

Health Resource Group for Ophthalmology Services

Sub-group – Terms of Reference



The ROYAL COLLEGE of
OPHTHALMOLOGISTS

Purpose / aims

- To provide ophthalmologists' expertise to national NHS bodies concerning coding, tariff and costing to support appropriate allocation of ophthalmic healthcare funding.
- To disseminate information and provide a source of expertise on coding and healthcare funding to the RCOphth and members.
- To support the RCOphth and ophthalmologists in contributing to the development of new funding mechanisms where appropriate.

Functions/delivery of aims

1. Co-ordinate the functions of the NHS [National Casemix Office](#) Expert Working Group for Ophthalmology and liaise with the National Casemix Office and subspecialist experts and groups on all coding issues, including HRG and OPCS.
2. Handle all HRG and tariff related information and funding model issues associated with the Department of Health and Social Care, NHSE (in particular the National Casemix Office) etc. so as to encourage that allocation of healthcare funding reflects the complexities associated with patient mix and treatment across the NHS as effectively as possible.
3. Work with the National Casemix Office (NCO) 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 and advise on any changes required for increased accuracy or as new procedures are developed.
4. Provide a source of expertise for local and national commissioners on appropriate funding for ophthalmic care including potential new models of funding.
5. Discuss and offer advice to, or answer queries from, RCOphth staff, officers, committees and members on coding, funding, and payment issues.

Composition

- Chair of the HRG Group
- Chair of the Quality and Standards or other Quality and Standards Committee representative
- Other members will be drawn from college membership based the demonstration of skills or knowledge that would be of value to the group at discretion of the Chairman. Members will be sought throughout the range of ophthalmic sub specialties with the assistance of specialist ophthalmic societies.

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 RCOphth members who hold a substantive NHS post are eligible to apply.

Term – 3 years (renewable for three years)

The Chair will attend the Quality and Standards Committee meetings at least once per year and submit update reports to all the Quality and Standards meetings.

Reporting and Committee Membership

The group/committee shall report to the Quality and Standards Committee.

Process

The Group will meet as required, usually twice a year. A formal meeting will take place at least once a year to coincide with the group taking the role of the NHS Digital National Casemix Office Expert Working Group (EWG). Any further meetings where the group takes the role of the EWG will be held as required after request from or discussion with NHS National Case Mix Office.

Further meetings may be held at the discretion of the Chair. Issues raised by the NCO, College or other bodies will 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 RCOphth staff and will be placed before the next Quality and Standards Committee.

The group shall meet virtually. Meetings of the group in its role as the NCO EWG are usually held virtually or if not either in London or in Leeds.

Conflicts of interest

All 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 group, or when contributing to authorship of documents originating from the group. Members should withdraw from any discussions where there might be a conflict, if appropriate.

Quorum

The quorum of the Group shall be four full members.

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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 RCOphth policy, all correspondence and other dealings with professional and other organisations will be prepared within the RCOphth-by-RCOphth 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 RCOphth. However, if this is necessary, under exceptional circumstances, it should be discussed in advance with the Honorary Treasurer and Chair of the HRG Group.

Expenses to attend group meetings and committee meetings at the RCOphth 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 HRG Group shall abide by the Charter, Ordinances and Bye-laws of the RCOphth.

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