

# Working rules of ESUR Contrast Media Safety Committee



## Introduction

The Contrast Media Safety Committee (CMSC) was created in 1994.

## Membership categories:

Academic members, Honorary members, Corresponding members and Consultants.

## Members

The committee consists of 10 members of the European Society of Urogenital Radiology (ESUR), who are experts in the field of contrast media research (academic members). From time to time specialists can be co-opted for special projects. The Chairman of committee can after consulting Secretary nominate radiologists working outside Europe and non-radiologists (e.g. nephrologists, allergologists, cardiologists) as corresponding members for a 4-year term. They should have documented knowledge about contrast media. They are welcome to attend the meetings of the committee.

Pharmaceutical companies which produce contrast media and agree to support the committee should nominate a contact person for communication with the committee who will be referred to as a consultant to the committee.

The Chairman of committee will be nominated by the ESUR president - after consultation with the Board - for a period of up to 2 years. This term can be renewed at the discretion of ESUR President and ESUR Board. The academic members will be nominated by the chairman of the CMSC in consultation with the ESUR Board. In principle, every two years one member should be replaced so that new experts can join the committee. The officers of the CMSC, after consultation with ESUR Board, may decide to terminate the membership of colleagues who do not comply with the working rules of the committee. The officers may offer honorary membership to a member of the committee with a distinguished record in contrast media research.

## Objectives of Contrast Media Safety Committee

- The main aim 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 after contrast agents.

- To produce guidelines on the safe use of contrast media in different clinical conditions.

### **Working protocol for producing new reports and guidelines**

- The committee will choose clinically important topics related to the safe use of contrast media.
- The committee will allocate one or two appropriate committee members to produce the first draft of the report and will agree 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 will be harmonized into the standard style of CMSC by the officers of the committee.
- The harmonized report will be circulated to the members of the committee including corresponding members.
- The academic members, honorary members and the consultants will meet to discuss the reports. Corresponding members will be invited. The guidelines will be discussed in a closed member session attended only by the academic and honorary members of the committee. The consultants will not participate in this session to avoid conflict of interest.
- The officers, with the help of the authors of the report, will incorporate the agreed recommendations of the committee.
- The new version of the report will be sent to all committee members, including the consultants, for their comments within 4 weeks.
- The officers will incorporate relevant and objective comments.
- The chairman of the committee will circulate the new version of the report to the participants of the annual ESUR Symposium at which the report will be presented.
- The chairman will make sure that important feed-back from the participants of the symposium is incorporated into the final manuscript and will send the final version for publication in a peer-reviewed journal.
- If the peer reviewers of the report recommend a change to the agreed guidelines, their comments will be sent to the academic members who will express their view. The chairman and the secretary will finalize the report based on the comments and resubmit it.

### **Working protocol for updating guidelines (booklet)**

- A booklet containing the guidelines will be edited by the chairman.
- It should be updated at least every 2 years after consultation with members of the committee.

- The chairman will update the guidelines on the home-page of the Society web-site and will organize printing of the booklet.
- The cost of printing will be covered by ESUR, which also retain any income from selling the booklet or its copyright.

### **Working protocol for producing the book**

- The committee will agree when it is time for a new edition of the book.
- The chairman will make an agreement with a publisher who will produce the book.
- The chairman will be the editor of the book and can nominate co-editors.
- The editor of the book will allocate the different chapters to the members of the committee; some chapters may require input from non-members.
- The time frame for producing the book should be less than 12 months.

### **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. There should not be formal consultation about the report outside the committee or the company consultants without the permission of the chairman before the report is presented at the annual ESUR symposium.
- All members must be treated equally and have the same right of expressing their views in the deliberations of the committee.
- Honorary members as well as corresponding members will be not expected to draft reports, but will be invited to attend the meetings and contribute to the discussion.
- 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 deliberations 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 authors are usually those members who have written and been actively involved in editing the report. The consultants will be listed as a footnote in the published reports. The statement "ESUR Contrast Media Safety Committee guidelines" should always be included in the title of the report to reflect that it is the work of the committee.

### **Officers of the committee**

The chairman will nominate a secretary from among its members for a 2 year term, which is renewable. The chairman and the secretary must be fellows of the ESUR and will act as official representatives of the committee.

The officers will organize the meetings of the committee.

### **Finances**

The Chairman is responsible for the Committee finances. Money received after January 1st 2014 will be deposited on account at the ESUR Headquarters in Vienna. An annual statement of the accounts will be submitted by the ESUR General Manager to the ESUR Secretary/Treasurer for approval; a copy is forwarded to the officers of CMSC. Only the officer(s) of the Contrast Media Safety Committee have the right to withdraw money from the account.

The Committee will be financed by equal donations from the supporting companies. The amount of support they provide will be based on negotiations every three years. The Committee may seek financial support from other sources, e.g. independent foundations, if required.

The Committee will retain complete independence from the pharmaceutical companies from whom it receives unconditional financial support.

### **Alteration of the working rules**

The chairman should be informed about any proposals to alter the working rules at least 6 weeks prior to a meeting date. The chairman will circulate the proposal no later than 30 days before the meeting of the committee. To be implemented, the change should receive support of at least 2/3 of the committee. The officers may amend the working rules after consultation with members of the committee under special circumstances, for example if new rules are imposed by the ESUR Board.