

# **Rules of Procedure For Subspecialist Divisions Of the UEMS Radiology Section**

## **1. Introduction**

The European Union of Medical Specialists (UEMS) Section of Radiology (“the Section”) has established Divisions of Subspecialty (“the Division”), in accordance with the UEMS Statutes and Rules of Procedure (UEMS2004/47 and UEMS2009/12 amend. April 2009), and as agreed to by the UEMS Council.

The Section and the Divisions are subject to the UEMS Statutes and UEMS Rules of Procedure, and these Divisions are submitted to the present Rules of Procedure of the UEMS Radiology Section. The term “Division” is defined by the Rules of Procedure of UEMS (amended April 2009, art.VI.9)

The term “Subspecialty” is to be understood in the sense of a defined area of activity inside the specialty of Radiology, with specific detailed training aims, as described in the “European Training Charter for Clinical Radiology”, with the “Detailed Curriculum for the Initial Structured Common Programme”, and the “Detailed Curriculum for Subspecialty”, revised and reedited by the ESR in 2005, and initially elaborated by the European Association of Radiology (EAR) in conjunction with the Union of European Medical Specialists (UEMS) Radiology Section and edited in 2003, and its forthcoming editions.

The Divisions of the UEMS Section of Radiology are listed in the Annexed details attached to the Rules of Procedure.

## **2. Objective**

The Division will, under the responsibility of the Section, represent the interests of the Subspecialty, in particular

- promote the study of the Subspecialty
- promote harmonization of Subspecialty training and medical practice of the Subspecialty to the highest level in the European Union/UEMS member states
- defend the professional interests of radiologists performing the Subspecialty.

The Division shall achieve their aims in the following manners:

1. The Division shall develop and recommend the Section on the standards required for training specialists in its Subspecialty
2. It shall provide recommendations related to the quality and content of Subspecialty training programs
3. It shall examine the content and quality of training in the European Union/UEMS member states.
4. It shall recommend the criteria to which the training centers shall conform.

5. It shall recommend procedures to facilitate the free movement of Subspecialty specialists throughout the European Union/UEMS member states.
6. It shall recommend procedures to facilitate and optimize e-Health, telemedicine and e-learning as it pertains to the practice of its Subspecialty throughout the European Union/UEMS member states.

In addition, and under the responsibility of the Section:

7. The Division can set out an examination to obtain a certificate for recognition of quality leading to the title of “Fellow of the UEMS Board of .....*Subspecialty*” as defined in art. 6 (see details annexed).
8. It will process applications for EACCME credits in Subspecialty in accordance with EACCME rules
9. It may initiate every other activity which it would consider beneficial for the development of the subspecialty, in accordance to the Statutes and Rules of Procedure of UEMS and with the preliminary agreement of the Radiology section.

### **3. Structure**

The Division is made up of delegations representing the (full and associate) members of the UEMS. Each delegation to the Division shall consist of one delegate of each member country of the Council of the UEMS nominated by that member of Council. Each delegate has the status of medical specialist in the country he represents where he will actively practice the subspecialty of Subspecialty for more than 50% of a full time equivalent. Nomination of delegates has to be confirmed by the national professional organization as listed in the “UEMS member list” in writing to the Division Board. In addition, each country may nominate a substitute for their delegates who can replace the permanent representatives temporarily during the mandate of the delegate concerned. The substitute should fulfill all criteria for a delegate. In the case of a temporary replacement, the replaced representative shall inform the President of the Division.

The Division Board will inform the administrative office of the Radiology Section about changes in appointments and confirmation of delegates and their substitutes within a period of two weeks. Once per year the Division Board shall provide an updated register of delegates and substitutes to the administrative office, listing the dates that they were first appointed and their contact details, to be published on the website of the UEMS radiology Section ([www.uemsradiology.eu](http://www.uemsradiology.eu)) which will be open to delegates to the Division and the Section.

### **4. Division Board**

The Division will elect a Division Board with three officers: a President, Secretary and Treasurer of the Division. Officers shall be chosen from among the serving delegates from full member countries and will keep the status of national delegate during their term of office. Each mandate lasts for four years and may be renewed once.

The election of officers will be initiated by the Secretary of the Division Board who shall notify the delegates and the Board members of any forthcoming vacancies six months prior to the election. Candidatures for Division Board membership, on the instigation of individual delegates or of the Division Board, shall be submitted to the Secretary of the Board and then announced in writing to the delegates to the Division, the Board of the Division and the Board of the Section at least three months prior to the election. Election will be decided at the Division meeting by simple majority voting in a secret ballot procedure.

#### **5. Duties of the Division Board**

The Board has the responsibility to ensure that the objectives of the Division are achieved according to the statutes and rules of procedure of UEMS, effectively and in good collaboration with the Section. The Board is charged with the organization of the activity of the Division and in particular in convening its meetings. The Board has to run a balanced budget. The Board has to approve at least once a year the report of the president and the financial report of the treasurer. The Board may form and dissolve temporary working groups and co-opt experts. In accordance with the UEMS Rules of Procedure, the Board members of the Division have the right to attend meetings of the Section in an advisory capacity.

#### **6. UEMS Board of Subspecialty\***

In accordance with the UEMS Rules of Procedure VI.8, the Radiology Section will exercise its right to create a European Board of Subspecialty\* as “a working group with the aim to guarantee the highest standards of care in the field of Subspecialty in the countries of the European Union/UEMS member states, by ensuring that the training is raised to the highest possible level”.

The President, Secretary and Treasurer of the Division together with the President, Secretary and Treasurer of the Section, will together constitute the “UEMS Board of .....*Subspecialty\*\**” (\*see details annexed).

#### **7. Modus operandi of the Division**

It is a main task of the Division to formulate views and policies relating to Subspecialty training, professional practice and patient-related issues in the European Union/UEMS member states. The Division will prepare policy papers, that, after endorsement by the Radiology Section, will have the status of the official view of the UEMS Radiology Section and the European Board of Subspecialty.

#### **8. Meetings of the Division**

The Division will meet at least once per year, at the instigation of President or Secretary of the Division, or, if they should fail to do so, of the President of the Section.

The meetings shall be organized in such a way as to entail a minimum of expenses. They are announced in an agreed mode of communication to the delegates, the Section Board and the administrative office of the Section at least three months before the date selected for the meeting.

To the Division meetings shall be invited:

- the delegations of the UEMS member countries and
- the President of the Section or his appointed substitute.

Other members of the Section Board may attend the meeting of the Division whenever it seems appropriate.

National delegates may be represented by a substitute, upon approval by the President of the Division.

The meeting agenda shall consist of subjects proposed by the Division Board and the delegates to the Division, but items may be added to the agenda by the UEMS council or the Section Board. The agenda adopted by the Division Board shall be communicated to the delegates, the members of the Section Board and the Section's administrative office at least one month before the meeting.

Quorum shall be deemed to be present in the assembly of the Division, when the majority of the delegates representing full UEMS member countries are present or represented. Delegates have the right to ask the President of the Division for the floor at any time when they want to address the meeting. Delegates of full UEMS member countries (one vote per delegation) and the President of the radiology Section are enabled to cast a vote. Decisions at the meeting will be decided by simple majority voting. Issues that are not included in the agenda can not be presented for a decision except under exceptional circumstances.

Written minutes, to be approved by the following meeting, shall be provided within a period of three weeks to the delegates, the Section Board and the administrative office of the Section. The meeting agenda and minutes of the Division will be published on the website of the UEMS radiology Section.

### **9. Endorsement of Division proposals, documents and policy papers**

The President of the Division has the initiative to ask for endorsement by the Section of proposals, documents and policy papers that have been approved by the Division. To provide timely circulation among the national delegates of the Section, the President of the Division will provide all relevant documentation to the Section Board and the administrative office of the Section at least one month prior to the upcoming section meeting. Endorsement of the proposal will be put as a decision item on the meeting agenda of the Section.

The decision for endorsement will be taken by majority vote during the meeting. Should the President of the Section consider the proposed endorsement not to be in the interests of the

Section he has the right to veto a decision of endorsement for one-time-only. In such case the item shall automatically be placed on the agenda for the following Section meeting.

Endorsed proposals, papers and policy documents will be circulated to the UEMS Council and published on the UEMS Radiology Section website as the official view of the UEMS Radiology Section and the UEMS Board of Subspecialty and dependent on approval by the UEMS Council, as the official UEMS point of view. To add further weight to a policy document, the UEMS Board of Subspecialty can seek additional endorsement by scientific organizations, notably the European scientific Society of the Subspecialty and/or the European Society of Radiology.

Non-endorsed papers can not be published or circulated to third parties as a UEMS paper of either the Section or of the Division.

#### **10. Financing**

The Division shall assume the responsibility for financing its activities. Financial management is conferred upon the elected Treasurer whose task it is to collect annual subscriptions within the time limits to balance the budget and to inform the Section Board and in particular the Treasurer of the Section, once per year about the Division financial state. To offset added costs to the Section the Division will pay an annual compulsory fee to the Radiology Section, the amount of which is reasonably fixed each year by the UEMS radiology Section Board after consulting with the Division President.

#### **11. Abolishment of the Division**

The UEMS Council has the privilege to abolish the Division. In case the presence of the Division ceases to serve the interests of the UEMS Radiology section, the Section can request the UEMS Council to abolish the Division. The initiative for abolishment lies with the Section Board. The Section Board will first propose abolishment to the UEMS Radiology Section assembly, where the proposal is subject to a two-third absolute majority vote. If the proposal is accepted the Section President shall propose the UEMS Council to abolish the Division.

#### **12. Amendments to these Rules of Procedure**

Amendments to the Rules of Procedure can be made only by the UEMS Radiology Section assembly, subject to a two-third majority vote, or alternatively by decision of the UEMS Council.

Riga, September 30, 2009

Prof. Peter M.T Pattynama  
President, UEMS Radiology Section

Dr Remy Demuth  
Secretary, UEMS Radiology Section

## **Annexed details concerning the Divisions of the UEMS section Radiology**

### **List of divisions of the UEMS radiology section**

Neuroradiology	UEMS Council decision, Bratislava, October 11-13, 2007
Interventional Radiology	UEMS Council decision, Brussels, April 25, 2009

### **Details regarding the division of Neuroradiology**

#### **Definition**

The Radiology subspecialty of neuroradiology is defined as a medical speciality that uses imaging as a fundamental component in diagnostic, functional and interventional procedures for patients with diseases of the brain, sensory organs, head & neck, spinal cord, vertebral column and adjacent structures and the peripheral nervous system in adults and children. The objectives of Neuroradiology are to provide expert diagnosis and interventional treatment of all diseases in the aforementioned anatomical areas and in relation to other specialities in neuroscience.

#### **Ad art. 2.7 of the Rules of Procedure**

For the Neuroradiology Division of the UEMS radiology section the title of the certificate will be "Fellow of the UEMS Board of Neuroradiology".

#### **Ad art. 6 of the Rules of Procedure**

The UEMS radiology section can create a UEMS Board of Neuroradiology.

October 2009

Prof. Peter M. Pattynama	Dr Remy Demuth	Prof Olof Flodmark
President	secretary	President
UEMS Radiology Section	UEMS Radiology Section	Neuroradiology Division of the UEMS Radiology Section