



The ROYAL COLLEGE of  
OPHTHALMOLOGISTS

# Chair for Commissioning Emergency Eye Care Services Guidance Development Group

## Role description and person specification

**Responsible to:** Chair of the Professional Standards Committee

**Date Agreed:** 12 August 2016

The Chair will work in collaboration with the staff of The Royal College of Ophthalmologists (RCOphth) and members of the guidance development group (GDG) over a period of approximately 12 months to produce guidance on commissioning emergency eye care services on behalf of the RCOphth.

The Chair should have a special interest in the provision of emergency eye care services in the NHS. They should however, be sensitive to pre-existing inter-professional tensions and hierarchies and ensure that all members of the group feel able to contribute fully to the guideline development process. The Chair must be prepared to overcome potentially serious difficulties by careful negotiation. The Chair must ensure that the GDG work is in accordance with the guidance development process outlined in the NICE accredited RCOphth Process Manual.

This description should be considered in conjunction with the RCOphth [Commissioning Guidance Process Manual](#) and the [conflicts of interest policy](#).

### Summary

#### Responsibilities

The Chair will be supported by staff at the RCOphth who are responsible for the overall project management, organisation of GDG meetings, advice on relevant literature search, research and evidence reviews. Resources for the literature search will be provided by the College. The Chair should be prepared to contribute to the review of the search results.

#### General

- Attend all GDG meetings.
- Ensure deadlines and timetables are met in conjunction with the College staff.
- Promote the guidance after publication and undertake activities to promote its implementation, such as talking at College Congress and other professional meetings and consider publishing guideline-related articles in suitable journals

#### Guideline set-up

- Advise on the composition and membership of the GDG
- Participate in the selection of GDG members
- Agree the detailed work plan for the guidance development project

- Work with the College staff and external stakeholders to develop the scope of the guidance
- 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 [policy](#)
- Ensure that the GDG meetings achieve their aims by keeping to the agenda
- Facilitate discussion at GDG meetings about guidance 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 g staff as required between meetings to identify key issues, formulate clinical questions for review, review evidence tables, and draft recommendations
- Work with the College 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

#### **Personal Requirements**

<b>REQUIREMENT</b>	<b>ESSENTIAL</b>
Ophthalmologist with a current substantive NHS appointment of at least 3 years' standing and Membership or Fellowship of the RCOphth	Yes
Proven experience of chairing committees to achieve specific goal.	Yes
Interest in eye casualty or primary care ophthalmology	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
IT skills (proficient in Word and Excel as a minimum)	Yes

#### **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 Professional Standards Committee

The Head of Professional Support

**Conditions**

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