



Densitometry Committee Densitometry Course Faculty

TERMS OF REFERENCE

Densitometry Committee

1. Purpose

Reporting to ANZBMS Council, the purpose of the ANZBMS Densitometry Committee is to provide input to Council on matters related to the following activities:

- Provide advice relating to the Medical Services Advisory Committee (MSAC) reimbursement for existing measurements of bone density, bone strength or bone micro-architecture, currently dual energy x-ray absorptiometry (DXA)
- Provide advice relating to MSAC for possible new reimbursement item numbers for measurements related to bone density, bone strength and bone micro-architecture.
- Provide advice to council relating to new technologies related to bone density, bone strength and bone micro-architecture.
- Provide advice to Council for matters pertaining to training, licencing and availability of bone density, bone micro-architecture or bone strength. This role includes (non-executive) oversight of the ANZBMS Densitometry Course, including advice on curriculum development, content, and delivery.

2. Membership

- Four or five members, comprising Council or ordinary members with appropriate expertise and interest.
- ANZBMS Secretariat.
- The Chair will be appointed by ANZBMS Council.
- Members of the Densitometry Committee are appointed by Council, on recommendation from the Chair, for a two-year term, renewable for up to 2 terms (except when Council wishes to retain their services). One member of the Densitometry Committee must be from the Densitometry Course faculty and will report on changes to the delivery of the Course, as determined by the faculty.
- The Chair will, where possible, ensure a balance of representation on the committee and apply the principles of the ANZBMS Equity and Diversity policy (see point 8).
- *Ad hoc* advisors can be requested to attend meetings to address specific knowledge requirements or assist in specific projects.

3. Accountability

- Accountable to the ANZBMS Council.
- Will abide by the ANZBMS Code of Conduct (see point 7).

4. Meetings

- Zoom will be used for regular meetings throughout the year, held quarterly, or as required.
- Administrative support will be provided by Council Secretariat.
- Meeting minutes will be taken by the Secretariat and circulated after each meeting.

5. Voting

- Recommendations of the Densitometry Committee will be made by consensus.
- Any non-consensus recommendations shall be resolved by a majority of votes of the members of the committee, with the voting split communicated to the ANZBMS Council.
- In the event of an equality of votes, the Chair of the meeting shall have a second or casting vote.

6. Review

The relevance, value, and terms of reference of the Densitometry Committee will be reviewed by ANZBMS Council every two years.

7. Code of conduct for ANZBMS Council and Committees¹

ANZBMS is committed to be productive and inclusive for all members and staff, regardless of age, ethnicity, race, gender identity or expression, sexual orientation, disabilities, religion, marital status, or any other reason unrelated to professional performance. We require all members of Council, all Committee members, and ANZBMS employees to abide by this Code of Conduct.

ANZBMS Council and committees are central to professional training and networking in our discipline. Consequently, they are an extension of the workplace environment. As such, all university, or institutional rules regarding appropriate behaviour apply in these contexts. The ANZBMS will not tolerate harassment of participants, or staff, in any form, nor will ANZBMS tolerate victimisation of complainants for reporting of misconduct.

Please follow these guidelines:

- All communication should be appropriate for a professional organisation including people of many different backgrounds.
- Sexist, racist, or exclusionary comments or jokes are not appropriate; this includes offensive comments or images related to gender, sexual orientation, disability, physical appearance, body size, race, or religion.
- Behaviour that is acceptable to one person may not be acceptable to another. Use discretion to ensure that words and actions communicate respect for others. This is especially important for those in positions of seniority, as those in more junior positions may be reluctant to express their objections or discomfort regarding unwelcome behaviour.
- Use ANZBMS property and money efficiently, carefully and honestly with due authorisation and without misappropriation

¹ *This code of conduct is based on the "London Code of Conduct" designed for the conference "Accurate Astrophysics. Correct Cosmology", 2015, and on the American Association of Physical Anthropologists and the Society for Vertebrate Paleontology 2019 Codes of Conduct*

- Treat everyone with respect and courtesy and without discrimination or harassment. Harassment is repeated behaviour that is directed at an individual, or group, and is offensive, humiliating, intimidating or threatening. Harassment can include inappropriate physical contact, sexual attention or innuendo, deliberate intimidation, stalking, and photography or recording of an individual without consent. Sexual Harassment is unlawful under the *Sex Discrimination Act 1984* (Cth).
- Conflicts of interest, whether personal or professional, should be declared at the start of any meeting of the Council or Committees.

Participants in ANZBMS Council and our Committees who are asked to stop any inappropriate behaviour are expected to comply immediately.

Council or Committee members violating this code of conduct may be asked to resign from the Council or Committee(s).

8. ANZBMS Equity, Diversity and Inclusion Policy

In adherence to the ANZBMS Equity, Diversity and Inclusion Policy, this committee will proactively reflect on and embed processes that ensure all responsibilities and activities promote and address equity, inclusion and diversity.

Densitometry Course Faculty

The Densitometry course is a two-day course held bi-annually on weekends. The course comprises a set of lectures, on both mornings, followed by practical workshops in the afternoon. To enable effective educator to registrant ratio, the workshops employ the Densitometry Faculty and additional experienced bone density facilitators as required. The course is recognised in all Australian States, with the recent exception of South Australia, as a suitable training to apply for a DXA operator's licence. The course is also recognised by the The Australasian Association of Nuclear Medicine Specialists (AANMS) and the Royal Australasian College of Physicians (RACP) for DXA training of Nuclear Medicine and Endocrinology registrars, respectively. Since introduction of the online model, the course has received international recognition, with registrations from New Zealand and Southeast Asia.

Since 2005, the course has been delivered face-to-face. From 2020 (arrival of Covid-19), the course has been held online. This involved innovative changes to provide fully functioning, virtual DXA scanner software. The online course has major advantages relating to costs and ease of access for registrants, but suffers from reduced ability to supervise analysis techniques of technologists. The Faculty plan in 2023 is to trial alternating a face-to-face course in the first 4 months of the year, with a second online-only course in September/October.

Decisions relating to course content are made by consensus among the Densitometry Faculty. This review process typically occurs at informal meetings, structured around the bi-annual courses. Since inception, the course has been self-funding from registration fees, with excess funds directed to the ANZBMS. Recommendations from the Faculty for changes to course fees are reviewed and endorsed by Council. There has been a conscious and strict policy of not accepting funds from third parties, including pharmaceutical and imaging companies. This policy aims to manage potential conflicts of interest, or perceived bias, in the curriculum or course delivery.

Members of the faculty are not appointed for specific periods but maintain their positions according to their availability. This provides continuity of course delivery and has maintained positive outcomes for the Densitometry Course since 2005.

Relation of the Densitometry Course Faculty to the Densitometry Committee

One member of the faculty will serve on the Densitometry Committee to report on changes to the curriculum or delivery of the Course, as determined by the Course Faculty. They will also relay suggestions from the Densitometry Committee to Faculty, relating to the course or its content. It is not envisaged that the Densitometry Committee will have an executive role in decision making in the running of the Course.