

# Paediatric Subcommittee – Terms of Reference



The ROYAL COLLEGE of  
OPHTHALMOLOGISTS

## Purpose / aims

- To provide advice to the College and members on all matters related to paediatric ophthalmology
- To support the College in liaising effectively with national and external bodies on matters relating to paediatric ophthalmology
- To promote safe high quality paediatric ophthalmology services in the UK

## Functions/delivery of aims

1. Develop and keep up to date College guidance and quality standards for paediatric ophthalmology services.
2. Support and provide advice for external and national guidance related to paediatric ophthalmology services
3. Provide advice as required to the College, members and external professionals or agencies on paediatric ophthalmology
4. Support and promote the role of the paediatric ophthalmologist in eye care services to providers, external agencies and amongst ophthalmic professionals including those supporting children with learning disability”

## Composition

- Chair
- Chair of Professional Standards
- Other members will be drawn from College membership and from related professions (orthoptists, optometrists, paediatricians, nurses etc) based on the demonstration of skills or knowledge that would be of value to the group at discretion of the Chair or by open application
- Member of the Lay Advisory Group
- Member of SAS group
- College Officers may attend any College committee, subcommittee or group.

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

## Chair

The Chair of the subcommittee will be appointed by an open application process. All UK based College members who hold a substantive NHS consultant or SAS post who are active paediatric ophthalmologists are eligible to apply.

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

The Chair will attend the Professional Standards Committee meetings and submit update reports to all the Professional Standards meetings. The Chair may send a deputy from the subcommittee if unable to attend.

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## Reporting and Committee Membership

The subcommittee shall report to the Professional Standards Committee.

## Process

The subcommittee will meet three to four 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.

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

## Quorum

The quorum of the subcommittee shall be 8 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 subcommittee shall be terminated if there is repeated non-attendance at meetings.

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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 subcommittee 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 subcommittee. 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 Paediatrics subcommittee shall abide by the Charter, Ordinances and Bye-laws of the College.

Author: Chris Lloyd

Date: 7 February 2018

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