



INTER-AMERICAN COLLEGE OF RADIOLOGY Management and Quality Committee

Work Plan

1. Initial organization

The Committee's activity will begin with virtual meetings between the director and deputy directors held on **November 7 and 22, 2024**, with the purpose of:

- Agree on the initial documents.
- Plan a virtual meeting with members proposed by the CIR Scientific Societies. Scheduled for **December 2024**.
- Once the Committee has been constituted, it will be considered appropriate to convene new periodic meetings to define and monitor the activities, in a number never less than four per year, in accordance with the Committee's Operating Rules document.
- Incorporate new members, both to the Committee and to the specific working groups.

2. Initial documents and objectives

- Prepare a short document that defines: **Objectives** of the Committee and **Operating Rules**. (*See attached document 1*).
- Design a list of **15-20 priority topics**, which will be dealt with quarterly. Addressing country-specific legal issues will be avoided, given the diversity of contexts in the countries that make up the CIR. Recommendations should focus on:
 - Professional practice.
 - Safety.
 - Quality.
 - Ethics.
 - Equity.

Exceptional cases: Legal references from some countries may be included as examples, but these will not be part of the final recommendations.

3. Proposed topics for the Working Groups

- Process management (including Standard Operating Procedures - SOPs).
- Documentation in a Radiodiagnostic Service:
 - o Portfolio of examinations and procedures.
 - o Preparations.
 - o Informed consents.
 - o Specific circuits (alerts for unexpected findings, incident logging, etc.).
 - o Risk management and maps.
- Ergonomics in the briefing rooms.
- Good practices in Teleradiology.
- Sustainable Radiology (*Green Radiology*).
- Radiation dose management and optimization.
- Safe use of contrasts.
- Purchase and maintenance of equipment (considering legislative differences).
- Other cross-cutting issues in collaboration with other CIR Committees, such as Education or Artificial Intelligence, or with related external organizations such as LatinSafe.

4. Common structure for the development of the themes

For each topic, a structured framework will be established that, as a general rule and according to the particularities of each project, includes:

- **Justification.**
- **Description.**
- **Methodology.**
- **Indicators.**
- **Standards.**
- **Attached documents**, such as: Forms and Practical Examples.

5. Actions to be implemented for each topic

1. Webinar:

Frequency: Quarterly, within the CIR webinar program.

Dynamics:

- Moderated by members of the Committee's Board of Directors and/or coordinators of the working group.
- Summary of the progress of the work.
- Question and answer session with the attendees.
- Announcement of the theme for the next quarter.

2. White Paper:

Published immediately after the corresponding webinar.

3. Dissemination:

Through the official channels of the CIR and the Scientific Societies that make it up.

4. Certification of use:

Analyze the feasibility and relevance of implementing an **annual review**.

Certificate of Achievement upon passing the annual exam of the course.

Cost: To be defined (it must be accessible).