

# National Cataract Audit Advisory Group Terms of Reference

## Role of the Group

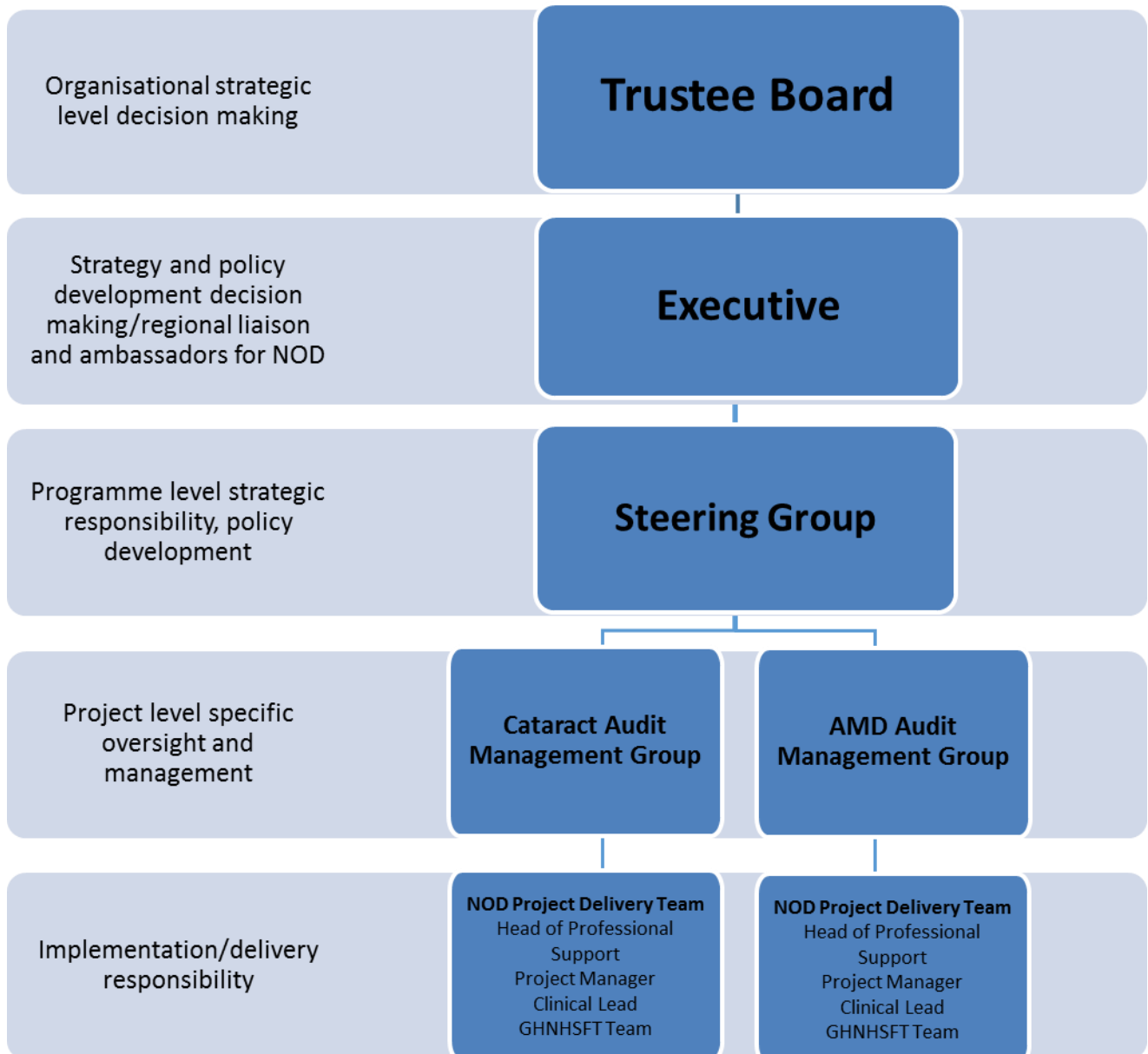
The Group is responsible for the oversight and management of the National Ophthalmology Audit Database (NOD) National Cataract Audit. This includes:

- Regular scrutiny of the national cataract audit's progress against agreed deliverables and reporting progress to the NOD Steering Group.
- Monitor project activity against milestones and deliverable outputs in accordance with the agreed project plan
- Provide leadership and commitment to the project, promoting 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 cataract audit.
- Advise on and approve the project communications plan.
- Advise on the types of audit results to be placed on the outwardly facing RCOphth NOD website for the public, centres and surgeons.
- Approve reports for presentation on the web site or annual report 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 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.

**NB: Escalation:** Any disagreements or disputes relating to this project should initially be raised to and addressed by the Project Manager. Where resolution is not possible or may impact the project deliverables it 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 Cataract 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 Cataract Audit

Membership:

1. An independent statistician
2. A representative from each of the following:
  - The Royal National Institute of Blind People (RNIB) or appropriate patient group
  - The RCOphth Lay Advisory Group
  - National Quality Improvement Network (incl. Clinical Audit) (N-QI-CAN) – Networking and Sharing Forum (NNSF) for the collaboration and sharing of Clinical Audit and other Quality Improvement resources
3. A representative from The College of Optometrists
4. RCOphth representatives:
  - 4 ophthalmologists who regularly perform cataract surgery (may practice in the NHS or the independent sector in any UK country)
5. Other representatives will be co-opted as appropriate, including the National Cataract Audit Specialist Adviser (outgoing chair).

Advisory Group members are responsible for reading all circulated documentation prior to the meeting and bring all necessary materials to the meeting.

### 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 RCOphth Declaration of Interest Policy and Form: [RCOphth Declaration of Interest Form 2019](#).

<b>Version Number</b>	<b>Description</b>	<b>Date Modified</b>	<b>Author</b>
1.1	Draft Cataract Audit Advisory Group Terms of Reference	06/08/2019	Beth Barnes
1.2	Revised following comments from John Sparrow, Kathy Evans, Mike Burdon and Lynne Sander	19/08/2019	Beth Barnes
1.3	Revised following comments from John Sparrow, Kathy Evans, Mike Burdon and Lynne Sander	15/01/2020	Beth Barnes
1.4	Revised Accountability graphic, updated to include Declaration of Interest Policy and NQICAN Forum	06/04/2021	Martina Olaitan
<b>Reviewed by</b>		<b>Agreed Date</b>	