



Institute of
Medical
Illustrators

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Disciplinary Procedure

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Comment or suggestions for amendments
to the IMI Honorary Secretary (secretary@imi.org.uk)

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Introduction

Members are those individuals who have been admitted to the Institute and whose subscriptions are paid and up to date as detailed in the Institute's **Articles of Association**.

The Institute has well-established structures to enforce good standards of practice in order to protect the reputation of IMI. Members who default on these high standards may be subject to discipline or removal as a member.

All members are bound by the **IMI Code of Conduct** and the Institute's **Disciplinary Procedure**.

Those individuals serving on Council or Teams or as Officers are additionally required to submit a **Declaration Form** annually.

Investigation and Disciplinary Committee – Terms of Reference

The Investigation and Disciplinary Committee of the Institute of Medical Illustrators is an official subcommittee of the Institute's Council. The Committee meets as and when required at the request of Council and the outcome of its deliberations takes the form of a confidential report, which includes the Committee's recommendations, submitted to Council.

The Committee is comprised of two members of the Institute appointed by Council together with the Chairman of the Institute and an officer of the Institute nominated by the Chairman. Membership of the Committee is reviewed as and when required. When appropriate, the Committee may seek advice from external agencies or Royal Colleges.

The Committee is convened when it is believed or proved that a member of the Institute has been involved in conduct of an infamous, disreputable or unprofessional nature, or in behaviour that might bring the Institute into disrepute. When considering such cases, the Committee, when appropriate, takes into account the Institute's Code of Professional Conduct.

The Committee may invite any person referred to it to explain, either in person or in writing, at the discretion of the Committee, the circumstances of their alleged or actual conduct or offence. The person under scrutiny may, if he or she so wishes, be accompanied by a friend or colleague (acting in an observer capacity only) to present their case and/or mitigation to the Committee. The Committee may also invite any other person whom they believe to have relevant information to present a report, either in person or in writing, to the Committee.

Following a referral, the Committee will normally be expected to discuss the matter and make its report to Council at the earliest possible opportunity.

Since IMI is not a statutory body it does not have the authority to prevent a removed member from practice and cases may be referred to the Academy of Healthcare Science Registration Council. IMI reserves the right to disclose the removal of membership to any person or organisation with an interest in the matter and to publicise the action if it is concluded that such an action is essential in order to safeguard the credibility of the profession.



Sanctions

The Committee will investigate allegations of members acting improperly and if the allegation is proven, shall apply an appropriate sanction. Possible Sanctions will include:

Cautioning a member – sometimes members make mistakes or have a one-off instance of unprofessional behaviour that is unlikely to be repeated. This means that their competence to practice is unlikely to be impaired and we may formally caution them.

Removal a member – if, after thorough investigation IMI's Investigation and Disciplinary Committee have supported evidence of a member's failure to uphold IMI's Code of Conduct, performance and ethics then a member may be removed from the membership.

IMI's Investigation and Disciplinary Committee will not consider cases about professionals who are:

1. not IMI members;
2. consider cases about employing organisations (we only deal with cases about individual members);
3. deal with customer-service issues.

Reference documents

[Articles of Association](#)

[IMI Code of Conduct](#)

[Declaration Form](#)

