### Picture 2

### **Scientific and Research Committee *–* Terms of Reference**

# Purpose

To promote science and research in ophthalmology and to actively promote excellence in patient care though evidence-based ophthalmology and the translation of research into innovation in clinical practice. The Scientific and Research Committee is responsible to the Trustee Board.

1. **Main activities**

## Science, research and innovation

### to ensure all ophthalmologists are equipped with skills and opportunities to contribute to research and to apply research findings to improve patient care, services

### Promoting equity of opportunities and embedding EDI principles in research e.g. via supporting the activities of BOSU, Eye, Training, and Education committees

### Supporting the dissemination of science, research, innovation and its translation into practice e.g. via the British Ophthalmological Surveillance Unit, RCOphth academic journal publications and other RCOphth educational activities,

### Horizon scanning for new technologies influencing clinical practice ophthalmology, advising the College on impact and proximity e.g. genomic medicine and artificial intelligence

### Advise Council on determination of the framework for scientific research in ophthalmology and visual science

### Promote ocular public health in line with RCOphth strategic objectives and operational plan

### Provide advice on relevant matters for the College and review and advise on College documents as appropriate.

## Ensuring advances and innovations in ophthalmology care are evidence based

### Advise NICE (National Institute of Health & Clinical Excellence) and other equivalent national bodies on technology appraisals and other guidance

1.1.9 Oversee the clinical guideline and concise practice point development from the RCOphth via the guidelines sub-committee

## Advancing academic ophthalmology as a subspecialty

### championing inclusion of the academic workforce in workforce planning liaising with cross College projects

### Assisting the development of and access to opportunities for academic ophthalmology training, adherence to national guidance on academic medicine and signposting to useful resources.

### Profiling academic ophthalmology externally through good working relationships with other academic institutions and funding bodies including UKRI, Welcome Trust, NIHR, Academy of Medical Sciences, and the Academy of Medical Royal Colleges.

### Support the RCOphth to advocate for funds to support high quality ophthalmology and related research, and research training in ophthalmology

### Promoting academic education, research, and innovation in ophthalmology by influencing and advocating for research funding and support for academic communities and research networks

### Assist the awards sub-committee with judging research related awards and scholarships

# Status of the committee

The Scientific and Research Committee is a Standing Committee, and the following Committees report to it:

* British Ophthalmological Surveillance Unit
* Clinical Guidelines
* Eye Editorial Board
* Paediatric

# Membership

The Committee comprises up to 15 members. All members serve a 3 year term, with a further 3 years subject to confirmation. Those members shall be:

* Chair
* Editor in Chief of Eye
* Editor in Chief of Eye Open
* British Ophthalmological Surveillance Unit Committee member/chair
* Paediatric Sub-committee members/chair
* Ophthalmologists in Training Group Representative
* Lay Person (nominated by the College’s Lay Advisory Group)
* Representative of the SAS grade (nominated by the SAS Group)
* Further Members with expertise relevant to the Committee’s TOR
1. **Meetings**

### The Committee shall meet at least 3 times a year; participation may be via teleconference or audio video. It is not permissible to send deputies or representatives. The majority of work is expected to be undertaken in-between meetings

### Notices of meetings shall be given in writing/email.

### Repeated absence (3 or more missed meetings) will result in removal from the Committee, subject to review by the Chair

### 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

### Decisions will generally be reached by consensus. Where it is necessary to vote, the decision will be determined by a simple majority of votes cast at a meeting with each trustee having one vote. In case of an equality of votes, the Chair of the meeting shall have a casting vote

# Quorum

All members of the Committee are expected to attend meetings; however the quorum is half the Committee membership plus one.

# Representation on College Committees

* 1. The Chair shall also attend meetings of the Trustee Board and Council. Members will attend other Committees and/or subcommittees as needed
	2. Representatives shall serve on committees throughout their tenure, unless otherwise agreed with the Chair. It is permissible to send deputies where necessary

# Reporting requirements

# 8.1. The Scientific and Research Committee shall keep minutes of its meetings and a copy of these minutes shall be sent promptly to the Board of Trustees.

# 8.2. The Scientific and Research Committee 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 Scientific and Research Committee shall report annually Board of Trustees.

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

# Confidentiality

All discussions and materials related to the Committee are considered confidential and should not be disclosed outside of the Committee members without the approval of the Chair.

# Conflicts of Interest

### 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.

### Members with a direct or perceived conflict of interest shall recuse themselves from any discussions where there might be a conflict.

# General

### 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.

### College staff shall be responsible for the management and logistics of the Committee.

### No sponsorship shall be sought or accepted without the prior permission of the Honorary Secretary.

### No member may be paid or accept payment in cash or kind for work undertaken on behalf of the Committee.

### Expenses to attend committee 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 Honorary Secretary, or executive officer.

### Under the terms of its Charter, the Trustee Board 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.

### 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.

# Variation or Termination

These terms of reference shall remain in force until varied or revoked by the Trustee Board.

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