



The Royal College of Radiologists

Support and Wellbeing Working Group

Terms of reference

The RCR Support and Wellbeing Working Group (SWWG) has delegated responsibility from the Professional Support and Standards Boards (PSSBs) to develop, deliver and evaluate the pilot RCR Support and Wellbeing Champions scheme.

Overall purpose

- The SWWG develops, delivers and evaluates the pilot RCR Support and Wellbeing Champions scheme.
- It works with the Support and Wellbeing Champions cohort to understand the support and well-being interventions that the RCR may consider developing in future, or signpost to its members and Fellows.
- The SWWG is a time-limited working group, whose continuation and future workplan will be reviewed on completion of the pilot exercise.

Responsibilities

The Support and Wellbeing Working Group is responsible for:

- Developing the RCR Support and Well-being Champion scheme.
- Recruiting, training and supporting a pilot cohort of Support and Wellbeing Champions.
- Co-developing and implementing a plan for evaluating the success of the pilot, in collaboration with the Support and Wellbeing Champions.
- Identifying and curating resources that members and Fellows may wish to engage with to enhance their own wellbeing, and signposting these through relevant RCR channels, including the Support and Wellbeing Champions.
- Sharing the results of the evaluation with PSSBs and Faculty Leadership Teams, to inform discussions regarding future work that may need to be prioritised in the support and wellbeing space.

Membership

- Membership of the Support and Wellbeing Group comprises:
 - Two RCR Support and Well-being Lead Advisers (one from each Faculty).
 - Up to six appointed members, at least two from each Faculty, of whom two are Leads.
 - The Head of Professional Practice and Quality Improvement, or their representative.
- Lead Advisers are appointed by Faculty Leadership Teams, and other members are appointed following a recruitment process overseen by the Medical Directors, Professional Practice.
- All Support and Wellbeing Group members are eligible to vote.
- The honorary Officers of the College are entitled to attend meetings of the Support and Wellbeing Group.

Chair

- The SWWG is co-chaired by the two Support and Wellbeing Lead Advisers, who will each chair alternate meetings.
- The duties of the co-chairs include:
 - Chairing all meetings
 - Agreeing agenda and meeting papers
 - Ensuring that the terms of reference are observed
 - Engaging all members of the SWWG in the work in accordance with the RCR's values
 - Ensuring that accurate meeting records are maintained
 - Maintaining ongoing communications regarding the work of the SWWG and the Medical Directors, Professional Practice.

Operation

- The SWWG will meet as frequently as is required to transact business in relation to the pilot. It is anticipated that three meetings will be required – at the beginning, middle and end of the pilot – though a flexible approach will be taken in line with the business the group needs to undertake.
- Meetings will be held by virtual means.
- The SWWG will conduct its business in line with RCR values.
- Members will abide by any stated or implied confidentiality that relates to the work of the SWWG during or after any period of membership.
- Members will comply with the provisions of the UK General Data Protection Regulations and the Data Protection Act 2018 as regards processing of any personal data where it is made available to them as part of their work.
- At meetings of the SWWG, four members including at least one member from each Faculty will form a quorum.
- For decisions taken remotely, a simple majority of members will be sufficient for decision-making.
- A written record will be produced after each meeting, to be approved by the members.

Approved by:

CO PSSB June 2024

CR PSSB June 2024

