

New Zealand Cardiac Imaging Working Group

TERMS OF REFERENCE (August 2013)

Updated May 2018

Ratified by the NZCIWG annual business meeting , Christchurch 2018

Background

Non-invasive cardiac imaging is an important and an expanding field of cardiology. As well as echocardiography which remains the cornerstone of cardiac imaging, cardiac MRI and cardiac CT are continuing to evolve and have become important modalities.

At the 2013 Cardiac Society of Australia and New Zealand (CSANZ) NZ Regional AGM there was a proposal which was accepted to form a Cardiac Imaging Working Group within CSANZ. There are a substantial number of CSANZ members involved in cardiac imaging with new technologies present in an expanding field. The NZ Cardiac Imaging Working Group (NZCIMG) should be the appropriate means of providing advice to the Society on a range of professional issues. The members of the CSANZ recognized the need to develop a more structured approach to the interests of the Imaging group. There is a need for greater collaboration and therefore to formalise the relationship between Imaging and CSANZ.

The naming of the New Zealand Cardiac Imaging Working Group

This is confirmed as The New Zealand Cardiac Imaging Working Group (NZCIMG) – pertaining to non-invasive cardiac imaging.

NZCIWG Committee

The Chair will have a tenure of 3 years followed by a further 3 years maximum, and the Secretary for the same tenure. There will be a democratic process for the both positions at the AGM.

The Chair must be a Fellow of CSANZ.

A Secretary may become the Chair after one term.

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New Zealand Cardiac Imaging Working Group

The Chair cannot become the Secretary after the chair term has been completed.

The Chair will be on the CSANZ NZ Regional Executive Committee and the Cardiac Imaging Council Executive committee of the parent CSANZ body.

Membership Voting

All members of the Imaging Working Group will have full voting rights at each meeting.

Executive Membership Categories and Requirements

- The members of the NZCIMG will elect a Chair for a 3-year term at its AGM. The members of the NZCIMG will also elect a Secretary for a 3-year term at its AGM.

Nominations for the Chair from the Members will be called for at the AGM. If more than one nomination is received, a vote will be held at the AGM. The vote is carried by a majority decision.

- The Chair may form a committee(s) to deal with specific issues relating to the NZCIMG (such as echo, CT and cardiac MRI). Such committee(s) should have representation from Regional New Zealand if possible.
- The quorum necessary for the transaction of the business of the NZCIMG shall be 5 members including the Chair and Secretary. In the case that there is an equal vote, the Chair will have the casting vote.

Honorific

- No additional honorific is provided by membership of the NZCIMG

Aims of the NZCIMG

- To be a forum for those whose primary interest is in Non-Invasive Cardiac Imaging
- Foster excellence in both the practical and academic aspects of Cardiac Imaging.

New Zealand Cardiac Imaging Working Group

- Disseminate knowledge in an open, objective and transparent manner ultimately for the benefit of patients undergoing imaging procedures.
- Provide a forum that facilitates interaction, research and collaboration between practitioners involved in all aspects of Cardiac Imaging.
- Act as an expert advisory group to the NZ Regional Committee and Cardiac Imaging Council of the CSANZ.

Guiding principles

- Quality and safety for patients and members.
- Patient focused services with a commitment to ongoing improvement and delivery of safe, high quality, evidence based, outcome-focused care delivered by trained, competent practitioners
- Engaging clinicians and supporting a consultative forum.
- Stewardship of the profession of Cardiac Imaging Cardiology as it is practiced in New Zealand.

Scope of practice of the Imaging Working Group

- The scope of the NZCIMG will be to advise the New Zealand Regional Committee including the following areas (or as identified by the Regional Committee) as required;
 - 1) Clinical Practice
 - 2) Training
 - 3) Workforce issues
 - 4) Technologies

NZCIMG Committee Meetings and AGM

Minutes:

- Minutes will be recorded and verified as correct at each meeting.
- Recording and dissemination of the minutes will be the responsibility of the Secretary
- Verified minutes of the meeting will be distributed to the members of the NZCIMG and the New Zealand Regional Committee of CSANZ.

Attendance:

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New Zealand Cardiac Imaging Working Group

- The Annual General Meeting will be held in conjunction with the New Zealand Regional Meeting each year.
- Other meetings through each year will be decided at the end of each meeting prior

Update of Terms of Reference:

- The Terms of Reference can be reviewed annually to ensure that they continue to reflect contemporary needs of the NZCIMG and the policies of the CSANZ. Changes to the Terms of Reference will need to be endorsed by the Chair and quorum.

