

### Part 2 Exams Subcommittee *–* Terms of Reference

1. **Purpose**

To develop and update examinations to test the delivery of Ophthalmic Specialist Training (OST). It is accountable to the Assessment Committee.

1. **Main Activities**
   1. To monitor the standards of ophthalmic examinations through a process of involvement in the PMETB process of quality assurance of examinations
   2. To ensure that, by facilitating the acquisition by ophthalmologists of appropriate knowledge, understanding, skills, values and attitudes, patients are treated by safe, competent doctors pursuing successful careers
   3. To sustain the high profile and renown of UK ophthalmic examinations internationally
   4. To commission and undertake the Filming of OSCE patient videos.
   5. To 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 Chair is authorised to make decisions in accordance with these terms of reference.
3. **Membership**
   1. The Part 2 Exams Subcommittee shall consist of a minimum of *40* members and a maximum of 50 members. All members will typically serve a 3 year term, with a further 3 years subject to confirmation.  Those members shall be:
   2. The Chair
   3. Deputy Chair
   4. Up to 48 Examiners
4. **Meetings**
   1. Meetings will take place twice a year on a hybrid basis. 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 two or more consecutive missed meetings, without due eason, 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, the Deputy Chair 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 the 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 Part 2 Exams Subcommittee shall keep minutes of its meetings and a copy of these minutes shall be sent promptly to the Assessment Committee

8.2. The Part 2 Exams 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 Part 2 Exams Subcommittee shall report 2 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**

The Chair is expected to complete and update regularly a declaration of interests. All other members are expected to declare any interests which may be (or which could reasonably be perceived by others to be) a conflict of interests in relation to matters under discussion in the committee, or when contributing to authorship of documents originating from the committee. Members should withdraw from any discussions where there might be a conflict, if appropriate.

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 Officeror 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 provide leadership and direction and 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 Officer.
   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 *3* years and shall remain in force until varied or revoked by the Board of Trustees.

**Date of publication**: February 2025

**Review date**: January 2027