



Professional Practice Committee Terms of Reference

Name	Faculty of Clinical Radiology Professional Practice Committee	
Type	Standing Committee ☒	Working Group ☐
	Advisory Committee ☐	Special Interest Group ☐
	Reference Group/Panel ☐	Conjoint Body ☐
Date	Ratified by the Faculty of Clinical Radiology Council at the meeting on 5 May 2023	
Review/ cessation date	Review ☒ Date: 3 years from ratification date	Cessation ☐ Date: N/A
Aim	<i>To provide guidance and oversight for the development, implementation and review of post-Fellowship learning, in addition to enhancing professional development through appropriate recognition and certification of subspecialty programs within the Faculty of Clinical Radiology discipline.</i>	
Objectives	The work of the Professional Practice Committee 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): ▪ Enhance professional development through the design, implementation and review of post-fellowship education and standards; ▪ Advise and make recommendations to the Faculty of Clinical Radiology Council regarding benefits, risks and other matters of relevance e.g. appropriate recognition for subspecialties and that impact on the provision of patient care; ▪ Regularly review the aims, content, structure, and definitions of the Continuing Professional Development (CPD) Program for Clinical Radiology, to ensure that the CPD program meets the requirements of regulatory bodies such as the Medical Council of New Zealand (MCNZ) and the Medical Board of Australia (MBA). ▪ Inform and provide advice to the Faculty of Clinical Radiology Council and other College Committees and SIGs regarding Continuing Professional Development and affiliated issues including: ○ Maintenance of skills ○ Revalidation / recertification in line with Australian and New Zealand regulatory authority ▪ Provide leadership for subspecialty recognition programs and credentialing, ensuring a consumer centred approach that balances generalist and subspecialties of the Faculty of Clinical Radiology discipline; ▪ Ensure all professional and practice standards are founded from the principles of consumer access, equity, safety and quality; ▪ Provide oversight of accreditation of courses including the development, implementation and review to ensure continuous quality improvement of the professional development of members;	

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	▪ Consider matters that affect professional practice as they arise ▪ Inform the College membership through the College newsletter, website and annual report.
Scope	Activities are subject to scope limitations as outlined below. Any activities outside the scope must be referred to the Board of Directors and/or Faculty of Clinical Radiology Council for discussion and endorsement. The Professional Practice Committee has the 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 Committee. Yes ☐ No ☒ 4. Approve work that would require additional support from College 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 Faculty of Clinical Radiology Council) or, in exceptional circumstances, the President (on behalf of the College and Board). In fulfilling its designated functions, the Professional Practice Committee will respond to requests from the Faculty Council and may also initiate its own activities, within their allocated budget. 1. Reports to the Faculty of Clinical Radiology Council ▪ Provide input for the RANZCR annual report, as required; ▪ At the end of each calendar year, PPC must provide an update to the Faculty of Clinical Radiology Council on work undertaken during the year and the work plan for the following year. ▪ Must provide a brief written summary report (maximum length 1.5 pages) for each face-to-face Faculty of Clinical Radiology Council meeting on arising issues, activities, risks and opportunities. The report must also include the activities of subcommittees, working groups and other Bodies reporting to the Professional Practice Committee;

	▪ Must keep minutes of meetings and ensure that a copy is kept by the College Secretariat. 2. Subcommittees/groups reporting to the <i>Professional Practice Committee</i> ▪ Conjoint Committee for Recognition of Training in CT Coronary Angiography (CTCA) ▪ CT Colonography Accreditation Committee (CTC) ▪ Conjoint Committee for the Recognition of Training in Peripheral Endovascular Therapy (CCRTPET) ▪ Conjoint Committee for Certification in Cardiac MRI (CMRI) ▪ Post Fellowship-related Working Groups established by the Faculty of Clinical Radiology Council from time to time (e.g. the Post Mortem Imaging Working Group, Stillbirth Project Steering Group)
<i>Liaison and links</i>	▪ Primarily to the Faculty of Clinical Radiology Council ▪ Secondary liaison and links to: ○ RANZCR Board of Directors ○ RANZCR Branches ○ Faculty of Radiation Oncology, mainly through its Professional Practice Committee (PPC) via the Chief of Professional Practice ○ European Board of Interventional Radiology (EBIR) Australia and New Zealand ○ Relevant Special Interest Groups and Affiliated Groups of the College ○ Clinical Radiology Education and Training Committee (CRETIC) ○ Clinical Radiology Workforce Committee ○ ASM Management Committee ○ Journal of Medical Imaging and Radiation Oncology (JMIRO) Editorial Board ○ Medical Council of New Zealand (MCNZ) ○ Medical Board of Australia (MBA) and associated bodies of the Australian Health Practitioner Regulation Agency (AHPRA) ○ Conjoint Committee for Recognition of Training in Interventional Neuroradiology (CCINR)
<i>Membership</i>	Unless the Faculty of Clinical Radiology Council determines otherwise, the membership shall include a minimum of seven members. The maximum number of members required will be determined by the representation requirements of the Committee. Membership must include: ▪ President, RANZCR (ex-officio, voting) ▪ Dean, Faculty of Clinical Radiology (ex-officio, voting) ▪ Chief of Professional Practice (Chair) ▪ An elected Faculty of Clinical Radiology Councillor ▪ Chief of Professional Practice, Faculty of Radiation Oncology, (ex-officio) or his/her nominee. ▪ New Zealand Branch Member ▪ A Clinical Radiology trainee Specific consideration must be given as to whether the following are necessary for the effective functioning of the Committee: ▪ A Fellow from New Zealand ▪ Fellows from at least four of the seven Australian states and territories. ▪ A regional and rural member ▪ Public and private sector members

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- Knowledge of the work of other Faculty of Clinical Radiology Committees
- A new fellow in clinical radiology (within 5 years of obtaining FRANZCR)
- A Fellow who has undertaken an International Medical Graduate (IMG) Pathway
- A consumer or other external member (with approval from Faculty of Clinical Radiology Council)

If a member is to be co-opted to the membership of the committee, this must be discussed with the Committee and agreement sought from the Faculty of Clinical Radiology Council.

Attached (*Appendix 1*) is a completed Guidance for Membership of Faculty of Clinical Radiology Bodies. This guidance document should be reviewed annually as membership changes.

Terms of membership	Member term The term of office for each committee member shall be three years. At the end of each term positions on the committee will be open to the membership via a call for expressions of interest (Eol). Committee members may be re-appointed to serve for a maximum of three consecutive terms. However, subsequent terms must be applied for via Eol. Thereafter they shall not be eligible to serve as a member of the Professional Practice Committee until two years have elapsed since the expiration of their term of office. If a member is representing another Body on the Professional Practice Committee their term is dependent on their term on the other Body. Chair The Chief of Professional Practice shall chair the Clinical Radiology Professional Practice Committee. Their term as chair of the committee will be dependent on their term as Chief of Professional Practice. To note: The Dean, Faculty of Clinical Radiology cannot be the Chair, and no Fellow can be the Chair of more than one Faculty of Clinical Radiology Body.
Meetings	Meeting frequency Activities will be conducted by email and videoconference as far as possible. The Committee shall have a maximum of one (1) face-to-face meeting per year. <i>Any increase in the number of meetings must be applied for and are subject to Faculty approval, who may elect to consult the RANZCR Board of Directors.</i> Quorum Greater than half of the members. Ex-officio members are not counted in the quorum number requirement. However, if in attendance they can make up part of the quorum and have voting rights. Example: If a committee has 10 members and two ex-officio members the quorum is six, if present the ex-officio member can be counted as part of the six. Secretariat support The Committee will have administrative, research and analytical support provided by the College through the <i>Standards Unit</i>. In consultation with the Chair, the secretariat will prepare and distribute meeting papers, take and distribute minutes of meetings, and prepare and receive correspondence. <i>General Manager Standards Unit Manager, Standards Unit Professional Practice Committee Secretariat, Standards Unit</i> Resolutions Must be passed with majority support. If voting is tied, then the Chair has the

	casting vote or the authority to raise the issue with the Faculty of Clinical Radiology Council for consideration and final decision.
Election/ Nomination/ Recruitment of members process	Expression of Interest (Eol) Expressions of Interest will be called from the Faculty of Clinical Radiology Fellowship. For trainee positions Eol will be called from the Clinical Radiology Trainees Committee. Every year before the last committee meeting, Eol will be sought for committee vacancies, preferably by October, to be filled in the next year. Eol Process Nominees are to submit their curriculum vitae and an application (no more than 300 words) on the official form outlining their interest and fit for the position. Click here to view the Eol application form. All eligible Fellows will be informed of the process, including the date that expressions of interest close. Nominations will be considered by the Faculty of Clinical Radiology Council. Casual Vacancies for Committee Members If the office of a committee member becomes vacant during the member's term of office, the position may be filled by a Fellow of the Faculty of Clinical Radiology after a call for expression of interest using the process outlined above. Where a Fellow is appointed to fill a casual vacancy and the period of the term remaining is less than one year that appointment shall not be regarded as a term of office for the purpose of calculating member terms. Cross Representation of other FCR Bodies Committee members elected to represent the Committee on other Bodies will be appointed from within the Committee membership, agreed by the Committee and documented in the Committee meeting minutes.
Responsibilities of Committee members	Conduct All committee members are required to: 1. Attend committee 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 the Professional Practice Committee and RANZCR. 4. Keep abreast of key issues, including bi-national & international developments that may affect the work and areas of responsibility of the Committee. 5. Dedicate time outside of committee meetings to undertake activities on behalf of the Committee, 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 Members will be required to complete a statement of conflicts of interest and to declare any further potential conflicts of interest that may arise. These are to be recorded in the minutes/reports of the relevant meeting. Disputes Disputes that cannot be satisfactorily resolved within the committee will be referred to the Dean of the Faculty of Clinical Radiology via the Chief Executive Officer. Meeting attendance Members are required to attend at least 50% of the meetings per calendar year. The Committee Chair will speak to any member who is absent for two

consecutive meetings to talk about the member's capacity to contribute to the committee in future. If a member is absent for three consecutive meetings they may be asked to step down from the committee.

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 committee meetings, members are encouraged to provide the College secretariat with their comments on the meeting papers prior to the meeting.

Confidentiality

Committee members must keep matters relevant to individual members of the College or specific cases of patient care confidential. Committee 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 3*.

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 committees in their work for the committee and committee members must understand and abide by the Code of Ethics.

To download the RANZCR Code of Ethics please [click here](https://www.ranzcr.com/documents/3958-ethics/file) (or copy and paste <https://www.ranzcr.com/documents/3958-ethics/file> into your web browser).

Cost of Operation

Activities will be conducted by email and teleconference as far as possible. The Committee shall have a maximum of one (1) face-to-face meeting per year. *Note: Faculty Council approved up to three (3) PPC meetings for 2020 (budget permitting) for the expected increased workload related to MBA and MCNZ revalidation/recertification. Any increase in the number of meetings for 2021 onward must be applied for and are subject to Faculty approval, who may elect to consult the RANZCR Board of Directors.*

Any requests for expenditure/reimbursement must comply with College guidelines.

Responsibilities of the Chair

The Chair will provide oversight of the Committee and will be responsible for ensuring that the Committee fulfils its functions and acts on assigned tasks in a timely manner. The Chair will approve the agenda for each meeting and chair meetings. The Chair 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.

Responsibilities of the Faculty of Clinical Radiology Council Representative

The representative of the Faculty Council on the Committee is responsible for reporting to the Faculty of Clinical Radiology Council.



Guidance for Membership of Faculty of Clinical Radiology Bodies

Name: *Professional Practice Committee*

Membership of each Body should reflect the specific responsibilities of the Body. When appointing members to a Body, consideration should be given to the diversity of skills, relevant expertise and level of experience required of its members, collectively and individually, in order to ensure effective functioning and balanced decision-making. The following list is provided as guidance and reflects an ideal set of skills and expertise.

The membership section of the terms of reference lists some appointments as mandatory. Inclusion of members with other skills and expertise, although ideal, is not essential.

For each position listed below, please indicate whether it is applicable to this Body and provide justification for your response. It is not necessary to provide justification for positions that are not considered applicable.

Experience and Expertise of Members	Applicable to this Body	Justification
1. President	☒	Ex-Officio Member
2. Dean, Faculty of Clinical Radiology	☒	Ex-Officio Member
3. An elected Faculty of Clinical Radiology Councillor	☒	Establish good communication between the <i>Professional Practice Committee</i> and Faculty Council
4. Chief Censor, Clinical Radiology	☐	Ex-Officio Member (<i>of Bodies that report to the Clinical Radiology Education and Training Committee</i>)
5. Chief of Professional Practice	☒	
6. A New Zealand Fellow	☒	To ensure relevance to New Zealand practice and regulations
7. A Fellow from at least a minimum number of States and Territories (e.g. at least 4 of the 7 Australian ones). Please indicate below.	☒	
a. NSW ☐ b. QLD ☐ c. VIC ☐ d. WA ☐ e. SA ☐ f. ACT ☐ g. TAS ☐		
8. Regional and Rural	☒	To ensure relevance to regional and rural practice
9. Public Practice	☒	To ensure relevance to public practice
10. Private Practice	☒	To ensure relevance to private practice
11. A Fellow of the Faculty of Radiation Oncology	☒	
12. Knowledge of the work of other Faculty of Clinical Radiology Committees Click here for a list of all FCR Committees	☐	
13. A Clinical Radiology Trainee	☒	To ensure relevance to Trainees
14. A Consumer or other External member (with approval from the FCR Council)	☐	
15. Other(s) – Please describe:	☒	New Fellow in Clinical Radiology Fellow who has undertaken IMG pathway – to provide context around IMG matters

Comment:

To note: One member may have more than one of these skills or characteristics e.g. NSW and private or QLD and rural/regional.



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.