

**Ophthalmologists in Training Group (OTG) – Terms of Reference**

1. **Overall Responsibilities**
   1. The role of the Ophthalmologists in Training Group (OTG) is to represent local peers and act as a conduit between resident doctors and the College standing committees, as well as relevant sub-committees and outside organisations. The group is accountable to Council.
2. **Main duties** 
   1. To represent ophthalmologists in training at the College.
   2. To bring to the attention of the Board of Trustees, or relevant committees, issues of concern to resident doctors.
   3. To report to resident doctors on matters concerning training.
   4. To represent ophthalmologists in training who are Fellows, Members and Trainee Affiliate Members of the College.
   5. 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.
3. **Status of Committee**
   1. The OTG shall report to Council.
   2. The OTG is not authorised to make decisions other than in accordance with these terms of reference.
4. **Membership** 
   1. The OTG shall consist of 19 regional representatives and one academic representative. A Chair will be elected from these 20 representatives. A Deputy Chair will be elected by the OTG if the Chair deems it necessary to have a Deputy Chair during their tenure.
   2. The Chair shall be responsible for chairing meetings, liaising effectively with the committee manager, and ensuring the OTG meets the key progress indicators outlined in their annual workplan.
   3. Notice of forthcoming committee vacancies will be communicated by email to all resident doctors in the relevant regions.
   4. Eligibility
      1. Candidates for election must be resident doctors who hold the FRCOphth Part 1 examination. Candidates must be Fellows, Members or Trainee Affiliate Members in good standing.
   5. Method of Election
      1. Nominations will be accepted on a regional basis. Candidates for election may stand in one region only at any one time.
      2. Prospective candidates who put their name forward must be supported by two Fellows, Members or Affiliate Members holding the FRCOphth Part 1 examination.
   6. Method of Ballot
      1. An online ballot shall be held if more than one candidate has been nominated for a vacancy.
      2. Every resident doctor eligible to vote in the region will receive an email notice to vote online. The onus shall be on resident doctors to keep the College informed of change of email address or region.
      3. The candidate receiving the highest number of votes shall be declared the elected representative. In the event of candidates receiving an equal number of votes, a second ballot shall be held between the candidates who received the equal number of votes. Should this result in an equal number of votes, the Chair shall have a final casting vote.
   7. Officers and Committee Representatives
      1. The Chair and Deputy Chair will be elected from the OTG by the OTG and will serve for a period of two years following their election.
      2. Members of the OTG will be elected for a period of two years and are then eligible to extend for another year. If the OTG of that region is elected as Chair, then they shall continue for another two years representing their deanery. No person may serve for more than five years in total. Terms will commence on the date of their first OTG meeting.
      3. Due to the length of the training programme, it is not feasible to extend the standard OTG term of office beyond three years.
      4. Members must stand down within three months of taking up a consultant post, other non-training appointment or if they accept a post outside their region for a period exceeding twelve months.
5. **Meetings**
   1. The Committee will meet three times annually (either virtually or in person). Most of the work is expected to be undertaken in between meetings.
   2. Notices for meetings shall be given in writing (normally by email).
   3. The maximum permissible consecutive absences will be two meetings. Failure to achieve this may result in the removal of the OTG representative for that region and re-election of the post, at the discretion of the Chair. All meeting dates are made available well in advance, and all OTG members are expected to ensure that professional leave is booked as far in advance as possible.
   4. Meetings will be chaired by the Chair, or the Deputy Chair in their absence; in the absence of both, it will be chaired by a member decided upon by those present.
   5. Observers may attend meetings with the permission of the Chair.
6. **Quorum**
   1. All members are expected to attend meetings; however, the quorum is half the members plus one.
7. **Representation on College committees**
   1. The Chair shall attend meetings of the Trustee Board and Council.
   2. OTG representatives shall attend meetings of the Training Committee, the Examinations Committee and the Curriculum Subcommittee.
   3. OTG representatives shall sit on other committees and sub-committees deemed relevant to the resident doctors, and where training matters are discussed.
   4. Representatives shall serve on committees throughout their tenure, unless otherwise agreed with the Chair. It is permissible to send deputies where necessary.
8. **Reporting Requirements**
   1. The OTG shall keep the minutes of its meetings, and a copy of these minutes shall be sent to Council.
   2. The OTG 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 Council may, from time to time at their discretion, seek any further information from the OTG in relation to the discharge of its functions.
9. **Sustainability and inclusion**
   1. The OTG are committed to sustainable development as a guiding principle and promote best practice to make eye care more sustainable.
   2. Two of its three annual meetings are undertaken virtually to reduce the impact on the environment.
   3. Remote attendance allows flexibility to better accommodate members with family or work commitments.
   4. The OTG work with the College and its committees to remove barriers, enhance diversity and inclusion and value everyone’s opinions.
10. **Confidentiality** 
    1. All discussions and materials related to the selection process are considered confidential and should not be disclosed outside of the committee.
11. **Conflicts of Interest**
    1. All members must submit a declaration of interest form to the Chair. It is the responsibility of members to inform the Chair if a new conflict of interest arises.
12. **General**
    1. In accordance with the College’s policy, all correspondence and other dealings with professional and other organisations shall be prepared by College staff and shall have the approval of the President, Vice-President, Honorary Secretary or a Chair whose committee(s) cover the matter in question.
    2. College staff shall be responsible for the management and logistics of the OTG.
    3. No sponsorship shall be sought or accepted without the prior permission of the Honorary Secretary.
    4. No member may be paid or accept payment in cash or kind for work undertaken on behalf of the OTG.
    5. Expenses to attend OTG meetings and meetings of committees 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 Honorary Secretary, or executive officer.
    6. As a group set up within the College, and under the terms of its Charter, the OTG 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.
13. **Variation or Termination**

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

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