

BRITISH NUCLEAR MEDICINE SOCIETY

TERMS OF REFERENCE FOR

THE SCIENTIFIC AND EDUCATION COMMITTEE (SEC)

UNDER REVIEW

Aims

The Scientific and Education Committee (referred to as 'the SEC') reports to the Council of the BNMS. The SEC shall:

- advise the officers and council of BNMS on the development and implementation of policies on education to promote, support and monitor education and training programmes for medical, scientific, technical, pharmaceutical and nursing staff in nuclear medicine
- Plan and organise the scientific programme for the BNMS annual spring meeting.
- Endorse regional meetings
- Oversee the BNMS annual educational programme
- Oversee endorsement of external courses and regional meetings.

Membership

The membership of the committee shall represent the various craft groups within BNMS. Members shall be appointed for a 3-year term renewable once at the request of the SEC chairs. Members are expected to attend meetings and actively participate in the work of the Committee. Members who are not able to fulfil these commitments can be asked to stand down (by the Chair following discussion with the officers). The term of office starts and ends at the BNMS AGM.

Committee composition

At least three medical practitioners

At least three clinical scientists

At least two radiopharmacists

At least two RTNG representatives, one being a nurse.

At least one BNMS Officer
One medical trainee
Research lead representative
Cardiac specialist
Molecular Radiotherapy specialist

Appointment of new members of the SEC

The SEC will consider applications and will seek advice from Council members when appointing new members of the SEC. The nuclear medicine community will be notified through the website, newsletters and other publications of vacancies on the SEC as they arise. The BNMS Council will ratify the appointment of new members. Members of the SEC Committee must be members of the BNMS.

Chairs

The Scientific and Education Committee Chairs must have been a full member of the BNMS for at least one full year before being appointed to Chair and preferably a member of the SEC. Chairs of the SEC Committee may also approach suitable candidates. New chair appointments will be ratified by the Officers and Council of the BNMS. The term of office is 3 years, renewable once on agreement of BNMS Officers. New chairs will be elected at least six months before they take up the position of chair to allow them to shadow their predecessor for this period. It is preferable that, where possible, at any one time, one chair should be a clinician, one a clinical scientist and the third representing other nuclear medicine craft groups. Chairs of the SEC will be co-opted Council members and will also sit on the Professional Standards Committee.

Meetings

The SEC Committee will meet 4 times a year. The annual timetable of meetings will revolve around the spring meeting, with the educational component fitted into these meetings.

A short meeting will be held at the Spring Meeting to listen to committee members' feedback on the current meeting.

A meeting will be held 2 – 3 weeks after the Spring meeting to discuss feedback, new innovations, what has worked and what to try next year.

A planning meeting will be held in autumn to review the speakers that have agreed to speak and suggestions to fill vacant slots, firm up the programme, agree advertising and marketing of the meeting, suggestions for poster judges, abstract judges and chairs.

3 months before the conference when abstract scores are finalised. At this meeting the committee will short-list abstracts, agree the final programme, fill any gaps from drop-outs, agree chairs/judges. Review conference app and literature. Agree feedback material.

The minutes of the meeting will be circulated to all members of the SEC Committee and Officers.

Amended by: Charlotte Weston 26.06.2023.

Passed by Council: 6.06.2023