of SIG members	Responsibilities • Providing advice to FCR Council and other committees and groups regarding SIG's area of expertise. • Providing assistance to the College's ASM Management Committee e.g. assist in identifying key speakers and developing sessions in relation to the SIG's area of interest. • Providing professional input into issues in response to requests from the College office. Conduct All SIG members are required to: 1. Attend SIG meetings and actively participate in discussions at these meetings. 2. Read and consider agenda papers and minutes of meetings. 3. Act with care and diligence and in the best interests of RANZCR and the SIG. 4. Keep abreast of key issues, including bi-national & international developments that may affect the work and areas of responsibility of the SIG. 5. Dedicate time outside of SIG meetings to undertake activities on behalf of the SIG, such as drafting of documents, responding to emails, research, provision of advice and otherwise as required.

6. Assist in the development of relationships with College partners and stakeholders.
7. Support the development of policies by the Faculty of Clinical Radiology.

Conflict of Interest

Any recognised, perceived or potential conflict of interest is to be declared and recorded in the minutes and reports of the SIG as per the [RANZCR Conflict of Interest Policy](#).

Disputes

Disputes which cannot be satisfactorily resolved within the SIG will be referred to the Dean of the Faculty of Clinical Radiology Council via the Chief Executive Officer.

Meeting attendance

All members are to RSVP their attendance and (if necessary) send their apologies as early as possible prior to the meeting. If unable to attend SIG meetings, members are encouraged to provide the Chairperson with their comments on the meeting papers prior to the meeting.

Confidentiality

SIG members must keep matters relevant to individual members of the College or specific cases of patient care confidential. SIG members are required to maintain confidentiality on matters of importance to the College, and on matters that can affect the interests of the College, and the profession of clinical radiology. Further information about the levels of confidentiality can be found in *Appendix 1*.

Agenda papers and minutes should be annotated with the appropriate level of confidentiality to assist members in application of confidentiality rules and in communication across bodies. If in doubt consult the Chair of the Body.

Code of Ethics

The Code defines the values and principles that underpin the best practice of clinical radiology and radiation oncology and makes explicit the standards of ethical conduct the College expects of its members. These apply to members of SIGs in their work for the SIG and SIG members must understand and abide by the Code Of Ethics.

To download the RANZCR Code of Ethics please [click here](#) (or copy and paste <http://www.ranzcr.edu.au/documents-download/document-library-9/3958-ethics> into your web browser).

Cost of Operation

Activities will be conducted by email and teleconference as far as possible. Any requests for expenditure/reimbursement must comply with College guidelines.

Responsibilities of the Chairperson

The Chairperson will provide oversight of the SIG and will be responsible for ensuring that the SIG fulfils its functions and acts on assigned tasks in a timely manner. The Chairperson will approve the agenda for each meeting and chair meetings. The Chairperson will be responsible for reviewing the draft minutes so that they can be sent to the Committee for review and verification in a timely manner.



Confidentiality Levels for Consideration

There are three major levels of confidentiality for matters considered by a Faculty of Clinical Radiology Body.

Level One

The highest level relates to matters that must not be discussed outside the meeting room at any time: for example, a member has been subject to investigation by a regulator or charged with a criminal offence; or a matter that is disclosed by government or is commercial in confidence, for the purpose of working together such as notification of new licences for equipment.

Level Two

The intermediate level of confidentiality relates to matters that are in the early stages of discussion and need further development and consideration before being released for confidential consultation with the membership, for example the development of a position paper regarding a clinical or economic matter or restructuring of the College such as the Governance Review. These can be discussed amongst those who have received the documents but not with the wider membership at that point.

As a membership organisation it is important, welcomed and encouraged that matters relevant to the profession are able to be discussed amongst the membership and the results of these discussions fed back to the College in order to optimise the College's stand on these matters. The objective is to release information at a time when it has been sufficiently well-considered that a useful discussion can be had and rumour and supposition minimised.

Level Three

The lowest level covers all other matters and is covered by the Chatham House Rule: "When a meeting, or part thereof, is held under the Chatham House Rule, participants are free to use the information received, but neither the identity nor the affiliation of the speaker(s), nor that of any other participant, may be revealed." The principles of these matters, but not the individuals involved, can be discussed more widely in the interests of developing ideas and enhancing collaboration.