UK Health Security Agency

Patient Radiation Incident Analysis Steering Group (PRIASG)

IPEM Role Description

About the PRIA steering Group

The group support the coordination of efforts of UK Health Security Agency (UKHSA), NHS England (NHSE), NHS Wales Shared Services Partnership (WSSP), relevant professional bodies and service users to improve patient safety in clinical imaging, MRI and nuclear medicine across the UK. The group provides a forum for the discussion, review and progression of current matters associated with the safety of medical exposures to patients within clinical imaging, MRI and nuclear medicine. Terms of Reference of the group are available on our website.

Term of Office

Specialists input from the representatives are required from the following areas; diagnostic imaging, MRI and nuclear medicine.
The representatives will serve a fixed term of three years. They may be extended upon application and agreement of the chair.

Role and Responsibilities

The role of the representative on the group will be to:

- highlight the representative and service provider perspective and champion a diversity of views
- highlight clinical considerations as well as emerging trends or concerns which may affect patient safety and/or service delivery
- review draft publications
- contribute to discussions and engage in debate at group meetings
- be proactive in highlighting any areas of the steering group's work that can be developed and enhanced for the service user and provider benefit
- assist with any initiative(s) agreed by the group
- provide feedback to their representing organisation on the group's initiatives.

In fulfilling this role, the representative would be expected to contribute independent and objective views, representing the interests of the wider clinical community and the representative rather than a personal position. They must declare any conflicts of interest with this work.

Agreement by the Chair should be sought in advance when asked to represent the group and its work at any external events.

Skills and Experience

The following range of skills and attributes are desirable, but it is recognised that individuals will have different levels of experience in different areas:

- clinical experience in a wide range of clinical practice, including experience of NHS service
- a keen interest in patient safety and knowledge of medical exposures
- an awareness of clinical imaging issues and an understanding of their public perception
- ability to understand and evaluate a range of information and evidence
- confidence to communicate well verbally with senior leaders about strategic issues, as an advocate for patient safety
- experience of serving on committees or working parties
- political and commercial neutrality, personal integrity and commitment to openness, inclusiveness and high standards.

Time Commitment

The group meets twice a year – either remotely or in person – with correspondence by email in between meetings. Meetings usually last up to three hours (in person) or two hours (online) and time should be allowed for travel for face-to-face meetings and for reading the papers in advance.

Much of the steering group's business is conducted by electronic means, largely through email, so some time will also be needed to review and, where appropriate, respond to emailed correspondence and/or documents.

Key Contact

The group Chair and UKHSA secretariat will be key contacts for the representative, providing them with a general introduction to the work of the group.

Expenses

Travel and subsistence expenses incurred in attending in-person meetings of the group will be met by the UKHSA. They will be paid in accordance with UKHSA travel and expenses policy. Expense policy and claim forms will be provided to those attending face to face meetings by the secretariat.

Prior agreement of the group Chair should be obtained if the representative wishes to attend an external meeting for which expenses are sought. Expenses for any meeting that the representative is attending out of personal interest and not on behalf of the group cannot be claimed through the UKHSA.

Confidentiality

The representative may, from time to time, be provided with documents at various stages of development, prior to their formal approval and publication. The representative will be expected to keep such drafts confidential and not to disclose any confidential information to an outside person or organisation. Any confidential documents will be marked as such so that their status is clear.