Terms of Reference

1. To advise the Faculty on matters relating to academic development and radiological research.

2. To explore methods by which the RCR can encourage and foster research in Clinical Radiology.

3. To explore methods by which the RCR can increase the number and quality of research-active and academic radiologists within the UK.

4. To provide active support to trainee and consultant radiologists commencing or developing a research-based career.

5. To advise the Specialty Training Board on training issues relating to academic training posts in radiology.

6. To liaise with the Editor of *Clinical Radiology* about developing appropriate mechanisms for promoting research outputs via the journal.

7. To define criteria and terms of reference for RCR and joint-RCR Research Fellowships (currently with Wellcome Trust, MRC and CRUK), subject to appropriate liaison with the Clinical Oncology Faculty in relation to CRUK Fellowships and agreement by the Faculty Board. To liaise with funding bodies in accordance with the agreed arrangements for individual fellowships, and to contribute as agreed to the ongoing scheme arrangements and support of individual fellows.

8. To explore and develop arrangements for proposed joint funding of research with other appropriate research funding bodies and to make recommendations in that regard to the Faculty Board.

9. To develop proposals, make suitable budgetary arrangements and organise meetings to provide research career guidance, training in research techniques and opportunities for networking amongst research active radiologists, trainees, academics and consultants developing research activities, subject to final approval by the Clinical Radiology Faculty Board.

10. To make recommendations on the following research awards and project grants when budget allows (via the Chair to Specialty Training Board for ratification):

- Constance Thornton Fellowship (£3,000)
- One Kodak Radiology Fund Bursary (£5,000)
- One Kodak Radiology Fund Scholarship (20,000)

Scoring criteria for recommendations should be objective and transparent and robust to any outside scrutiny. The scoring criteria should be in the form of templates and should be reviewed regularly and altered as required.

11. To conduct agreed processes and make recommendations to the Specialty Training Board on the appointment of the Röntgen Professor.
12. To assist the Scientific Programme Committee in the development of the research and scientific aspects of the RCR's Annual Scientific Meeting.

13. Annually and in accordance with the RCR budgetary processes, to provide advice to the Faculty Board on the appropriate allocation of monies from the Clinical Radiology Research Fund in support of activities proposed by the committee.

Membership

14. There shall be no more than seven appointed members of the Committee including, ideally:

- Two research-active clinical radiologists from university departments
- One research-active clinical radiologist
- One non-clinical scientist involved in imaging research
- The Röntgen Professor for the year of tenure and for the following year (2)
- One Junior Radiologists’ Forum representative.
- One Lay Member

15. Apart from the Röntgen Professors, appointed members are appointed by the Vice President, Clinical Radiology in consultation with the Chair of the committee. Appointed members serve for terms of three years renewable (at the Vice President's discretion) for a further term of up to three years and no more.

16. There shall be up to three co-opted members to represent speciality areas or interests not otherwise represented on the committee.

17. Ex-officio members of the committee: the Vice President Clinical Radiology, The Medical Director Professional Practice Clinical Radiology, The Medical Director Education and Training Clinical Radiology, the Treasurer, the Editor of Clinical Radiology and the Organiser of the RCR Annual Scientific Meeting.

18. All clinical members of the committee shall hold a current licence to practise and be in active clinical practice at the time of their appointment.

19. The membership should reflect the diversity of the profession as far as possible and where appropriate, should reflect the work being done. It should also reflect the geographical spread of members and the sub-specialisation of clinical radiologists.

20. Members must abide by any stated or implied confidentiality that attaches to the work of the committee during or after any period of membership.

21. 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 committee.

Chair

22. The Chair will serve for a term of three years renewable (at the Vice President's discretion) for a further term of up to three years and no more. A committee member who is subsequently appointed as Chair of the committee will not have counted against his or her term of office as Chair any period of service as member of the committee.

23. The Chair shall be appointed ex-officio to the Clinical Radiology Specialty Training Board, and to the Clinical Radiology Faculty Board and shall ensure appropriate linkage to the
Professional Support and Standards Board. If the Chair cannot attend a Specialty Training Board meeting, a substitute should be provided.

24. The duties of the Chair will include –

- Chairing all meetings
- Ensuring that the Terms of Reference are observed.
- Engaging all members of the committee in the committee’s work.
- Reporting to the Vice President, Clinical Radiology where a member fails to be active or fails to attend meetings so that the Vice President can form a view as to whether a member should be invited to vacate his or her place.
- Regular attendance at the Speciality Training Board, with attendance (or arranging for the attendance by a deputy) at the Professional Support and Standards Board where appropriate.
- Regular attendance at meetings of the Clinical Radiology Faculty Board, ensuring a report on the work of the committee at least once per year.
- Attendance at agreed European policy committees, such as the European Society of Radiology Research Committee and the European Institute for Biomedical Imaging Research (EIBIR)
- Ensuring that relevant matters are drawn to the attention of the Vice President, Clinical Radiology, and other Clinical Radiology Officers, and the Faculty Board as appropriate
- Ensuring that links and liaison are established with other relevant College bodies and Special Interest Groups.
- Acting as media spokesperson for the College in respect of matters within the remit of the committee at the request of the President or a Faculty Officer
- Reviewing the work of the committee at least once during his or her term of office and making any recommendations to the Vice President of the Faculty of Clinical Radiology.

25. In the absence of the Chair, meetings will be chaired by a nominated deputy.

Operation

26. There will normally be up to three meetings in each College year.

27. The quorum shall be not less than three appointed members, to include the chair or deputy chair, and at least one RCR Officer.

28. The committee will ensure that all procedures and decision making practices adopted in relation to the recommendation of the award of RCR funds are based on impartial and accountable decision-making, utilising peer review processes where appropriate.

29. The committee is accountable to the Clinical Radiology Faculty Board via the Specialty Training Board and will ensure appropriate linkage to the Clinical Radiology Policy Support and Standards Board.

30. The minutes of the committee will be presented to the Clinical Radiology Specialty Training and the Professional Support and Standards Board.

31. The committee will report at least annually to the Clinical Radiology Faculty Board on its work.

32. The committee will not express any opinion or make any statement publicly or to the media that is held out to be a view from the College without first consulting and agreeing the approach with the Vice President, Clinical Radiology.
33. The committee will not send representatives to other bodies or meetings on behalf of the College unless that has been agreed in advance with the Vice President, Clinical Radiology.

Discussed by the Academic Committee: 7th October 2010
Approved by the Board of the Faculty of Clinical Radiology: 22nd October 2010
Amended and approved by the Board of the Faculty of Clinical Radiology: 28th February 2014