

Standards of Practice Committee (SoPC) Guidelines

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1. Purpose of the SoPC

The Standards of Practice Committee (SoPC) creates Quality Assurance Guidelines and Standards on interventional radiological procedures and regularly revises existing ones. The Committee produces between one and four (maximum) documents per year.

The documents produced by the SoPC provide guidelines for the improvement of patient care and are based on the most up-to-date scientific data available. The documents are aimed at experienced IRs as well as novices in the field and may also be used as a reference for physicians from other medical specialties. Topics for the documents are highly specific, each covering single procedures and/or illnesses.

2. Role of SoPC Chairperson and Working Groups

i) Role of the SoPC Chairperson

The SoPC Chairperson oversees the production and revision of CIRSE's Quality Assurance Guidelines and Standards. (S)he is responsible for ensuring the high quality of the documents and their adherence to CIRSE's official "Structural Guidelines for Quality Assurance Guidelines and Standards".

ii) Role of the Working Group

The Working Group (WG) is comprised of a group of experts who are assigned to an SOP document by the SoPC Chairperson. Each WG is overseen by a Main Author who is also responsible for ensuring that the documents are submitted on time.

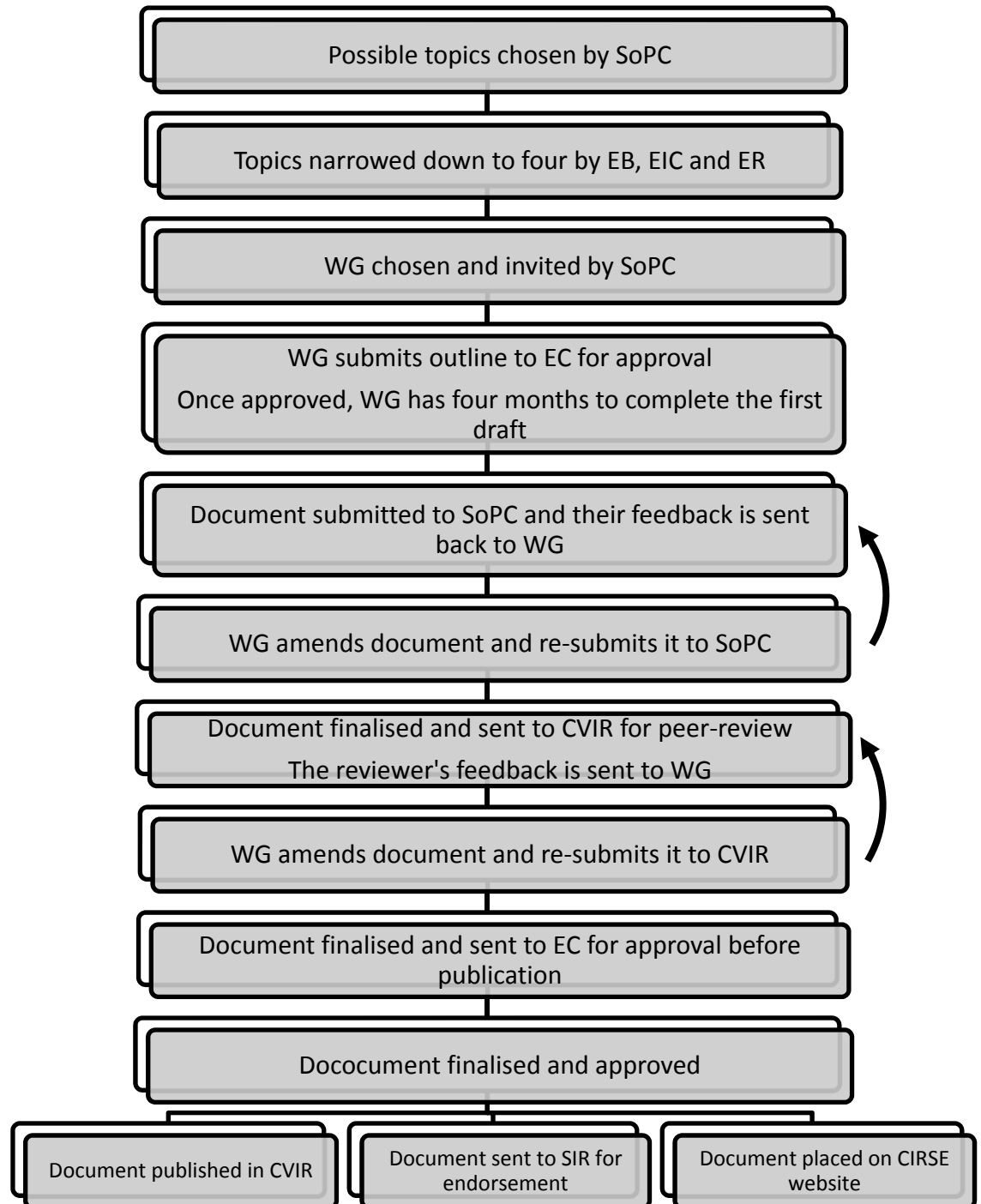
3. Document Structure

Quality Assurance Guidelines and Standards can be grouped into four categories:

- i) **CIRSE Guidelines (CG)** - new documents or revisions to old ones made by CIRSE WGs.
- ii) **Joint Guidelines (JG)** - documents produced in co-operation with the Society of interventional Radiology (SIR).
- iii) **Adapted Guidelines (AG)** - documents which have been adapted from the guidelines of other medical societies.
- iv) **Endorsed Guidelines (EG)** - documents written by the SIR and other IR societies which are endorsed by CIRSE.

For reasons of clarity and standardisation, all CIRSE Guidelines and Adapted Guidelines (released after April 1, 2011) must adhere to the official "Structural Guidelines for Quality Assurance Guidelines and Standards". The structural guidelines can be found on the CIRSE website. In addition, CIRSE Guidelines and Adapted Guidelines must not exceed 5,000 words (excluding references) and no more than 50 references may be included.

4. Workflow (for CIRSE Guidelines and Adapted Guidelines)



SoPC – Standards of Practice Committee

EB – Executive Board

EIC – Editor-in-Chief

ER – Editor for Reviews (CVIR)

EC – Executive Committee

WG – Working Group

5. SoPC Meetings*

Meeting title	Time period
SoPC Spring Meeting	During European Congress of Radiology in Vienna
SoPC Autumn Meeting	During CIRSE annual meeting
SoPC Winter Meeting	On the 1 st week of December

* Please note that regular teleconferences are also held by WGs.