

Expert Panellist

Thank you for your interest in joining the expert panels for iRefer. Please see below a detailed summary of the iRefer guideline review process which will hopefully answer any questions you might have. Please get in touch with us at irefer_content@rcr.ac.uk if we can help further.

iRefer

iRefer is a set of evidence-based guidelines for clinical referrals into radiology that has the aim of improving patient outcomes by ensuring patients get the right test the first time, without unnecessary exposure to ionising radiation. As a panel member for iRefer, you will play a key role in the guideline review process by reviewing and providing input on guidelines that have been drafted by iRefer Editors based on the latest literature.

As an RCR member you will have access to the guidelines through the “My RCR” section of the RCR website, if you have any difficulties accessing or are not an RCR member we will be pleased to help.

Team

The iRefer Content Team is led by Amanda Wells, iRefer Operations Manager. The main point of contact from the iRefer Team will be Jack Hansen-Maughan, iRefer Content Officer. Any queries about the iRefer review process should be addressed to the iRefer Content Team email (iRefer_Content@rcr.ac.uk) and the relevant team member will respond as soon as possible.

A team of Editors also works alongside the iRefer Content Team. Editors are RCR Fellows with expertise in the particular specialisms under review. They curate the guidelines and lead the review process for each section, providing valuable clinical expertise. The Editor Team is led by the Lead Editor, Dr Deepa Gopalan.

Each panel has a minimum of ten members and is led by the Panel Lead nominated by the Specialist Interest Group (SIG) for that specialty. The panel mainly consists of consultant radiologists expert in that field, although we always want to include the widest and most appropriate clinical voice, and so the panel may also include other physicians such as surgeons, sonographers, radiographers etc.

Process

A brief summary of the iRefer guideline review process is as follows:

- Literature search: First, a literature search of the evidence base is carried out for each guideline, covering the time period since the previous iRefer Edition searches. The results of the literature search will then be filtered for relevance by the Editor before being shared with you and the other panellists. On average, after sifting, each search will be around 50 references.
- Survey Round 1: An online survey will be sent to you via Survey Monkey presenting the existing guideline text vs a new proposed version drafted by the Editor. The survey will ask if the new draft is acceptable in your view, with the following options available: yes, as written; yes with tweaks; no. If you select 'yes, as written', then the survey is complete, otherwise it will continue, working through the guideline modality by modality, capturing your comments and recommendations based on the evidence provided. We also ask you to choose your top three references and comment on additional guidance published alongside the guideline.
- Survey Round 2: if consensus is not reached during Round 1 a second survey will be sent with amendments. In Round 2, any changes made by the Editor since Round 1 will be compared to the guideline text presented during Round 1, and your opinion on the changes will be sought.
- In either round, guidelines require at least 75% agreement across the panel in order to be sent on to sign-off by the Lead Editor.

CPD

We award a minimum of 5 CPD points per guideline, more if appropriate. In future this will be uploaded automatically to our new CRM system but if you need confirmation sooner (as this system is still in development), we can write you a letter, so please don't hesitate to ask. We will also acknowledge your contribution on our new website.

Timings

We aim for a 2-week turnaround on each survey, but if you are on leave or have a busy work period coming up please let us know and we will adapt the schedule accordingly.

The number of reviews per year for each panel varies with the size of their section and where we are in the continuous review cycle. Having completed a major review of all the guidelines the schedule is much more spread out than it has been historically, we group similar subject matter together so sometimes there are a tranche together, but hopefully no more than 3 or 4 times a year if that. We can give a more detailed idea for your specialty if you get in touch.

Thank you for considering joining our expert panels, the iRefer team are looking forward to hearing from you and working with you on the guideline review process.