

QSI Quality Mark Committee

Terms of Reference

Mission statement

The Quality Standard for Imaging (QSI) is a beacon of excellence in setting standards and driving quality improvement in diagnostic imaging. Jointly owned by the College of Radiographers (CoR) and the Royal College of Radiologists (RCR), it continues to guide the Colleges' pursuit of quality and innovation. The Colleges' QSI Quality Mark scheme provides services with an opportunity to seek confirmation of their achievement of the QSI, and to learn from peers and expert reviewers as they embed a culture of quality improvement in their services for the ultimate benefit of patients.

Purpose

The purpose of the QSI Quality Mark Committee is to ensure the quality of the Colleges' QSI scheme. This includes the standards that underpin the scheme, the decisions made under the auspices of the scheme, and services' experience of engaging with the Colleges via the scheme.

Terms of Reference

Working within the resource parameters agreed by the RCR and CoR, the QSI Quality Mark Committee will:

- a. Set, assure and enhance standards of quality for imaging services, to improve the quality of care that people attending an imaging service receive.
- b. Quality assure the decision-making process with respect to the endorsement of organisations seeking evaluation against the Quality Standards for Imaging, ensuring that standards are applied consistently but with appropriate flexibility and inclusivity.
- c. Assure the standard of support provided to imaging services working towards achieving and retaining the Quality Mark, ensuring that the model is co-developed with services, and facilitates their engagement with the Colleges and the QSI in a positive way.
- d. Advise on the development of policies and procedures supporting delivery of the Colleges' QSI scheme.
- e. Assure the quality of the training provided to reviewers to enable them to fulfil their roles in a way that is consistent with the ethos of the co-developed QSI scheme, and in accordance with the Colleges' strategic objectives.
- f. Review feedback received from services regarding their experience of review processes, and their experience of implementing the Quality Standards for Imaging in practice.
- g. Receive reports on the development and maintenance of the Quality

Standards for Imaging, and the work of the QI Unit in promoting the standards.

- h. Advise on the strategic direction of joint QI activities including periodically considering the business plan covering the work, risk register and priorities of the QI Unit.

The QSI Quality Mark Committee is responsible to the RCR's Clinical Radiology Professional Support and Standards Board (PSSB), and to the CoR's Board of Trustees (CBoT) and will provide update reports on its activities at least twice per year.

Membership

The Committee will comprise members in the following roles:

- Chair, confirmed from amongst the appointed membership.
- Vice Chair, confirmed from amongst the appointed membership.
- Six appointed members from across the UK, of whom:
 - Two are current QSI Leads (or equivalent)
 - Two are current Radiology Service Managers (or equivalent)
 - Two are radiologists, radiographers, or other clinically-qualified professionals working in UK diagnostic imaging services.
- Two College representatives, nominated by CoR and RCR, or their nominated deputies.
- One/two appointed lay representatives with skills relevant to the development, maintenance and implementation of quality standards or to the delivery of accreditation or endorsement services.

Appointed members will serve for a term of **three** years and will be recruited by open advertisement. Additional members may, exceptionally, be co-opted to the Committee where a specific need for expertise is identified that cannot be addressed within the established appointed membership.

Responsibilities of Committee members

The duties of the **Chair** include:

- Chairing all meetings
- Ensuring that the purpose and terms of reference are observed.
- Engaging all members of the Committee in the work being done.
- Representing the Committee at meetings of the RCR PSSB and CoR CBoT (though this responsibility may be shared with the relevant College representatives).

The role of the Vice Chair is to assume the duties of the Chair when the Chair is unavailable to do so directly.

The duties of **Committee members** include:

- Contributing their views to the Committee's discussions.
- Support the advancement of QSI in their networks.

Operation

- The Committee will meet three times a year on dates to be agreed unless exceptionally required to transact urgent business as the programme of activity dictates. Meetings will usually be held via remote/virtual means.
- Meetings will be considered quorate when at least half of the appointed membership, including the Chair or Vice Chair, are present (minimum 4 appointed members, one of whom is the Chair or Vice Chair), and when at least one College representative (or their nominated deputy) is present.
- Decisions will be made by consensus.
- Members may be called upon to consider or determine matters electronically between meetings and are expected to contribute to such considerations or decisions as part of their duties.
- Members will abide by any stated or implied confidentiality that relates to the work of the Committee during or after any period of membership.
- Members will comply with the provisions of the General Data Protection Regulation 2018 (GDPR) as regards processing of any personal data where it is made available to them as part of their work.
- Members who fail to attend two consecutive Committee meetings may be removed from membership of the Committee.
- Secretariat for the Committee will be provided through the RCR-CoR Quality Improvement Unit.