

### CertLRS Subcommittee – Terms of Reference

1. **Purpose**

The purpose of the CertLRS subcommittee is to plan and implement the CertLRS examination, covering laser and refractive surgery, and set up the passing threshold having regard to the average candidate performance. In doing so, it shall seek to sustain the high profile and renown of RCOphth’s examinations internationally. It is accountable to the Assessment Committee.

1. **Main Activities**
   1. Oversee the appointment of individuals experienced in Laser & Refractive surgery to the committee
   2. Define the minimum passing standards and agrees on the format and design of the MCQs and Vivas
   3. Ensure the subcommittee meets the KPIs outlined in the annual workplan
   4. Promote diversity in all its forms, analysing differential attainment and taking steps to address this, alongside 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 CertLRS subcommittee is authorised to make decisions in accordance with these terms of reference
   2. It is a subcommittee which reports to the Assessment Committee.
3. **Membership**
   1. The CertLRS subcommittee shall consist of a minimum of 12 members and a maximum of 16 members. All members typically serve a term of 3 years, with a further 3 years subject to confirmation. Those members shall be:
      1. Chair
      2. Immediate past chair
      3. Representations from United Kingdom & Ireland Society of Cataract & Refractive Surgery
      4. Representations from British Society of Refractive Surgery
      5. Representations from various geographical regions of the England, Scotland, Wales and Northern Ireland
      6. Co-opted members
4. **Meetings**
   1. Meetings will occur virtually annually. 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 3 or more missed meetings/examinations, without due reason, 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.
5. **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 Assessment 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

8.1. The CertLRS subcommittee shall keep minutes of its meetings and a copy of these minutes shall be sent promptly to the Assessment Committee

8.2. The CertLRS 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.

8.3. The CertLRS subcommittee shall report 3 times a year to the Assessment Committee

8.4. The Assessment Committee may, from time to time at their discretion seek any further information in relation to the discharge of its functions.

1. **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 officerand 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 2 years and shall remain in force until varied or revoked by the Board of Trustees.

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