

Clinical Radiology Patients' Liaison Group Terms of Reference

1. To provide patient and public perspectives on Faculty activities to assist in improving service delivery at a national level.
2. To provide patient and public input into Faculty work programmes.
3. To undertake a work programme agreed with the Dean, Clinical Radiology.
4. To bring key issues of interest to patients to the attention of the Faculty Board.
5. To provide patient and lay input into consultations.
6. The Group will be accountable to the Clinical Radiology Faculty Board which in turn is accountable to Council.
7. The Group will report regularly to the Clinical Radiology Faculty Board on its work.

Membership

8. The Group shall comprise –
 - eight lay members (individuals who do not possess a medical qualification), selected and appointed as detailed below;
 - three clinical radiologists, up to two of whom should be elected members of the Faculty Board; and
 - one radiographer nominated by the Society and College of Radiographers and appointed by the Dean, Clinical Radiology.
9. Ex-officio members will be: the President, the Treasurer and all Clinical Radiology Officers.
10. The Lay Representative on the RCR Council shall serve as an honorary member of the Group.
11. There shall be no more than three co-opted members who should be identified to fill areas of geographical representation or other specific relevant needs among the membership of the Group. The Group shall determine at the time of appointment of any co-optee the term of appointment.
12. The Group may invite representatives of other groups and/or individuals to its meetings to discuss specific topics, as appropriate.
13. All lay members of the Group should act as individuals rather than on behalf of any organisation.

14. The term of office for members whose place on the Group is not determined by their period of office or membership of another body shall be four years and such a member may be re-appointed for a further period of two years and no more.
15. The selection of lay members shall be undertaken by a nominating committee comprising the Chair and the medical Vice-Chair of the Group; the nominating committee will make recommendations for appointment to the Dean, Clinical Radiology who will make the appointment.
16. Periodically and not less frequently than once every four years, an advertisement will be placed seeking applications from people suitable and willing to be members of the Group and a list of those considered suitable for appointment but who cannot be immediately be appointed should be maintained.
17. Where vacancies occur during the four-year cycle, members of the Group may recommend names to the Dean, Clinical Radiology from the list maintained, if none is available, the Group may nominate to the Dean, Clinical Radiology as appropriate. Such nominees if appointed shall serve for a period of at least two and up to four years.
18. All Clinical members are appointed by the Dean, Clinical Radiology in consultation where necessary with the Chair of Group.
19. All clinical members of the Group shall be in active clinical practice at the time of their appointment.
20. The membership should reflect the ethnic make-up and diversity of the profession and the population as far as possible and where appropriate to the work being done, in regard to the professional members, the geographical spread of members and the sub-specialisation of clinical radiologists.

Chair and Vice-Chair

21. The Group shall elect a Chair from among its appointed lay members; the appointment of the Chair will be confirmed by the Dean, Clinical Radiology.
22. There shall be a Vice-Chair who shall be a Clinical Radiologist, preferably an elected member of the Faculty Board. The Vice-Chair shall be appointed by the Dean, Clinical Radiology in consultation with the Chair of the Group.
23. The term of office for the posts of Chair and Vice-Chair shall be two years. In either case any period served as a member of the Group prior to appointment shall not count against the period as Chair or Vice-Chair.

Duties of the Chair

24. The duties of the Chair are set out in a separate document "*Role Specifications of the Chair*", which is approved by Faculty Board and reviewed periodically.

Terms of office

25. Appointed members of the Group shall normally serve for four years. However, if imbalances in the membership are foreseen, the nominating committee may recommend re- appointment in specific cases for two years.

26. No appointed member may serve for two consecutive terms except in the following circumstances.
 - a) To permit the Vice-Chair to continue in office until one year after the appointment of a new Chair.
 - b) Where a clinical radiologist is a member by virtue of being one of the elected members of the Board of the Faculty of Clinical Radiology.
27. At least two years should elapse after the end of a period of service as a member of the Group before an individual is eligible to for re-appointment as a member of the Group.

Operation of the Group

28. The Group will hold three meetings per year, as determined by the Chair in conjunction with the Vice-Chair.
29. All meetings shall be chaired by the appointed Chair or Vice-Chair.
30. A quorum shall be three appointed members.
31. Decisions shall be taken by the majority vote of those present. In the case of equality of votes, the Chair shall have a second or casting vote.
32. If a member of the Group does not attend for two consecutive meetings enquiries shall be made as to whether the member wishes to resign and any recommendation that period of office should be terminated as a result shall be made to the Dean, Clinical Radiology.
33. In addition to expenses each member of the Group may claim in accordance with prevailing College policy, the Chair of the Group will be able to claim an expense allowance for office costs as agreed by the College from time to time.
34. Members must abide by any stated or implied confidentiality that attaches to the work of the Group during or after any period of membership.
35. Members must comply with the provisions of the Data Protection Act 1998 as regards processing and disclosure of any personal data where it is made available to them as part of the work of the Group.
36. The Group will not express any opinion or make any statement publicly or to the media that is held out to be a view of the College without first consulting and agreeing the approach with the Dean, Clinical Radiology.
37. The Group will not send representatives to other bodies or meetings on behalf of the College unless that has been agreed in advance with the Dean, Clinical Radiology.

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