

## Quality and Standards - Medicines, Devices and Safety Lead

### Volunteer opportunity

**Name of position:** Quality and Standards Medicines, Devices and Safety Lead

**Start date:** 1 March 2025

**Term:** 3 year (renewable for 3 years)

**Time commitment:** Rarely more than an hour per week on emails.

**Number of vacancies:** 1

**Meetings:**

- The Quality and Standards Committee meets three times a year; attendance at minimum 1 meeting per year is required; non attended meetings require a short submission summarising work and issues since the last committee.
- Ad hoc meetings: e.g. meetings with other officers or College members of staff, liaison with other bodies. These are infrequent and can normally be arranged at times to suit the post holder. The College encourages the use of telephone conferencing wherever possible and appropriate and will arrange this on request.
- It is possible to conduct virtually all business between scheduled meetings electronically and remotely. Correspondence arriving by post at the College for the MDS Lead's attention can be scanned and forwarded electronically.

**Contact:** Jonathan Baker, Quality improvement Manager [jonathan.baker@rcophth.ac.uk](mailto:jonathan.baker@rcophth.ac.uk)

**About the position**

The Medicines, Devices and Safety (MDS) Lead will join the College's Quality and Standards committee and will support the provision of safe ophthalmic care. This role will be responsible for the College's responses to medicine, device, and patient safety issues which arise. The role is closely supported by the Professional Support department of the College and will have significant impact in ensuring that safe ophthalmic care is provided in the UK.

This work will include:

- Reactive response to medicine, device, and safety issues which arise
- Considering implications of medicine, device and safety issues on members and patients
- Evaluating benefit and risks of actions taken by the RCOphth and recommendations given to regulators.
- Developing communications to members on medicine, device, and safety issues
- Providing soft intelligence of supply and safety issues to the RCOphth

**Criteria for position**

| REQUIREMENT  | ESSENTIAL | DESIRABLE |
|--|-----------|-----------|
| Substantive Consultant Ophthalmologist or Specialty Doctor of at least 3 years' standing and Membership or Fellowship of the RCOphth | Yes       |           |
| Demonstrable interest in safety issues   | Yes       |           |
| Up to date Equality and Diversity training   | Yes       |           |
| A high level of personal credibility within the profession   | Yes       |           |



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|  |     |     |
|--|-----|-----|
|  |     |     |
| Excellent communication and leadership skills                    | Yes |     |
| IT skills (proficient in Word and Excel)                         | Yes |     |
| An understanding of medicine regulation                          |     | Yes |
| Established connections with pharmaceutical and device providers |     | Yes |
| Demonstratable knowledge of the safety mechanisms within the NHS |     | Yes |
| Understanding of regulators involved in UK healthcare            |     | Yes |

### **Benefits**

This role will allow applicants to gain insight into how the College works to ensure patient safety with minimal impact to their clinical work. Their work will directly impact the safety of patients and develop experience of working with key stakeholders in the field.

### **How to apply**

To apply for this exciting opportunity, please complete the [volunteer application form](#) and include your CV.

Please feel free to email Jonathan Baker at [jonathan.baker@rcophth.ac.uk](mailto:jonathan.baker@rcophth.ac.uk) if you have any questions.

All eligible individuals will be contacted via email. Shortlisted applicants will be asked to attend an online interview.

## Quality and Standards Committee

### Terms of Reference

#### **Purpose / aims**

1. Set standards of safe and high quality ophthalmic care.
2. Liaise externally to ensure College standards and guidance have considered the views of relevant stakeholders and non-College standards and guidance have considered the views of the College and its members.
3. To communicate key standards to ophthalmologists and all those involved in the widest sense in ophthalmic healthcare and work to ensure they are utilised and upheld.
4. To support professionals and relevant stakeholders to deliver high quality ophthalmology services which achieve College and national standards
5. To highlight and act to effect or support change where standards are not being met

#### **Functions/delivery of aims**

1. Produce and disseminate up to date standards and guidance, and support other organisations in producing their own relevant standards and guidance, in the areas of:
  - a. ophthalmic and eye care service delivery
  - b. care for specific groups of disorders or for specific groups of patients
  - c. non-clinical /professional areas of ophthalmic service such as leadership and management, revalidation etc.
2. Maintain active links and communication with key stakeholders including patients, other professions (clinical, managerial, commissioner) and national bodies such as healthcare regulators, to ensure appropriate College input into ophthalmic-relevant external guidance and regulatory activities, and to ensure College guidance is appropriately consulted.
3. Actively support commissioners, providers and professionals to follow College and other key standards, and provide advice on relevant standards, how to implement them and how to assess adherence.
4. Issue clinical practice support documents on eye conditions or treatments, working with the Scientific Committee where relevant. Such documents do not have the status or authority of full NICE-level guidelines.
5. Provide advice to providers or commissioners of ophthalmology services where external advice is sought for proactive quality assurance or quality improvement, or where something has gone wrong with a clinical service, where concerns have been raised about the clinical care provided by an ophthalmologist, or where an eye department is in dispute with its host trust. Although the College has no statutory right to inspect or accredit clinical services, it aims to provide rapid, high quality specialist advice when requested to do so.

6. Raise awareness and advise on potential actions, where evidence emerges of issues which may cause poor standards or quality of care.

### **Composition**

- Chair
- Chairs of subcommittees and working groups that report to the Quality and Standards Committee
- Representatives that report to the Quality and Standards Committee
- Ophthalmologist in Training Representative (nominated by the OTG)
- Council Member(s)/Regional Representative(s) by agreement and whilst on Council
- Other members can be drawn from College membership based on the demonstration of skills or knowledge that would be of value to the group at discretion of the Chair
- SAS Representative (nominated by the SAS Group)
- Lay Representative (nomination by the Lay Advisory Group)
- Academic and Research Sub-committee Representative (nominated by the Academic and Research SUB-Committee)
- Other College Officers may attend any committee, subcommittee or group

Members will generally serve for a period of three years, renewable once.

### **Reporting groups**

- Advisory Appointments Committees (AAC) and Job Planning Sub-Committee
- Paediatric Sub-committee
- Informatics and Audit Sub-committee
- Quality and Safety Group
- Healthcare Resource Group

### **Reporting representatives**

- Chair of Review Service
- Clinical Leadership
- Revalidation
- GIRFT Link Officer
- Diabetic Eye Screening Programme (DESP)
- UKOA
- Research

Other groups or representatives may report for time limited purposes or ad hoc e.g. Refractive Surgery Standards Group, Learning Disabilities advisor, British Standards Institute Ophthalmic Instruments Committee advisor. Members of the QSC may act as representatives for certain external meetings and report ad hoc e.g. AoMRC consultant to consultant referral group, ophthalmology / ENT CRG representatives.

### **Chair**

The Chair will be appointed by an open application process. All UK based College members who hold a substantive NHS consultant or SAS post are eligible to apply.  
*Term – 4 years (non-renewable)*

### **Reporting and Committee Membership**

The Committee shall report to the College Council.

### **Process**

The committee will meet three times a year. Topics may be discussed by email in between meetings. Members are expected to read the meeting papers in advance of the meeting and these will be sent one to two weeks before by email and may include several enclosures.

The content of meeting will be minuted by a member of the College staff and will be placed before the next Council.

To promote free and open debate the discussions in meetings should be regarded as confidential. The minutes of meetings are a matter of record.

### **Key external relationships**

- Department of Health
- NHS Improvement
- NHS England
- Academy of the Medical Royal Colleges (AoMRC)
- Individual Medical Royal Colleges
- General Medical Council (GMC)
- General Optical Council (GOC)
- Organisations representing other eye care professions e.g. College of Optometrists, Association of Optometrists, Association of Health Professionals in Ophthalmology (AHPO), BIOS
- Care Quality Commission (CQC)
- National Institute for Health and Clinical Excellence (NICE)
- Practitioner Performance Advice (formerly NCAS)
- Medicines and Healthcare products Regulatory Agency (MHRA)
- Voluntary or charitable organisations with an interest in eye care
- Ophthalmology Clinical Reference Group (CRG)
- Clinical Council for Eye Health
- Commissioners
- British Standards Institute (BSI)

### **Conflicts of interest**

The Chair is expected to complete and update regularly a declaration of interests. All other members are expected 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

documents originating from the committee. Members should withdraw from any discussions where there might be a conflict, if appropriate.

### **Quorum**

The quorum of the Quality and Standards Committee shall be 6 members.

### **Voting**

Decisions will generally be reached by consensus. Where it is necessary to vote, the decision will be carried by a simple majority and the Chair may choose to have the casting vote.

### **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 or copies sent to College staff. Where appropriate, copies of correspondences will be sent to the chair of the relevant committee which covers the matter in question for comment and information.

Membership of the committee shall be terminated if there is repeated non-attendance at meetings.

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 subcommittee or the College. However, if this is necessary, under exceptional circumstances, it should be discussed in advance with the Honorary Treasurer and Chair of Quality and Standards. Expenses to attend group meetings and committee meetings at the College will be met at the usual College rates. Expenses for all other meetings will only be paid with the prior approval of the Honorary Treasurer or the Chief Executive.

The Quality and Standards Committee shall abide by the Charter, Ordinances and Bye-laws of the College.

Author: Bill Newman, Beth Barnes, Jonathan Baker

Date: 07 October 2022

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