

# Staff and Associate Specialist Ophthalmologists (SAS) Group – Terms of Reference



The ROYAL COLLEGE of  
OPHTHALMOLOGISTS

## **Purpose / aims**

1. To represent Staff and Associate Specialist (SAS) ophthalmologists' opinion to the College.
2. To disseminate information on College matters to SAS members.
3. To support SAS ophthalmologists in their professional roles and their professional development.
4. To enhance SAS ophthalmologists' contribution to ophthalmology.

## **Functions/delivery of aims**

1. Discuss and offer advice to College staff, officers and committees on issues that affect SAS doctors and related patient care.
2. Support dissemination of College information to SAS doctors
3. Canvass the views of SAS doctors on relevant issues.
4. Review and contribute to College documents and policy from the SAS perspective.
5. Consider the effect of actual and proposed government policy on the delivery of eye care, with reference to SAS doctors.
6. Provide representatives to College committees and sub-committees to represent the views and interests of SAS doctors and report back on these meetings to SAS doctors.
7. Proactively review and provide advice on issues of eye care relevant to SAS practice
8. To support and encourage the professional development of SAS doctors, including the provision of an annual SAS educational conference.
9. Promote and support the role of SAS doctors in ophthalmology services through education and publication of documents on the website.
10. Encourage SAS College membership, and involvement in College and regional and national activities which promote or enhance ophthalmology.

## **Composition**

- Chair of the SAS committee
- Vice Chair of the SAS committee
- SAS representatives from each Deanery
- Chair of Professional Standards
- College CEO
- Other members will be drawn from college membership based the demonstration of skills of knowledge that would be of value to the functioning of the group
- Other College Officers may attend any committee, subcommittee or group

Members will generally serve for a period of three years, renewable once

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## **Chair**

The Chair of the committee will be appointed by an open application process. All UK based College SAS members who hold a substantive post as an SAS doctor are eligible to apply.

*Term – 3 years (renewable for three years)*

The Chair shall oversee the running of the SAS committee and the organization of the annual SAS conference and sit on the Professional Standards Committee. The Chair will also allocate SAS committee members to sit as SAS representatives on other College committees.

The Chair will be supported by a Vice Chair who will be drawn from existing SAS members of the committee.

The Chair will be co-opted to Council, and sit on the College's Professional Standards Committee and Workforce Committees. A report summarising the SAS Group's activities will be required in advance of Professional Standards Committee meetings. In addition the Chair will attend Academy of Medical Royal Colleges SAS meetings.

## **Reporting and Committee Membership**

The group/committee shall report to the Professional Standards Committee.

## **Process**

The Group will meet three times a year. Topics may be discussed by email in between meetings. Members are expected to read the meeting papers in advance of the meeting and these will be sent one to two weeks before by email and may include several enclosures.

The content of meeting will be minuted by a member of the College staff and will be placed before the next Professional Standards Committee.

The committee shall meet physically, usually at the College but sometimes at Congress, three times per year. Extra-ordinary meetings may be called as the need arises at the direction of the Chair

To promote free and open debate the discussions in meetings should be regarded as confidential. The minutes of meetings are a matter of record.

## **Conflicts of interest**

The Chair is expected to complete and update regularly a declaration of interests. All other members are expected to declare any interests which may be (or which could reasonably be

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perceived by others to be) a conflict of interests in relation to matters under discussion in the committee, or when contributing to authorship of documents originating from the committee. Members should withdraw from any discussions where there might be a conflict, if appropriate.

## **Quorum**

The quorum of the SAS Group shall be 6 full members.

## **Voting**

Decisions will generally be reached by consensus. Where it is necessary to vote, the decision will be carried by a simple majority and the Chair may choose to have the casting vote.

## **General**

In accordance with College policy, all correspondence and other dealings with professional and other organisations will be prepared within the College by College staff or copies sent to College staff. Where appropriate, copies of correspondences will be sent to the chair of the relevant committee which covers the matter in question for comment and information.

Membership of the Group shall be terminated if there is repeated non-attendance at meetings.

No sponsorship may be sought or accepted without prior permission of the Honorary Treasurer.

Ordinarily, no member may be paid or accept payment in cash or kind for work undertaken on behalf of the Group or the College. However, if this is necessary, under exceptional circumstances, it should be discussed in advance with the Honorary Treasurer and Chair of the SAS Group. Expenses to attend group meetings and committee meetings at the College will be met at the usual College rates. Expenses for all other meetings will only be paid with the prior approval of the Honorary Treasurer or the Chief Executive.

The SAS Group shall abide by the Charter, Ordinances and Bye-laws of the College.

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