

THE ROYAL AUSTRALIAN AND NEW ZEALAND COLLEGE OF RADIOLOGISTS SPECIAL INTEREST GROUPS



The Royal Australian
and New Zealand
College of Radiologists*

TERMS OF REFERENCE

*The **terms of reference** are guided by College policies and procedures including the Special Interest Group Manual and College Governance requirements.*

Name	Australian and New Zealand Society for Paediatric Radiology (ANZSPR)
Date	Ratified by the Faculty of Clinical Radiology Council at the meeting on 2 May 2025
Review Date	Review ☐ Date: Three years from ratification. Cessation: as defined in the SIG manual
Definition of SIG & Aim	The College By-Laws define 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.
Objectives	The work of the ANZSPR will be guided by these principles: ▪ The best interests of patients will be acted upon. ▪ High quality healthcare is provided. ▪ Use best endeavours to help close the gap for Indigenous and other disadvantaged group ▪ 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 SIG 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, Cancer Care, demographics): • Establishing a network of members interested in a particular area of clinical interest (eg. an organ system or other area of medicine) modality treatment or other particular aspect of clinical radiology eg.. paediatric imaging • Provide ongoing support and expansion of the pre-existing network or interested paediatric imagers. • Organise an annual scientific meeting and other education opportunities as appropriate. • Provide input to the College in ongoing development of paediatric component of the trainee curriculum. • The SIG operates in accordance with the SIG manual. • Promote paediatric radiology.

Scope	Activities are subject to scope limitations as outlined below. Any activities outside the scope must be referred to the Relevant Faculty Professional Practice Committee in the first instance for discussion and decision with a recommendation for approval by the Relevant Faculty Council SIGs Can: 1. Approve expenditure from SIG allocations as per section 2.8 of the SIG manual 2. Generate additional projects, once documented in the projected annual workplan which is approved by the relevant Faculty Council. Develop policies and guidelines, applicable to the objectives of the SIG ensuring alignment with the College governance process. These should be documented in the annual workplan. 3. Establish sub-committees or working groups if previously documented in the workplan approved by the relevant Faculty Council. SIGs Cannot: 1. Approve work that would require additional support from College staff (outside of the agreed work plan/existing projects). 2. Make representations on behalf of RANZCR to external bodies without delegation or approval from the relevant Faculty Dean, or the RANZCR President.
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) or, in exceptional circumstances, the President (on behalf of the College and Board). As per the SIG Manual, SIGs must: • Provide an annual report to the relevant Chief of Professional Practice (template being designed) • Assist the College through the SIG Administrator with maintaining accurate and complete records for their SIGs.
Liaison and links	ANZSPR reports annually to and are accountable to the FCR Council via FCR PPC.
Membership of the SIG and the SIG Executive	Membership of the SIG Membership of the SIG is open to College members (including Trainees) and RANZCR Associate Affiliates who share the aims of the SIG. A minimum of 30 members is required to form a SIG. Exceptions are assessed on a case-by-case basis by the relevant Council, with consideration to the scope of existing SIGs being paid. Membership of the SIG Executive Membership to the Executive is limited to current SIG members who are a Fellow, educational affiliate, or trainee of the College. Interested parties can join the SIG at any time including during the election process. An Executive of the SIG will be formed including the following: • At least three Executive Members (which includes a chairperson) • Chairperson who automatically becomes an Executive Member in the instance they are not already an Executive Member (see section below)

	The maximum number of the SIG Executives will be decided and agreed on by their SIG Chairs and their SIG Executives depending on their SIG size, scope of action and approved workplan. Please note that RANZCR Associate Affiliates are not permitted to occupy SIG Executive positions. Notification of changes to Executive Membership should be sent to the College as soon as practicable after the changes take place.
Elections and Terms of membership of SIG Executive Members	Executive Members Members of the Executive may be elected for a three-year term. At the end of each term, positions on the SIG Executive will be open to the SIG membership via a call for expressions of interest (Eol). SIG Executive members may be re-appointed to serve for a maximum of three consecutive terms (including anytime spent as chairperson). However, subsequent terms must be applied for via Eol. Thereafter, they shall not be eligible to serve as a member of the SIG Executive until two years have elapsed since the expiration of their term of office. Chair Chair to be elected by and from the executive members of the Special Interest Group for a for a one-year term, with a maximum of nine consecutive terms. The Chair is also subject to the member term above. In the case of no nominations from the Executive members, the SIG Chair position will be open to the SIG membership. The defined process in the SIG manual to be followed. Casual vacancies Casual vacancies to be filled through an expression of interest process from Special Interest Group membership, as per the defined process in the SIG Manual. <i>The College is an inclusive organisation, and we greatly value the benefit that diversity brings to us. We respect and honour our team, regardless of gender, race, ethnicity, religion, age, disability, or sexual orientation.</i>
Meetings	The Executive group should at a minimum meet via teleconference once per year.
Quorum	Greater than half of the members.
Resolutions of the Executive SIG	Resolutions must be passed with majority support. If voting is tied, then the Chair has the deciding vote.
SIG Executive Responsibilities	SIG Executive Responsibilities • Provide professional input into respect of issues on request by the College office. • Provide advice to the relevant College bodies including Council and other committees and groups regarding SIG's area of expertise. • Provide assistance to the College's ASM Management Committee (when requested) e.g. assist in identifying key speakers and developing sessions in relation to the SIG's area of interest. Responsibilities of the Chairperson The Chairperson will provide guidance to and 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 SIG Executive for review and verification in a timely manner.

**Code of Conduct
for SIG executive
members**
Conduct

All SIG executive 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 impact on 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. 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 relevant Chair of Professional Practice and the Faculty Dean or the President and CEO.

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

Special Interest Group members must keep matters relevant to individual Fellows or specific cases of patient care confidential. SIG members are required to maintain confidentiality on matters of importance to RANZCR, and on matters that can affect the interests of the SIG, RANZCR and the specialty of clinical radiology and radiation oncology.

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. Please take the time to familiarise yourself with the document to ensure that you understand the Code's principles, abide by them, and apply them to the conduct, activity and decision-making of the committee.

To download the RANZCR Code of Ethics please [click here](#)