

National Age-related Macular Degeneration Audit Advisory Group Terms of Reference

Role of the Group

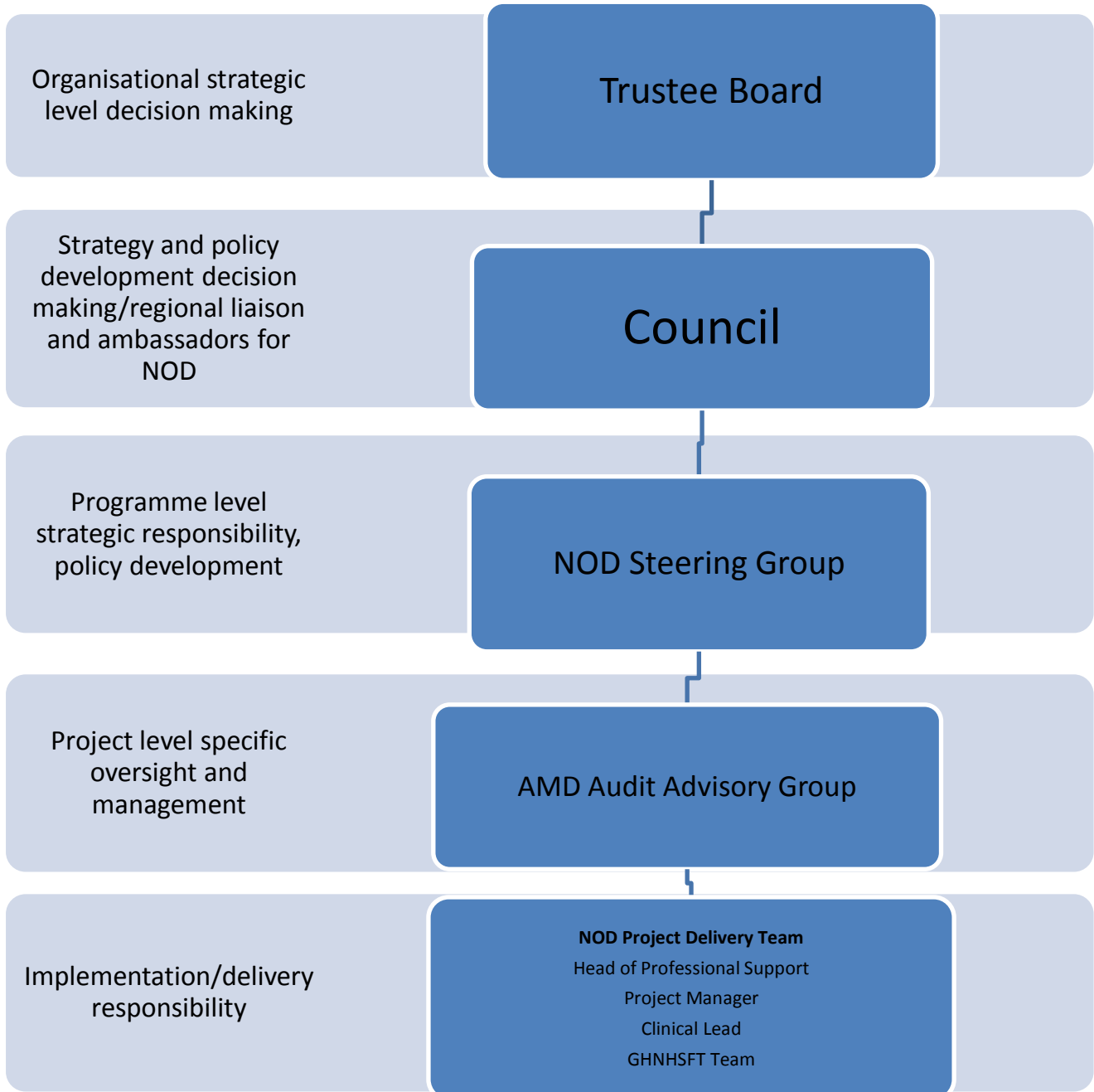
The Group is responsible for the oversight and management of the National Ophthalmology Audit Database (NOD) Age-related Macular Degeneration (AMD) Audit. This includes:

- Scrutiny of the national AMD Audit's progress against agreed milestones and deliverables with reporting to the NOD Steering Group.
- Monitor project activity against milestones and deliverable outputs in accordance with the agreed project plan
- Promote effective communication of the Project's goals and progress via liaison with stakeholder groups to raise awareness of the project.
- Advise the NOD Steering Group on new development opportunities for the national AMD Audit.
- Advise on and approve the project communications plan.
- Advise on the most appropriate audit outcomes to be placed on the outwardly facing RCOphth NOD website and made available to participating AMD treatment centres, commissioners and the public.
- Approve reports for presentation on the NOD website and advise on potential additional reports or analysis either requested by third parties or for RCOphth development of the NOD.
- Review the high-level project risks and issues (escalated risks and issues), and approve their planned mitigation, management or corrective action.
- Act as a point of resolution for issues that cannot be resolved by the NOD Project Delivery Team. Items that cannot be resolved by the Group will be escalated in line with an agreed Escalation Process.
- Adjudicate or endorse any resolutions proposed to issues escalated from the Project Delivery Team.
- Advise and assist in the delivery all engagement plans and activities where necessary.

N.B: Escalation: Any disagreements or disputes relating to this project, should initially be raised to and addressed by the AMD Audit Project Manager. Where resolution is not possible or may impact the project deliverables, they must be raised with the Project Delivery Team, and then the Clinical Lead and Management Group. Where resolution through discussion, debate or compromise cannot be found, the Management Group should escalate the problem to the Steering Group and ultimately to College Board of Trustees.

Accountability

The AMD Audit Advisory Group will be formed as a 'work group' of the NOD Steering Group, reporting to the Steering Group and, through the Steering Group, ultimately to the Trustee Board. The RCOphth Trustee Board will take ultimate responsibility for the RCOphth NOD.



Membership of the Advisory Group

Chair: RCOphth Clinical Lead for the national AMD Audit

Membership:

1. An independent statistician with AMD - Ophthalmic Statistics Group
2. A representative from each of the following:
 - The Macular Society or appropriate patient group
 - The RCOphth Lay Advisory Group
3. A representative from The College of Optometrists
4. RCOphth representatives:
 - 4 ophthalmologists who regularly perform or supervise treatment for neovascular AMD (may practice in the NHS or the independent sector in any UK country)
5. Other representatives will be co-opted as needed and appropriate, including:
 - The National Cataract Audit Specialist Adviser (outgoing chair).
 - Ophthalmic nursing representative
 - Representatives from relevant EMR providers (e.g. Medisoft and OpenEyes)
 - Representatives from NHS Transformation
 - Representatives from commercial and non-commercial funding bodies

Advisory Group members are responsible for reading all circulated documentation prior to meetings and bringing all necessary materials.

Term of office:

All representatives are appointed for a three-year period, renewable once (maximum 6 years). It is expected that there will not be more than one half day of online or face-to-face meetings every quarter per year. Dial-in facilities can be provided for members unable to attend in person. Other communication regarding any specific matters for review and agreement will take place via email.

All College officers and individuals sitting on, or contributing to, committees should make an annual declaration of interest covering both the present and the preceding three years. Please refer to the Conflict of Interest Policy: <https://www.rcophth.ac.uk/about/governance/policies>

Version Number	Description	Date Modified	Author
1.0	Draft AMD Audit Advisory Group Terms of Reference	22/06/2020	Beth Barnes
1.1	Revised following comments from Beth Barnes, John Sparrow, Martin McKibbin	21/09/2020	Lynne Sander
1.2	Revised following feedback and approval from the Executive Committee	30/09/2020	Lynne Sander
Reviewed by	Executive Committee	Agreed Date	30/09/2020