

Interventional Oncology SIG

Terms of Reference

Name	<i>Interventional Oncology (IO) Special Interest Group</i>		
Type	Standing Committee <input type="checkbox"/>	Working Group <input type="checkbox"/>	
	Advisory Committee <input type="checkbox"/>	Special Interest Group <input checked="" type="checkbox"/>	
	Reference Group/Panel <input type="checkbox"/>	Conjoint Body <input type="checkbox"/>	
Date	Ratified by the IRSA Executive Committee on 12 August 2021		
Review/cessation date	Review <input checked="" type="checkbox"/> Date: <i>12 months from ratification</i>	Cessation <input type="checkbox"/> Date:	
Definition of a Special Interest Group	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 to provide a network to develop and a platform for members to communicate, meet and/or organise conferences and to develop strategies for advocacy and growth of relevant aspects of the specific area.		
Aim	<i>The aim of the IO Special Interest Group is to advance the practice of interventional oncology within Australia and New Zealand, and to acknowledge and promote IO as a special interest area of Interventional Radiology.</i>		
Objectives	<p>The work of the <i>IO Special Interest Group</i> will be guided by the following principles:</p> <ul style="list-style-type: none"> ● The best interests of patients will be acted upon. ● High quality, evidence-based healthcare is provided. ● The integrity of interventional radiology and IRSA is upheld. <p>Specific objectives of the IO Special Interest Group may include, but are not limited to:</p> <ul style="list-style-type: none"> ● Advising the IRSA Executive on matters relating to IO. ● Developing clinical guidelines around the use of IO techniques. ● Advocating for greater integration of IO procedures into oncology treatment guidelines. ● Improving recognition for the important role that interventional oncologists have in providing diagnostic, therapeutic, and palliative care to patients with cancer. ● Highlighting the improved patient centred outcomes offered by interventional oncology. ● Providing opportunities for interventional oncologists to collaborate, share resources and engage in continuing professional development. ● Identifying and promoting education and training opportunities in IO. ● Establish research networks across Australia and New Zealand to engage in collaborative research projects. ● Contribute IO content and assistance with organisation of regional IR meetings under the guidance of the IRSA executive. 		

	<ul style="list-style-type: none"> Engage and collaborate with other key stakeholders in the interventional oncology landscape, such as RANZCR, CIRSE, APSCVIR, SIO, and APSCIO as well as medical oncology, surgery and other key referrer groups to fulfil the objectives of the IO Special Interest Group. Function as an expert group which can advise external bodies on topics relevant to interventional oncology. <p>The IO SIG's primary function will be to provide links to other stakeholders in other oncology-related fields.</p>
Scope	<p>Activities are subject to scope limitations as outlined below. Any activities outside the scope must be referred to the IRSA Executive Committee for discussion and endorsement.</p> <p>The <i>IO Special Interest Group</i> has the scope to:</p> <ol style="list-style-type: none"> Approve expenditure. Yes <input type="checkbox"/> up to [\$XXX] No <input checked="" type="checkbox"/> Generate additional projects, subject to IRSA Executive Committee approval. Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Approve work that would significantly expand/alter objectives or scope of the Special Interest Group. Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Approve work that would require additional support from IRSA staff (outside of the agreed work plan/existing projects). Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Develop policies and guidelines, subject to IRSA Executive approval. Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Establish subcommittees or SIGs, subject to IRSA Executive approval. Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Liaise and report to external bodies, such as TROG, RANZCR etc. Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Liaison and links	<ul style="list-style-type: none"> Primarily to the IRSA Executive Committee. Secondary liaison and links to the Royal Australian and New Zealand College of Radiologists via the Interventional Radiology Committee and Faculty of Clinical Radiology Council RANZCR Faculty of Radiation Oncology Council Trans-Tasman Radiation Oncology Group (TROG) Other relevant oncology-related stakeholders as determined appropriate by the SIG Committee.
SIG Membership	<p>Membership is open to all financial members of IRSA.</p> <p>Non-IRSA members can also join the IO SIG by submitting an application form, nominated and seconded by one full member of the IO SIG.</p>

	The application for membership will be ratified by the SIG Committee Chair.
IO SIG Governance	<p>The IO SIG will be governed by an IO SIG Committee (currently referred to as the IO sub-committee).</p> <p>Nominations for membership of the IO SIG Committee will be facilitated through the IRSA EOI process for nominations and will be ratified by the IRSA Executive.</p> <p>The IO SIG Committee will include the following appointed members:</p> <ul style="list-style-type: none"> ● At least three (3) but no more than five (5) Members, including a Chairperson. ● At least one member from New Zealand. ● The IRSA President, or his/her representative (ex officio) ● A representative nominated by the RANZCR IRC (ex officio) <p>The SIG Committee will have the ability to co-opt up to two additional members.</p> <p>A Chairperson is to be elected from among the SIG Committee, by the other committee members, for a two-year period, renewable for a further two-year term. If the Chairperson is not renewing their role, they will remain a committee member until a new Chairperson is elected.</p> <p>At the first meeting of the SIG Committee, a 12- month Work plan should be developed and ratified by the IRSA Executive.</p> <p>NB. The current IO Sub-committee members will hold membership of the IO SIG Committee for the first 24-months of its formation.</p>
Terms of membership of the SIG Committee	<p>SIG Committee members will be given a two-year term, after which they can re-apply for the role for another two terms.</p> <p>SIG Committee members must be members of the IO SIG.</p>
Reporting arrangements	<p>The IO SIG Committee are accountable to the IRSA Executive.</p> <ul style="list-style-type: none"> ● Following each SIG Committee meeting, they must provide a brief summary report or minutes to the IRSA Executive Committee. ● Must keep minutes of meetings and ensure that a copy is kept by the IRSA Secretariat. ● Provide updates on activities of the IO SIG to IRSA members at the IRSA Annual General Meeting. ● Provide updates on the activities of the IO SIG to IRSA members in the Quarterly Newsletter. ● Provide updates on the activities of the IO SIG on the IRSA website.
Terms of membership	<p>IO SIG Member term</p> <p>All IRSA members are eligible to join the IO SIG, for no additional fee. IRSA members will need to confirm their membership of the IO SIG on an annual basis.</p> <p>Membership renewals for non-IRSA members will be sent to members one-month prior to expiry.</p>
Quorum for SIG Committee meetings	Three (3) SIG Committee members.
Meetings	SIG Committee Meetings

	<p>The IO SIG Committee will meet twice yearly, as determined by the Chairperson. Where possible, one face-to-face meeting will be held annually, usually incorporated into the IRSA Annual Scientific Meeting. The remainder of the meetings will be held via teleconference.</p> <p>The SIG Committee will be responsible for communicating updates to all IO SIG members via email and through the IRSA website and newsletter.</p> <p>Annual Meeting of Members An annual meeting of members will be held once a year and may be incorporated into the IRSA Annual Scientific Meeting, where possible. Alternatively, another meeting may be organised or designated as an appropriate forum for the annual meeting of IO SIG members to be held. This will be decided by the IO SIG Committee, in consultation with the IRSA Executive.</p> <p>Secretariat support The IO SIG will receive administrative, research and analytical support provided by the IRSA secretariat.</p> <p>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 IRSA Executive for consideration and final decision.</p>
<p>Responsibilities of SIG members</p>	<p>Conduct All IO SIG members are encouraged to:</p> <ol style="list-style-type: none"> 1. Attend the annual meeting of members and actively participate in discussions at these meetings. 2. Contribute to the work of the IO SIG where possible. 3. Read and consider agenda papers and minutes of meetings. 4. Keep abreast of key issues, including bi-national & international developments that may affect the work and areas of responsibility of the IO SIG. 5. Dedicate time outside of SIG meetings to undertake activities on behalf of IRSA and the SIG, such as drafting of documents, responding to emails, research, provision of advice and otherwise as required. 6. Assist in the development of relationships with identified stakeholders. 7. Support the development of IO related documents and initiatives as determined by the SIG Committee. <p>Conflict of Interest Members may 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.</p> <p>Disputes Disputes that cannot be satisfactorily resolved within the SIG will be referred to the President of IRSA for resolution in line with the IRSA constitution.</p> <p>Meeting attendance All members are encouraged to attend meetings of the IO SIG.</p> <p>Confidentiality</p>

SIG members must keep matters relevant to individual members of IRSA. SIG members are required to maintain confidentiality on matters of importance to IRSA.

Cost of Operation

The IO SIG will have no specific operating budget, and committee members and members will attend meetings at their own cost.

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

Responsibilities of the Chair

The Chair will provide 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 Chair will approve the agenda for each meeting and chair meetings. The Chair will be responsible for reviewing the draft minutes.