

Healthcare Reference Group Sub-committee Member Job Description

Responsible to: Chair of the Healthcare Reference Group Sub-committee

Date Agreed: 26 October 2023

Members of the HRG Sub-committee will work with Chair to:

- Advise the RCOphth on coding issues, including HRG and OPCS.
- Advise on all tariff related information and issues associated with the Department of Health and Social Care ([National Casemix Office](#), NHS England, etc.) including PbR (payment by Results) to ensure that allocation of healthcare funding reflects the complexities associated with patient mix and treatment across the NHS as effectively as possible.
- Provide advice to the National Casemix Office to develop and maintain dynamic casemix information for ophthalmology services and support the NCO in understanding the how and why of care provided to patients.
- Liaise with the relevant specialist societies as required.
- Liaise with the relevant NHS England groups responsible for specialised services in ophthalmology.

This work is very England orientated and will include:

- Deputising as required for the Chair the at meetings of the National Casemix Office's Expert Working Group
- Proactive engagement with relevant stakeholders
- Reviewing and responding to documents and correspondence relevant to HRGs and tariffs passed to the Quality and Standards Committee by the President and Chief Executive
- Reviewing trends relating to ophthalmology
- Liaising with RCOphth regional representatives and regional advisers as well as clinical leads for ophthalmology services to ensure consistent messages are fed back to organisations delivering services.

Time commitment is variable however:

- Rarely more than an hour per week on emails.
- The HRG Group will expect to meet at least twice per year.
- EWG meetings are c. 1 per year.
- Ad hoc meetings: e.g. meetings with other officers or RCOphth members of staff, liaison with other bodies. These are infrequent and can normally be arranged at times to suit the post holder. The RCOphth encourages the use of electronic conferencing wherever possible and appropriate and will arrange this on request.
- It is possible to conduct virtually all the Group business electronically and remotely.

Term - 3 years (renewable for a further 3 years)

Person Specification:

REQUIREMENT	ESSENTIAL
Ophthalmologist with a current NHS SAS or consultant appointment of at least 3 years' standing and Membership or Fellowship of the RCOphth	Yes
Proven interest and understanding of the purpose of casemix classification and, and the relevant actors in the current tariff landscape and how they relate to each other.	Yes
A high level of personal credibility within the profession	Yes
Excellent communication, influencing and leadership skills	Yes
Up to date Equality and Diversity training and commitment to RCOphth values	Yes
IT skills (proficient in Word and Excel as a minimum)	Yes

Conflicts of interest

When the interest of a member conflicts, or appears to conflict, with the interest of the RCOphth, this must be declared.

Our values are:

Inclusion

- ✓ actively welcoming a diversity of experiences and perspectives
- ✓ everyone being respected and encouraged to participate regardless of their background or role

Integrity

- ✓ being open and honest, demonstrating accountability in all its work
- ✓ evidenced-based and transparent decision-making, utilising a range of data, information, expertise and experience

Innovation

- ✓ creating novel opportunities to advance and deliver on its aims, anticipating changing circumstances
- ✓ actively welcoming fresh ideas and approaches
- ✓ fostering a climate of ambition and excellence drawing on expertise from across the College's communities

Improvement

- ✓ being a learning organisation, reflecting on both successes and mistakes
- ✓ continuous and sustainable development across all its activities

General

In accordance with RCOphth policy, all correspondence and other dealings with professional and other organisations will be prepared within the RCOphth.

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

No member may be paid or accept payment in cash or kind for work undertaken on behalf of the Committee or the RCOphth.