

Working rules of ESUR Contrast Media Safety Committee



Introduction

The Contrast Media Safety Committee (CMSC), which was created in 1994, consists of 12 to 14 members; the majority are members of the European Society of Urogenital Radiology (ESUR) and experts in the field of contrast media research. There is also one member from the scientific section of each contrast medium producing pharmaceutical company who agreed to join the committee. From time to time specialists can be co-opted for special projects.

The Committee is nominated by the ESUR president - after consultation with the Board - for a period of up to 2 years. This term can be renewed on discretion of President and ESUR Board. The members are nominated by the ESUR President in consultation with the chairman of the CMSC. The Board of the CMSC after consultations with ESUR Board may decide to terminate the membership of colleagues who are not complying with the working rules of the committee.

Objectives

- The main aim of CMSC is to advise on the safe clinical use of contrast agents.
- To highlight potential adverse effects of contrast agents.
- To produce guidelines on how to reduce the incidence of adverse events of contrast agents.
- To produce guidelines on the safe use of contrast media in different clinical conditions.

Working protocol

- The committee chooses topics of clinical importance regarding the safe use of contrast media.
- The committee allocates one or two appropriate members of the committee to produce the first draft of the report and agrees the time frame for its preparation.
 - The report should be based on an extensive review of the literature.

- Some reports may require conducting a survey among members and non-members of ESUR.
- The draft is harmonized into the standard style of CMSC. The chairman and secretary of the committee are accountable for overseeing this process.
- The report is circulated to the members of the committee.
- The committee meets to discuss the reports and reach consensus on the guidelines.
- The authors incorporate the agreed recommendations of the committee.
- The chairman of committee circulates the new version of the report to the participants of the annual ESUR Symposium in which the report will be presented.
- The chairman makes sure that important feed-back from the participants of the symposium is incorporated into the final manuscript and sends the final version for publication in European Radiology.
- A booklet containing the guidelines is edited by the chairman and updated regularly for wide distribution.
- The chairman regularly updates the guidelines on the home-page of the Society.
- The published report in European Radiology is circulated to the ESUR members by the secretary.

Rules

- The members of the committee may have different views but the committee should work as one group for the benefit of the patients.
- Commercial promotion of any product is forbidden.
- The time frame decided by the committee and documented in the minutes must be strictly followed.
- Reports produced by CMSC are the property of the committee and formal consultation should not be sought outside the committee before the presentation at the annual ESUR symposium without the permission of the chairman.
- All members must be treated equally and have the same right of expressing their views in the deliberations of the committee.
- Agreement reached at meetings of the committee should not be challenged afterwards unless new scientific data are provided which contradict some of the conclusions reached.

- During the committee's deliberation a balanced view among all contrast agents should be taken.
- The published reports of the committee can make reference only to peer-reviewed documents that are accessible to readers world-wide at the time of submission for publication.

Authorship

The names of all the academic members of the committee should be included as co-authors of reports published by the committee. The first 3 or 4 authors are usually those members who have written and been actively involved in editing the report. All the members of the CMSC including the representatives of the pharmaceutical companies will be listed in published reports. The statement "CMSC of ESUR guidelines" should always be included in the title of the report to reflect that it is the work of the committee.

Board

The committee nominates a chairman and secretary from among its members for a 4 year term, which is renewable. The chairman and the secretary must be fellows of the ESUR and they constitute the Board and act as official representatives with the committee.

The Board organizes the meeting of the committee.

The meeting date is fixed by the Board after wide consultation of the committee.

Finances

The chairman is responsible for the committee's finance. A statement of the account is submitted annually to the ESUR Secretary/Treasure for approval.

The committee is financed by equal donation from the participating pharmaceutical companies. The extent of the support is based on the projected budget for the agreed working period (projects).

The committee may seek financial support from other sources if required.

Alteration of the working rules

In order to alter the working rules the chairman should be informed about the proposal at least 6 weeks prior to a meeting date. The chairman will circulate the proposal no later than 30 days before the committee's meeting. The alteration should receive 2/3 majority for implementation.