

### National Age-related Macular Degeneration Audit (AMD) Advisory Working Group

### Terms of Reference

1. **Purpose**

The AMD Advisory Working Group provides expert opinion and oversight of audits into Age-related Macular Degeneration (AMD) using the National Ophthalmology Audit Database (NOD). It is responsible for scrutinising the audit’s progress, agreeing clinical and process outcomes by working collaboratively within the Quality, Audit and Standards Committee, NOD Delivery Team and other stakeholders, identify opportunities to improve best practice and disseminating audit results to improve clinical outcomes. It is accountable to the Quality, Audit and Standards Committee.

1. **Main Activities**
	1. Ensure delivery of the AMD Audit by evaluating progress against milestones, deliverable outputs and the agreed project plan. Facilitate delivery by providing feedback to the NOD delivery team.
	2. Monitor and report high-level AMD Audit risks and issues to the NOD Steering Group, and provide the delivery team with feedback or approval of planned mitigation, management or corrective actions.
	3. Facilitate the work of the NOD Project Delivery Team by adjudicating / endorsing / resolving any issues escalated to the Group. Where issues cannot be resolved, they are escalated in line with an agreed Escalation Process.
	4. Draft guidance to AMD treatment centres, commissioners and members of the public on the most appropriate audit outcomes and quality markers to be used in reports and on the NOD website.
	5. Promote the design and delivery of sustainable eyecare as part of the resources and standards that the committee publishes.
	6. Through consultation with the College’s communication team, facilitate dissemination to stakeholders by (i) liaising with stakeholder groups, (ii) advising on communication and engagement plans, (iii) reviewing draft audit annual reports for presentation on the NOD website, and any additional reports or analyses requested by third parties, (iv) providing feedback on materials for dissemination.
	7. Advise the Quality, Audit and Standards Committee on new development opportunities for the AMD Audit.
	8. To promote diversity in all its forms, ensuring that decisions and outputs are inclusive and consider a range of perspectives, and that representation on the committee is appropriate to achieve this.
2. **Status of Committee**
	1. The AMD Advisory Working Group is not authorised to make decisions other than in accordance with these terms of reference.
	2. The AMD Advisory Working Group is a time limited Working Group.
3. **Membership**
	1. The AMD Advisory Group shall consist of a maximum of 15 members. All members serve a 3 year term, with a further 3 years subject to confirmation. Those members shall be:
		1. Chair
		2. Clinical audit and quality improvement representative
		3. Senior Medical Statistician, The Royal College of Ophthalmologists
		4. Independent statistician representative
		5. Royal College of Ophthalmologists clinical experts - up to four members required (who regularly perform or supervise treatment for neovascular AMD, who may practice in the NHS or the independent sector in any UK country)
		6. The National AMD Audit Specialist Adviser (outgoing chair) co-opted as needed and appropriate

The Chair shall be responsible for chairing meetings, liaising effectively with the Quality Improvement and Research team, and ensuring it meets the key progress indicators outlined in the annual workplan. Advisory Group members are responsible for reading all circulated documentation prior to meetings and bringing all necessary materials

1. **Meetings**
	1. Meetings will occur virtually and at 3 times a yea*r*. The majority of work is expected to be undertaken in-between meetings.
	2. Notices of meetings shall be given in writing/email.
	3. Repeated absence of two or more missed meetings and/or inability to contribute to the work of the Committee will result in removal subject to review by the Chair.
	4. The Chair shall preside at every meeting or if they are unable or unwilling to do so, another member appointed shall preside as Chair in their place for that meeting.
2. **Quorum**

All members are expected to attend meetings; however, the quorum is half the membership plus one.

1. Representation on College Committees
	1. The Chair shall also attend meetings of the Quality, Audit and Standards Committee*.*
	2. Representatives shall serve on committees throughout their tenure, unless otherwise agreed with the Chair. It is permissible to send deputies where necessary.
2. Reporting requirements
	1. The AMD Audit Advisory Working Group shall keep minutes of its meetings and a copy of these minutes shall be sent to the Quality, Audit and Standards Committee
	2. The AMD Audit Advisory Working Group shall adhere to the key progress indicators outlined in its annual workplan including the reporting of risk through the completion of a risk register.
	3. The AMD Audit Advisory Group shall report 2 times per year to Audit and Quality Standards Committee Quality, Audit and Standards Committee
	4. TheQuality, Audit and Standards Committeemay, from time to time at their discretion seek any further information in relation to the discharge of its functions.
3. **Confidentiality**

All discussions and materials related to the selection process are considered confidential and should not be disclosed outside of meetings or meeting related work.

1. **Conflicts of Interest**

All members must submit a declaration of interest. It is the responsibility of members to inform the Chair if a new conflict of interest arises. Members with a direct or perceived conflict of interest shall recuse themselves from the meeting.

1. **General**
	1. All correspondence and other dealings with professional and other organisations shall be prepared by College staff and shall have the approval of the Chief Executive officer, Honorary Secretary or, in their absence, the Vice- President, whose committee(s) cover the matter in question.
	2. The operational management of the Committee/Sub-Committee/Working group, and any work arising from it, are the responsibility of College staff; the role of members is to advise and provide a wider perspective.
	3. No sponsorship shall be sought or accepted without the involvement and agreement of the Partnerships and Sponsorship Manager or the Chief Executive.
	4. No member may be paid or accept payment in cash or kind for work undertaken on behalf of the Committee/Sub-Committee/Working Group without the prior approval of the President, Vice President, Honorary Treasurer, Honorary Secretary, or Chief Executive officer.
	5. Expenses to attend meetings shall 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 President, Vice President, Honorary Treasurer, Honorary Secretary, or Chief Executive officer.
	6. As a group set up within the College, and under the terms of its Charter, the Committee/Sub-Committee/Working Group may not support any objective that would make it a Trade Union, nor shall its objectives extend to the regulation of relations between workers and employers or organisations of workers and organisations of employers.
2. **Variation or Termination**

These terms of reference shall be reviewed every *two* years and shall remain in force until varied or revoked by the Board of Trustees.

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