

### Clinical Guidelines Oversight Working Group *–* Terms of Reference

1. **Purpose**

The purpose of the Clinical Guidelines Oversight Working Group is to provide oversight for evidence-based recommendations for eye health. It is responsible for selection of topics, the development and reviews of clinical guidelines and concise practice points (CPPs) and ensure that this is done in accordance with the college values. It is accountable to the Scientific & Research Committee.

1. **Main Activities**
   1. Identifying the right people or groups to assess topic applications, including lay review (Inclusive, integrity, innovation)
   2. Participate in the appointment of Guideline Development Group Chairs (Inclusive, Integrity)
   3. Identify people or groups to write CPPs ((Inclusive, Integrity, improvement)
   4. Determine the best type of guidance document for proposed topics (Improvement)
   5. Identify appropriate people or groups to review CPPs including lay review ((Inclusive, Integrity)
   6. Identify appropriate Experts to represent the RCOphth for multi-professional guideline development led by other Royal Colleges and Learned Societies. Monitor adherence to prescribed methodologies (Integrity)
   7. Make or consider suggestions to improve RCOphth guidance production processes (Improvement, innovation)
   8. Promote the design and delivery of sustainable eyecare as part of the resources and standards that the committee publishes
   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 Clinical Guidelines Oversight Group is not authorised to make decisions other than in accordance with these terms of reference.
   2. The Clinical Guidelines Oversight Group is a Working Group.
3. **Membership**
   1. The Clinical Guidelines Oversight Working Group shall consist of a minimum of 4 members and a maximum of 6 members. All members serve a term of 3 years, with a further 3 years subject to confirmation. Those members shall be:
      1. Chair
      2. 3-5 group members who provide a broad range of expert knowledge and experience

The Chair shall be responsible for chairing meetings, liaising effectively with the Clinical Guidelines Oversight Group manager, and ensuring it meets the key progress indicators outlined in the annual workplan.

1. **Meetings**
   1. Meetings will occur virtually twice 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 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 members plus one.

1. Representation on College Committees
   1. The Chair shall also attend meetings of Scientific and Research Committee if not already drawn from the committee as Chair.
   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 Clinical Guidelines Oversight Working Group shall keep minutes of its meetings and a copy of these minutes shall be sent to the Scientific Committee
   2. The Clinical Guidelines Oversight 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 Clinical Guidelines Oversight Working Group shall report 3 times per year to the Scientific Committee.
   4. The Scientific and Research Committee 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 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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