



August 2009

Advanced Practice Advisory Panel Guidelines

1. Terms of Reference

- 1.1. To advise the Board on matters pertaining to when Diagnostic Radiographers or Radiation Therapists perform clinical practice, duties or tasks on a regular basis that is beyond the established core practice boundaries of their profession.
- 1.2. To identify and recommend to the Board those clinical, high level knowledge, skills, abilities, leadership, and personal attributes which could reasonably be identified as Advanced Practice.
- 1.3. To define this as the eligibility for Advanced Practitioner professional accreditation and to oversee the accreditation of Advanced Practitioner Members.
- 1.4. To establish an advisory capacity for the Board on a range of research and scholarship initiatives, including, but not limited to;
 - 1.4.1.a programme of seeding grants over the next 5 years;
 - 1.4.2.a research agenda in advanced practice within the profession;
 - 1.4.3.the allocation of advanced practice scholarships for Members;
 - 1.4.4.advice on the allocation of Advanced Practitioner CPD points.
- 1.5. To discuss matters referred from the Board and make recommendations to the Board related to Advanced Practice.
- 1.6. To liaise with other Panels, Boards and Committees of the Institute on matters of mutual interest as a means of fostering good relations between AIR specialist Panels and interest groups to further the aims of the AIR.

2. Membership

- 2.1. The membership of the advisory Panel shall consist of membership numbers as determined by the Board from time to time.
- 2.2. The Board may also appoint additional member/s to the Panel.
- 2.3. Representatives should have considerable experience preferably with additional qualifications in the particular discipline.
- 2.4. Additional co-opted and observer members can be added as approved by the Board

3. Appointments

- 3.1. The Board will appoint members to the advisory Panel who have been put forward for selection by their respective State Branches.

- 3.2. AIR members must hold current Statements of Accreditation in order to be appointed.
- 3.3. Co-opted or observer members will hold their appointment with direct approval of the Board

4. Term of Office

- 4.1. Members shall hold office for two (2) years with retiring members being eligible for re-appointment. At any given period there shall be at least 50% of the Panel continuing for a further period.

5. Elections

- 5.1. Nominations will be called by the respective State Branches.
- 5.2. Each State Branch will submit 3 names and short CVs to the Board for consideration.
- 5.3. Panel members will be appointed by the Board based on the above nominations.
- 5.4. Foundation members shall be deemed to take office from the 1st day of October 2009 and thereafter from 1 January.
- 5.5. Casual vacancies shall be filled by the Board from nominations received from the respective State Branch Committees and casual vacancies may be on the basis of short term or for the remainder of the term of office.

6. Office Bearers

- 6.1. A Chairperson and Honorary Secretary shall be elected annually by the Panel at the first face to face meeting of the year.
- 6.2. Fifty percent of the number of members will constitute a quorum.

7. Communication and Meetings

- 7.1. Communication shall be by correspondence or by telephone for matters requiring urgent attention or by teleconferences which have been approved by the Board.
- 7.2. Meetings may be held when members attend ASMMIRT's on prior approval of the Board.
- 7.3. Other meetings may be held at the direction of the Board or following a recommendation from the Panel and such meetings are approved by the Board.
- 7.4. Meetings will be held at the Secretariat or at a venue suitable to the Panel as approved by the Board in liaison with Secretariat Staff.

8. Voting

- 8.1. Each member of the Advisory Panel shall have one vote with the addition of a Chairperson's casting vote and each question shall be resolved by the majority vote of the members.
- 8.2. Members unable to be present for meetings will be recorded as an apology with no substitute/proxy allowed.

9. Minutes and Correspondence

- 9.1. Minutes and copies of correspondence shall be kept and copies of the Minutes (including teleconferences) forwarded to the Secretariat – within 30 days of each meeting.
- 9.2. Members are to provide an annual written report of their activities at meetings of their State Branch.

10. Finance and Expenses

- 10.1. The Honorary Secretary will be responsible that proper claim forms etc. are completed for approval by the Chairman and forwarded to the Secretariat for payment within 30 days of each meeting.
- 10.2. Approved travel, accommodation only, and subsistence payments will be paid to Panel members by the Executive Officer on submitted claim forms.
- 10.3. No such expenses will be paid unless prior approval has been obtained from the Board and subsistence at the Board daily rate will be paid for approved direct meeting times.
- 10.4. Teleconferences and telephone calls for urgent matters will be paid on claim forms submitted to the Executive Officer.

11. Reports

- 11.1. Reports will be made to the Board by:
- 11.2. Copies of minutes
- 11.3. Half yearly report of Chairperson
- 11.4. Other urgent reports or recommendations as necessary.
- 11.5. All reports to the Board will be made through the Executive Officer for distribution to the Board.
- 11.6. An annual report is to be submitted to the Executive Officer by 10th November each year for inclusion in the Annual Report of the Institute. This may be printed in other publications and should reflect activities for the financial year 1st November – 31st October.
- 11.7. Panel members are expected to keep their Branch Executive updated on progress of issues on the Panel's work program.