

### The British Ophthalmological Surveillance Unit Subcommittee – Terms of Reference

1. **Purpose**

The purpose of the British Ophthalmological Surveillance Unit is to operate a nationwide surveillance system to support epidemiological research of uncommon ophthalmological conditions or events of public health or scientific importance. It is responsible for overseeing the operation and activities of the British Ophthalmological Surveillance Unit. It is accountable to the Scientific and Research Committee.

1. **Main Activities**
   1. Implementing BOSU as a means for all ophthalmologists to participate in research, as per RCOphth’s ‘Ophthalmic Research by All’ and providing an evidence base for ophthalmic practice and policy.
   2. Promoting participation in BOSU by all ophthalmologists
   3. Selecting studies to be undertaken via BOSU.
   4. Advising and supporting investigators through the application process and implementation of their study
   5. Ensuring investigators adhere to the BOSU Investigator MOU regarding conduct and dissemination of study findings
   6. Implementation of the BOSU Bursary award scheme
   7. Supporting and advising BOSU Manager in his/her role
   8. On-going monitoring of the surveillance scheme including regular review of key metrics
   9. 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 British Ophthalmological Surveillance Unit Subcommittee is not authorised to make decisions other than in accordance with these terms of reference.
   2. The British Ophthalmological Surveillance Unit is a Subcommittee reporting to the Scientific and Research Committee.
3. **Membership**
   1. The British Ophthalmological Surveillance Unit Subcommittee shall consist of a minimum of 12 members and a maximum of 20 members. All members typically serve a 3 year term, with a further 3 years subject to confirmation. Those members shall be
      1. Chair
      2. Up to 19 College members

The membership of the subcommittee should provide a representative mix of geographic, sub-specialty and academic/hospital representation with a special emphasis upon epidemiological expertise.

The Chair shall be responsible for chairing meetings, liaising effectively with The British Ophthalmological Surveillance Unit Committee manager, and ensuring it meets the key progress indicators outlined in the annual workplan.

1. **Meetings**
   1. Meetings of the BOSU Subcommittee will occur 4 times annually with 3 virtual meetings and 1 in person meeting.
   2. Ad hoc meetings of selected members of the subcommittee to review study applications will take place meetings full Committee meetings.
   3. The majority of work is expected to be undertaken in-between meetings.
   4. Notices of meetings shall be given by email.
   5. Members missing 2 or more missed consecutive meetings and/or unable to contribute to the work of the subcommittee will be expected to step down from the Committee.
   6. The Chair is expected to chair every meeting but where this is not possible, another member will chair the meeting.
2. **Quorum**

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

1. Representation on College Committees
   1. The Chair shall also attend meetings of the Scientific and Research Committee.
2. Reporting requirements
   1. The British Ophthalmological Surveillance Unit Subcommittee shall keep minutes of its meetings and a summary of these minutes along with an update of activities shall be sent to the standing committee to which BOSU reports
   2. The British Ophthalmological Surveillance Unit Subcommittee 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 British Ophthalmological Surveillance Unit Subcommittee shall report 3 times per year to the standing committee to which BOSU reports
   4. The standing committee to which BOSU reports may, 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 for committee members 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 2years and shall remain in force until varied or revoked by the Board of Trustees.

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