

### Healthcare Resources Working Group *–* Terms of Reference

1. **Purpose**

The purpose of the Healthcare Resources (HRG) Working Group is to provide ophthalmologists’ expertise to national NHS bodies concerning coding, tariff and costing to support appropriate allocation of ophthalmic healthcare funding.  It also acts as the NHS [National Casemix Office](https://digital.nhs.uk/services/national-casemix-office) Expert Working Group for Ophthalmology. It is accountable to the Quality and Standards Committee

1. **Main Activities**
	1. To be the NHS [National Casemix Office](https://digital.nhs.uk/services/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. Review 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. 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. Reflect the College’s wider policy position on coding, tariff and costings where relevant
	5. Provide a source of expertise for local and national commissioners on appropriate funding for ophthalmic care including potential new models of funding.
	6. Discuss and offer advice to, or answer queries from, RCOphth staff, officers, committees and members on coding, funding, and payment issues.
	7. To disseminate information and provide a source of expertise on coding and healthcare funding to the RCOphth and members.
	8. To support the RCOphth and ophthalmologists in contributing to the development of new funding mechanisms where appropriate.
	9. Actively supporting commissioners, providers and professionals to implement RCOphth guidance by providing advice on relevant standards, how to implement them and how to assess adherence through the provision of:
* invited review service
* Raise awareness and advise on potential actions, where evidence emerges of issues which may cause poor standards or quality of care e.g. in liaison with the National Ophthalmology audit Database clinical audits
	1. Maintain active links and communication with key stakeholders including patients, other professions (clinical, managerial, commissioner) and national bodies such as healthcare regulators, to ensure appropriate College input into ophthalmic-relevant external guidance and regulatory activities, and to ensure College guidance is appropriately consulted.
1. **Status of Committee**
	1. HRG Working Group is not authorised to make decisions other than in accordance with these terms of reference.
	2. The HRG Working Group is a working group
	3. No sub committees/working groups report to the HRG Working Group
2. **Membership**
	1. HRG Working Group shall consist of a minimum of 7 members and a maximum of 11 members. All members serve 3 year terms, with a further 3 years subject to confirmation. Those members shall be:
* Chair of the HRG Group
* Chair or representative of the Quality, Audit and Standards Committee
* Up to 9 College members

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 Chair. Members will be sought throughout the range of ophthalmic subspecialties with the assistance of specialist ophthalmic societies.

The Chair shall be responsible for chairing meetings, liaising effectively with College staff and ensuring it meets the key progress indicators outlined in the annual workplan.

1. **Meetings**
	1. Meetings will occur in person, hybrid, virtually, or a combination annually. The majority of work is expected to be undertaken in-between meetings.
	2. Notices of meetings shall be given in writing/email.

5.3 Repeated absence of 2 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.

* 1. 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.
1. **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 Quality, Audit and Standards Committee and the NCO EWG
	2. All membersshall attend the NCO EWG
	3. Representatives shall serve on committees throughout their tenure, unless otherwise agreed with the Chair.
2. **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.

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.

1. **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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