Modality: MRI Special Interest Group
Terms of Reference

1. Introduction

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

2. Purpose

The MRI Special Interest Group (SIG) is a forum where experts in their respective fields within the Network can discuss and undertake discrete pieces of work as required with the aim to improve service provision, learning, patient access and involvement.

This collaborative approach satisfies:

- QSIN –
    - IN-501 (Network-wide Clinical Guidelines),
    - IN-601 (Network Organisation),
    - IN-701 (Network Review and Learning), and
    - IN-702 (Network Audit).
- Maturity Matrix –
    - OG-4 (Clinical Governance)
    - OG-1 (Network Leadership)

The MRI SIG will have oversight of all task and finish groups and will set the agenda for an annual workplan.

3. Scope

The scope of the MRI SIG includes:

- Discussion of issues related to the delivery of the service on a network basis
- Provision of information and advice, as appropriate, to the West Midlands Imaging Network Operational Board
- Receipt of updates and information from WMIN Operational Board and other relevant committees
- Promoting collaboration between the member centres on the provision of services and the sharing of relevant information
- Establishing mechanisms for:

- o Network review and learning (IN-701) including changes in national guidance and identify any changes needed to network-wide policies, procedures and guidelines (QS IN-501)
- o Review and agree learning from positive feedback, complaints, critical incidents and 'near misses' related to the service
- o Undertaking programmes of rolling audits where deemed appropriate sharing results, good practise and potential service improvements
- o Establishing task and finish groups to produce Network-wide clinical guidelines (IN-501) which could include (but not be limited to):

  a. Referral management
  b. Common referral pathways
  c. Image optimisation
  d. Image reporting
  e. Access to specialised services
  f. Imaging protocols

4. Membership & Quoracy

Membership of the MRI SIG will consist of representatives with a special interest in MRI across the Network system. This will include a multi-disciplinary arrangement to include:

- A multi-disciplinary team with representation from all relevant staffing groups where relevant, for example to include radiographers, radiologists, and clinical scientists (IN-201)
- Optional (where relevant to workstream), including Patients and carers (IN-101), relevant professional stakeholders such as from the SCoR or IPEM, and Disease-specific clinical networks locally and regionally (IN-601).

Quoracy will be 50% of membership, either in person or by deputy to include at least a member from each relevant staffing group. Where the Special Interest Group is not quorate the meeting may still go ahead. However, all decisions need to either be ratified by email afterwards or at the next meeting, at the discretion of the chair.

A Chair and Deputy shall be selected by the MRI SIG and approved by the WMIN Operational Board. Where relevant, the deputy and the chair should be from different staffing groups and organisations. A member of the Network core team will facilitate the group and their work. The appointment of the Chair will initially be for 3 months, following which there will be a review by the group and then subsequently annually. The maximum duration of the term will be 3 years.

Core members will be expected to:

- Uphold the values and benefits of the West Midlands Imaging Network
- Promote collaborative working, in line with the ethos of system working
- Provide adequate representation from their relevant organisation, ensuring the full range of services are represented in the group
- Report back on the activities to relevant interested parties within their organisation
- Be able to lead on relevant task and finish groups and ensure their accountability to the SIG

The representatives will be reviewed annually to ensure members are able to uphold the values of the group and fulfil these expectations.

5. Management of Meetings

The MRI SIG will meet no less than quarterly, via Microsoft Teams. This frequency will depend on the active work programmes. There may be occasions where the Group will remain dormant, such as when work is complete where less frequent meetings will continue to be carried out to aid shared learning and audit results. This will be on the discretion of the chair and agreement with the Network Director and/or the Network Clinical Director.

If decisions are needed between the meetings, virtual meetings will be held by video conference (MS Teams).

Items for discussion must be sent at least 7 days prior to meetings. Individuals sending items will be expected to lead the discussion at the SIG (Chair's discretion applies). Agenda and supporting papers will be circulated to the members 5 working days prior to each meeting.

Meetings will be recorded for administrative purposes only. Detailed minutes will not be kept, however, actions, decisions and pertinent points will be recorded and circulated no more than two weeks after meetings following agreement from the Chair and/or Deputy, and formal approval will be sought at the next meeting. Any amendments will be agreed and recorded at that meeting.

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

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.

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.

All information however remain will be subject to freedom of information requests.

7. Governance, Reporting and Accountability

The MRI SIG reports to the WMIN Operational Board via the Chair. 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.

Each member of the MRI SIG is responsible for reporting back to colleagues, managers and directors within their Trust.

The publication of any Network-wide guidance will be on the recommendation to the Operational and/or Executive Boards. Formal branding will be used to ensure clear document control and recognition of collaboration. Issuing Network Guidance is only through the Network Director and/or Clinical Director using the Network templates and processes.

Where risks and concerns have been identified, these will be escalated to the Operational Board. Where a consensus is unable to be met by the MRI SIG, this should be escalated to the Operational Board for discussion.

Task and finish groups will be convened if required. These groups will be accountable to the SIG with updates provided as required. Membership of the task and finish groups may be drawn from the wider community as necessary, with a lead identified to run the group.

Review of the terms of reference and workplan will be on an annual basis. The MRI SIG shall review its effectiveness on an annual basis and report back in the WMIN annual report. This will involve monitoring and reporting on:

- Frequency and attendance at meetings.

- Compliance with the purpose of the Network as outlined in the ToRs and standing agenda items

- Evidence based outcomes resulting from the decisions taken at the Group.

Document Management

Name	Modality: MRI SIG: Terms of Reference
Version Number	v1
Date Adopted	23/02/2024
Review Date	23/02/2025
Document Number	ToR-11, QSI IN-201
Approved By	Sarah Prescott (MRI Chair) and SIG members
Target Audience	Operational Board and MRI SIG members

Version History

Version	Date Adopted	Summary of Amendments	Name	Title
V0.1		Initial Draft from WMIN Template	HW	Senior QI Manager
V1	23/02/2024	Formalisation of approved document in accordance with WMIN document control policy	HW	Senior QI Manager

Document Control

The controlled copy of this document is kept within the West Midlands Imaging Network files. Copies of this document held outside of that area, will be viewed as removed from formal change control.