

## **Refractive Surgery Standards Reference Group Terms of Reference**

### **1. PURPOSE:**

- To provide an independent review of draft outputs from the Refractive Surgery Standards Working Group which are intended for publication by the College e.g. In terms of the specific considerations:
  - comprehensiveness and applicability of the guidance
    - content and clarity of the guidance and its suitability to different environments
    - looks straightforward and usable by service providers and service users.
  - interpretation of the evidence available to support its recommendations
  - likely impact on patient groups affected by the guidance
  - likely impact / ability of service providers to implement the recommendations
  - does the publication achieve its intended aim

### **2. MEMBERSHIP**

Subject to completion of a conflict of interest declaration form and confidentiality agreement, and at the discretion of the College's Honorary Secretary, the Reference Group will comprise of College Members practising in the field of refractive surgery who accepted an invitation based on their applications for involvement in setting refractive surgery standards at the College but who are not part of the Refractive Standards Working Group.

### **3. ACCOUNTABILITY**

Group members are accountable to the Chair of the College Professional Standards Committee.

### **4. REVIEW**

The Working Group plans to complete its task by 31<sup>st</sup> December 2016 and therefore the Reference Group will also be disbanded at this stage.

### **5. WORKING METHODS/WAYS OF WORKING**

Reference Group work will be completed via electronic communication and review of documentation on a standards template form to be submitted to Chairman of Professional Standards within 2 weeks of date of issue.

Secretariat will be provided by the Professional Standards Department at the College.

### **6. CONFLICTS OF INTEREST**

All Group members are to complete and update regularly a declaration of interests. Members are required 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 guidance and policy statements originating from the Refractive Surgery Standards Working Group.

## **7. SHARING OF INFORMATION AND RESOURCES**

Information circulated to support the work of the Reference Group should be used for this purpose only and should not be circulated or discussed outside of the Reference Group without agreement of the Chair of the Professional Standards Committee or other College Officer as appropriate.

### **General**

Membership of the Group can be terminated for repeated non-engagement or failure to disclose a relevant conflict of interest.

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

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

Ordinarily no member may be paid or accept payment in cash or kind for work undertaken on behalf of the College or the Committee. However if this is necessary, under exceptional circumstances, it should be discussed in advance with the Honorary Treasurer and Chairman of the Professional Standards Committee.

**NB: Escalation:** Any disagreements or disputes relating this project, they should initially be raised to the Head of Professional Standards and the Chairman of Professional Standards. Where resolution is not possible or may impact the project deliverables it must be raised with the Professional Standards Committee. Where resolution through discussion, debate or compromise cannot be found the Chair of Professional Standards will ultimately raise this with the College Trustees.