

**Skills and Simulation Subcommittee – Terms of Reference**

1. **Purpose**

The purpose of the Skills and Simulation Subcommittee is to maintain an overview of the skills and simulation activities across the UK. It is responsible for ensuring that these are promoted and carried out across the UK. It is accountable to the Training Committee.

1. **Main Activities**
   1. Annually review skills and simulation activities and their delivery in the UKby liaising with all leads across the UK
   2. Promote skills, simulation and their supportby liaising with the network of leads and trainee champions
   3. Evaluate and disseminate new forms of and best practice in skills and simulation via different networks
   4. Guide skills and simulation training in accordance with the curriculumby liaising with all leads across the UK
   5. 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
   6. Promote the design and delivery of sustainable eyecare as part of the committee’s activities
2. **Status of Committee**
   1. The Subcommittee is not authorised to make decisions other than in accordance with these terms of reference.
   2. The Subcommittee is a subcommittee.
3. **Membership**
   1. The Subcommittee shall consist of a minimum of 10 members and a maximum of 13. All members serve a 3 year term, with a further 3 years subject to confirmation. Those members shall be:
      1. Chair
      2. Skills/Simulation Lead
      3. Chair of the Training Committee
      4. Representative of Ophthalmologists in Training Group (OTG)
      5. One member from a range of deaneries across the UK (Head of School /Training Programme Director
      6. Two members of the Skills/Simulation Faculty
      7. Simulation champions

Others may be invited from time to time to support discussion on specific items of interest.

The Chair shall be responsible for chairing meetings, liaising effectively with the Skills Co-ordinator and ensuring the Subcommittee 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 2 or more missed meetings and/or inability to contribute to the work of the Sub-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 core 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 Training 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
   1. The Subcommittee shall keep minutes of its meetings and a copy of these minutes shall be sent promptly to Training Committee
   2. The 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.
   3. The Training Committee may, from time to time at their discretion seek any further information in relation to the discharge of its functions.

**9. 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.

**10. 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.

**11. General**

11.1. 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.

11.2. The operational management of the Subcommittee, and any work arising from it, are the responsibility of College staff; the role of members is to advise and provide a wider perspective.

11.3. No sponsorship shall be sought or accepted without the involvement and agreement of the Partnerships and Sponsorship Manager or the Chief Executive.

11.4. No member may be paid or accept payment in cash or kind for work undertaken on behalf of the Subcommittee without the prior approval of the President, Vice President, Honorary Treasurer, Honorary Secretary, or Chief Executive officer.

11.5. 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.

11.6. As a group set up within the College, and under the terms of its Charter, the Sub-Committee 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.

**12. 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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