



**The ROYAL COLLEGE of
OPHTHALMOLOGISTS**

Scientific Committee Terms of Reference

The Scientific Committee is one of the standing Committees of The Royal College of Ophthalmologists, it reports to Council and is ultimately responsible to the Trustee Board; it shall abide by the ordinances and bye-laws of the College.

Purpose

To promote science and research in ophthalmology and to actively promote excellence in patient care through evidence-based ophthalmology and the translation of research into innovation in clinical practice.

Strategic Aims

- To promote scientific research and innovation in ophthalmology and visual sciences
- To support educational and academic meetings in ophthalmology
- To translate evidence based medicine into clinical practice
- To promote the use of evidence based guidelines in ophthalmology
- To support scientific publications related to ophthalmology
- To promote links with other academic stakeholders such as the Academy of Medical Royal Colleges, industry and funding bodies.

Delivery of the aims and main specific functions of the committee

- Science, research, translation and innovation;
 - Advise Council on determination of the framework for scientific research in ophthalmology and visual sciences
 - Horizon scanning for new technologies influencing clinical practice in ophthalmology, advising the College on impact and proximity e.g. genomic medicine and artificial intelligence
 - Dissemination of scientific information to the membership, as well as the public and media
 - Support BOSU (British Ophthalmic Surveillance Unit)
 - Promote ocular public health
 - Provide advice on relevant matters for the College and review and advise on College documents as appropriate
- Educational and academic meetings
 - Responsibility for delivery of the Annual Congress including the venue, scientific content, subject and speakers, and abstracts selection for free paper and poster presentations.
 - Organisation and delivery of the annual Seminar Programme including responsibility for selecting topics and speakers
- Evidence based guidelines

- Determine the requirements for clinical guidelines
- Set up subcommittees or working parties to produce guidelines, and oversee the compilation, production and the consultation process, and ratification of the completed document before publication
- Ensure that there are timely and regular revisions of existing guidelines and other scientific information to national standards
- Advise NICE (National Institute of Health & Clinical Excellence) and other equivalent national bodies on technology appraisals and other guidance
- Scientific publications
 - Support the College journal, Eye
 - Support the publication Focus, including advice on the commissioning of topics or content
- Links and funding
 - Seek and advocate for funds to support high quality ophthalmology and related research, and research training in ophthalmology.
 - To raise the profile of science and research in ophthalmology with national bodies, stakeholders and the public and patients.

The Chair

The Chair of the Committee shall be recruited by application and interview from UK Fellows, Members and Diplomates who pay a membership subscription.

The term of office is four (4) years, which is not renewable.

The Chair will be invited to sit on all the other standing Committees of the College (Executive, Education, Equivalence, Examinations, Finance, Professional Standards and Training) as an ex-officio member.

The Chair will also represent the College on matters related to the College's scientific activities, and deputise for the President as necessary.

Composition

A. Appointed Committee Members

- Chair
- Chair of Academic and Research Sub-Committee
- Editor of Eye
- Ophthalmologists in Training Group Representative (nominated by the OTG Group)
- Lay Person (nominated by the College's Lay Advisory Group)
- Representative of the SAS grade (nominated by the SAS Group)
- Elected Members of Council by agreement of the Chair, while still on Council
- Chair of Vision 2020 Ophthalmic Public Health Committee or representative
- Sub-speciality Representatives
 - Oculoplastics
 - Cornea & External Diseases (Surgical)
 - Cornea & External Diseases (Medical)

- Glaucoma
- Cataract & Refractive Surgery
- Uveitis
- Medical Retina
- Surgical Retina
- Ocular Oncology
- Strabismus
- Paediatrics
- Medical Ophthalmology
- Neuro-Ophthalmology
- Epidemiology/International Ophthalmology
- Acute / emergency / primary care ophthalmology

None of the roles described above are mutually exclusive; an individual could represent a subspecialty interest and be co-opted from Council to sit on the Scientific Committee.

B. Others Entitled to Attend

- College President
- Honorary Secretary
- Honorary Treasurer
- Chairpersons of other Committees

Committee members may be asked to take on specific roles including the planning of the Seminar calendar, monitoring of Guideline development, and reviewing applications for College surveys.

Sub-specialty Representatives Roles

1. To participate in the planning and delivery of the Annual Congress, including the Sub-Specialty days
2. To participate in the planning and delivery of College seminars
3. To reply to external inquiries related to their sub-specialty, including those from NICE
4. To contribute to the writing of guidelines, patient information leaflets and College statements

Appointment of Committee Members

The College has adopted the policy of appointing all committee members, including Chairpersons. The Chairperson of the Academic Sub-Committee, the Editor of Eye, the OTG Representative and the Lay Member will attend by virtue of their other work for the College or by appointment from other committees.

The Sub-specialty Representatives will be appointed for a fixed term of three years (renewable, if required, for a further three years). Vacant positions will be filled either by a suitable Regional Representative on Council, or by application following advertisement on the College website and by email to members. If there are no suitable applicants, the Committee will co-opt appropriately qualified persons.

Meetings

There shall normally be 3 meetings each year.

Conduct at meetings and minutes

Discussions within the meetings are deemed confidential so as to allow free interchange of ideas. A record of proceedings shall be prepared by a member of the College staff nominated by the Head of Scientific Department, and shall be placed before the next Council meeting.

Reporting

The Scientific Committee reports to Council.

Conflicts of Interest

When the interests of a member of the Committee or any of its subcommittees or working parties conflicts, or appears to conflict with that of the College, such conflicts must be declared.

General

Membership of the Committee or any of its subcommittees shall be terminated if there is repeated non-attendance at meetings or Congress. Membership of the Committee automatically implies attendance of Congress for at least 3 days (out of 6) every 2 years, and involvement in scientific abstract selection for, and poster judging at, the Annual Congress.

In accordance with College policy, all correspondence and other dealings with professional and other organisations shall be prepared within the College by College staff.

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

No member shall accept payments or cash in kind for work undertaken on behalf of the College.

Expenses for College members to attend Scientific Committee meetings will be met at the usual College rates; expenses for any other meetings either in the College or outside will only be paid with the prior approval of the Honorary Treasurer or Chief Executive. Representatives of other bodies should be reimbursed by their organisation.

Date: 15 March 2022