

Medical Physics Special Interest Group

Terms of Reference

1. Introduction

These terms of reference set out the purpose, scope, membership, governance and reporting arrangements of the Medical Physics Special Interest Group of the West Midlands Imaging Network (WMIN).

2. Purpose

The Medical Physics Special Interest Group (MPSIG) is a forum to allow Medical Physics centres within the NHS England West Midlands region to:

- 2.1. Discuss issues related to the delivery of Diagnostic Imaging on a network basis
- 2.2. Provide information and advice as appropriate to the West Midlands Imaging Network Operational Board
- 2.3. Identify risks and concerns relating to the delivery of Diagnostic Imaging and escalate them to the WMIN Operational Board
- 2.4. Receive updates and information from WMIN Operational Board and other relevant committees
- 2.5. Promote collaboration between the member centres on the provision of Medical Physics services and the sharing of relevant information

3. Scope

The scope of the MPSIG includes:

- 3.1. Review of and planning for the Medical Physics workforce
- 3.2. Training of the Medical Physics workforce: Scientists, Technologists Practitioners, Associates and Assistants
- 3.3. Provision of training to Radiologists, Radiographers and other staff groups
- 3.4. The procurement, quality assurance, optimisation and safety of imaging equipment
- 3.5. Adverse events and alerts related to imaging equipment

- 3.6. Standardisation of equipment, procurement and practises within the West Midlands region
- 3.7. Development of network wide radiation safety, including for the review of network-wide guidelines (QSIN IN-501)
- 3.8. Network review and learning i.e. changes in guidance or legislation, audit results, radiation incidents, sharing good practise and potential service improvements (QSIN IN-701)

4. Membership & Quoracy

- 4.1. Membership will consist of lead Scientists or Practitioners for each Imaging Modality from each NHS Medical Physics centre within the Integrated Care Systems (ICSs) of the West Midlands region, or nominated representatives.

Trust	Physics Service
BIRMINGHAM AND SOLIHULL	
Birmingham Women’s and Children NHSFT	UHB
The Royal Orthopaedic Hospital NHSFT	UHB
University Hospitals Birmingham NHSFT	UHB
Birmingham and Solihull Mental Health NHSFT	UHB
Birmingham Community Healthcare NHSFT	UHB
BLACK COUNTRY & WEST BIRMINGHAM	
Sandwell and West Birmingham Hospitals NHST	SWB
The Dudley Group NHSFT	RWT
The Royal Wolverhampton NHS Trust	RWT
Walsall Healthcare NHS Trust	RWT
COVENTRY & WARWICKSHIRE	
George Eliot Hospital NHST	UHCW
South Warwickshire NHSFT	UHCW
University Hospitals Coventry and Warwickshire NHST	UHCW
HEREFORD & WORCESTER	
Worcestershire Acute Hospitals NHST	IRS (private provider)*
Wye Valley NHST	UHB
Herefordshire and Worcestershire Health and Care NHST	UHB
SHREWSBURY, TELFORD & WREKIN	
The Robert Jones Agnes Hunt Orthopaedic Hospital NHSFT	UHB
The Shrewsbury and Telford Hospital NHST	UHNM
Shropshire Community Health NHST	UHB
STAFFS, STOKE ON TRENT	
University Hospitals North Midlands NHST	UHNM

- 4.2. * Where there are services provided from either private companies, or other NHS Medical Physics centres outside of the member organisations, participation in either the meetings or any task and finish groups will be by invitation only. Requests may also be made by such centres to raise questions to the group. Attendance will be agreed at the chair’s discretion

- 4.3. Quoracy:

- 50% of membership, either in person or by deputy AND
- At least one representative of each of BC, BSoI, CW and SST Integrated Care Systems

4.4. Officers:

- A Chair, deputy and secretary shall be selected by the MPSIG and approved by the Chair of the WMIN Operational Board. A member of the network core team will facilitate the group and their work.

5. Management of Meetings

- 5.1. The MPSIG will meet bi-monthly, via Microsoft Teams. If decisions are needed between the meetings, virtual meetings will be held by video conference (MS Teams).
- 5.2. Agenda and supporting papers will be circulated to the members 5 working days prior to each meeting
- 5.3. Draft minutes will be circulated not more than two weeks after meetings following agreement from the chair and formal approval will be sought at the next meeting of the SIG. Any amendment to the minutes to be agreed and recorded at that meeting.
- 5.4. Items for discussion must be sent at least 5 days prior to meetings. Individuals sending items will be expected to lead the discussion at the meeting (Chairs discretion applies).
- 5.5. The WMIN core network team will be the point of contact for members wishing to convey relevant information to the meeting or to the rest of the WMIN.

6. Information Sharing

- 6.1. Agendas and papers will be provided to members a minimum of one week prior to the meeting. Following the meeting, these, alongside the meeting minutes, will be uploaded onto the WMIN futureNHS page, following agreement by the Chair.
- 6.2. All information will be available to all staff of the member organisations. If members wish for any information to not be made available via the page, it may either be redacted, or held separately. This may include commercially sensitive information. This will be at the discretion of the WMIN core team representative.
- 6.3. All information however remain will be subject will to freedom of information requests.

7. Governance, Reporting and Accountability

- 7.1. The MPSIG reports to the WMIN Operational Board via the WMIN Medical Physics Representative.

- 7.2. Highlight papers will be drawn up for the WMIN Operational Board and sent in advance of the meeting. The WMIN Operational Board agenda will allow for any reporting by exception, for the board to clarify information, or to discuss any decisions requested by the SIG representative.
- 7.3. Each member of the MPSIG is responsible for reporting back to colleagues, managers and directors within their Trust.
- 7.4. Review terms of reference and chairing arrangements on an annual basis.
- 7.5. The MPSIG shall review its effectiveness on an annual basis and report back in the WMIN annual report. This will involve monitoring and reporting on:
 - Frequency of meetings.
 - Compliance with the purpose of the Network as outlined in the ToRs and standing agenda items
 - Attendance at meeting
 - Evidence based outcomes resulting from the decisions taken at the Group.

Document management

Name	Medical Physics Special Interest Group - Terms of Reference
Version Number	V2
Date Adopted	13/06/2023
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Approved By	Operational Board – 13/06/2023
Target Audience	MPSIG members, Operational and Executive Board Members

Version History

Version	Date Adopted	Summary of Amendments	Name	Title
V1	02/02/2022	Formal initial document	TC	Chairman
V1.01		<ul style="list-style-type: none"> Updated document branding Changed name of group to 'Medical Physics' (previously 'imaging physics') Updates to governance and accountability in light with WMIN policy update Scope updated to include QSIN standard requirement Update frequency Clarify membership 	HW	QSI Programme Lead
V2	13/06/2023	Approved version	HW	QSI Programme Lead

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