

London Cancer: Radiology Expert Reference Group

Terms of Reference

1. Role and Purpose

The role of the London Cancer Radiology Expert Reference Group is to provide strategic direction, leadership and solutions to regional challenges for acquisition, implementation and standardisation of radiological procedures to ensure the dissemination and enabling of best practice across London Cancer associated hospitals.

2. Term

This TOR is effective from April 2017 and will be reviewed annually by the London Cancer Leadership Group and the London Cancer Radiology Expert Reference Group.

3. Membership

The Radiology ERG will comprise:

Appropriate, GMC accredited clinical radiologists/nuclear medicine physicians with expertise spanning the range of cancer types included represented by the London Cancer Pathway Boards. Membership will represent the host institutions included within the London Cancer associated hospitals. In addition, the radiology ERG will be complemented by GP representatives and ad-hoc members from other clinical/clinical support specialties as befits the projects being undertaken. London Cancer representation will be in the form of:

- i) Radiology Support Manager

The Chair will be appointed by the London Cancer Chief Medical Officer. Decisions are to be made by consensus – if not possible, decisions will be made by majority vote with the Chair holding the casting vote.

The Chair (or, if necessary, their nominated deputy from the membership of the group) will represent the Group on the London Cancer Leadership Group.

4. Roles and Responsibilities

The Radiology ERG have been selected to provide guidance on the development of regional solutions to radiological challenges. The group is accountable for fostering collaborations across specialty, removing obstacles for the successful delivery of leading radiological procedures.

The membership will commit to attending a minimum of two-third (2/3) of all scheduled Radiology ERG group meetings; this could either be by attending in person or nominating a proxy who must have been briefed before the meeting. Failure to comply with the attendance requirement will result in withdrawal of group membership.

The membership will commit to sharing communication/information across the members, making timely decisions and informing fellow members of any issues.

The Radiology EFG will expect to be provided with complete and accurate information in a timely manner, to be given reasonable time to make informed decisions, to be alerted of any potential issues that may impact the process and be informed of the overall progress of the projects undertaken by the group.

The Radiology ERG Support Manager is the main point of escalation for problems relating to the projects undertaken by the group and/or radiological issues at specific sites.

5. Meetings

Meeting will be quorate if 8 members are present.

The secretariat will be provided by the London Cancer support manager and coordinators. Papers will be distributed **no later than 5 working days** prior to each meeting and will include (i) Agendas (ii) Notes from the last meeting, actions and (iii) Supporting papers

Meetings will be held on a up to 6 times per year – if required, subgroups meetings can arranged at convenient times with the Support manager or depute.

6. Key Performance Indicators (KPIs)

Will be determined for individual projects undertaken by the group.

| Activity | KPI |
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7. Amendment, Modification or Variation

This ToR is not exhaustive but outlines the general role of the London Cancer Radiology ERG membership. The document may be amended, varied or modified after consultation with Radiology ERG and the agreement of the London Cancer CMO.