September 2026

Closing date: Friday 23 October

Chair for the Management of Central serous chorioretinopathy (CSCR) Clinical Guideline Development Group

Role description and person specification

The Chair will work in collaboration with guideline staff at the Royal College of Ophthalmologists (RCOphth) and members of the Guideline Development Group (GDG) over a period of approximately 18 months to lead the development of a clinical guideline on the management of central serous chorioretinopathy (CSCR) on behalf of RCOphth. This is an opportunity to play a leading role in developing evidence-based guidance that will support high-quality clinical practice and patient care.

The Chair may be a specialist in CSCR, but this is not essential, as specialist expertise will be provided by members of the GDG. The Chair should be an effective and inclusive leader, able to bring together different professional perspectives, encourage all members to contribute fully and facilitate consensus where views differ. They should be confident in managing professional differences or challenges through constructive discussion and careful negotiation.

The Chair will ensure that the work of the GDG is undertaken in accordance with the guideline development process outlined in the RCOphth Clinical Guidance Manual.

Summary

Responsibilities

The Chair will be supported by guideline development staff at the RCOphth who are responsible for the overall project management, organisation of GDG meetings, organising and carrying out evidence reviews.

General

- Attend all GDG meetings (virtual or in-person)
- Ensure deadlines and timetables are met in conjunction with the College guideline staff.
- Future College guidelines will be published in the Eye Journal. Following publication the chair should promote the guideline and undertake activities to promote its implementation, such as talking at College Congress and other professional meetings.

Guideline set-up

- Uphold and engage with the College values throughout the process
- Advise on the composition and membership of the GDG
- Participate in the selection of GDG members
- Agree the detailed work plan for the guideline development project
- Work with the College guideline staff and external stakeholders to develop the scope of the guideline.
- Chairing GDG meetings
- Help prepare the agenda and plan the GDG meetings
- Ask for Declarations of Interests from members at each meeting, identify any conflicts and handle these as they arise in line with RCOphth's policy (copy available on request).
- Ensure that the committee meetings achieve their aims by keeping to the agenda.
- Facilitate discussion at GDG meetings about guideline development and writing of recommendations, within the agreed scope.
- Involve all GDG members in discussion and decisions and encourage all members to express their views.
- Assist in resolving concerns or disagreements between GDG members.
- Sign-off all minutes once approved by the GDG.

Developing recommendations and drafting the guidelines

- Work with the GDG and the College guideline staff as required between meetings to identify key issues, formulate clinical questions for review, review evidence tables, and draft recommendations.
- Work with the College guideline staff and GDG on writing and editing drafts of the guideline and take responsibility for approving the drafts of the guideline
- Advise on responding to stakeholder comments on the draft guideline
- Check the draft clinical audit criteria and implementation tools as required.

Personal requirements

REQUIREMENT	ESSENTIAL
An associate, affiliate, member or fellow of the RCOphth with a demonstrable interest in management of CSCR and the provision of care for patients	Yes
Proven interest and experience of chairing committees to achieve specific goal.	Yes
A high level of personal credibility within the profession	Yes
Excellent communication, diplomacy, influencing and leadership skills	Yes
Up to date Equality and Diversity training	Yes
Experience of developing evidence based guidelines or an understanding evidence grading	Preferable
IT skills (proficient in Word and Excel as a minimum)	Preferable

Conflicts of interest

When the interest of a member conflicts, or appears to conflict, with the interest of the College, this must be declared.

General

In accordance with College policy, all correspondence and other dealings with professional and other organisations will be prepared within the College by College staff.

No sponsorship may be sought or accepted without prior permission of the Honorary Treasurer.

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

Key working relationships will be with:
The Chairman of the Scientific Committee
Chair of the Guideline Oversight Group
BOSU and Guidelines Manager

Conditions
The GDG Chair will be reimbursed for reasonable expenses incurred through attending GDG and other guideline meetings.