



Review of the Guidance for Professional Practice 2023

GfPP23 Group Terms of reference

Background

1. Over 16,000 optometrists benefit from The College of Optometrists' Guidance for Professional Practice (GfPP), which is available to all optometrists in the UK. It is recognised as the definitive source of good practice for optometry in the optical sector, by clinicians, patients, stakeholders and health systems.
2. The GfPP is to be used in conjunction with The General Optical Council's Standards of Practice. The main purpose of the GfPP is to support optometrists in reaching those standards across the UK and to enable good practice and better eye care for all.

Working group name

3. The committee shall be named the "Guidance for Professional Practice 2023 Review Group" and abbreviated to "GfPP23 Group."

Purpose of the Review

4. The Guidance for Professional Practice undergoes a comprehensive review and re-publication every three years. The next edition of the Guidance is due to be published in November 2023.
5. This process ensures that the content of Guidance for Professional Practice is of practical use for optometrists, that it is up-to-date, and that it is easy to search and to understand.
6. The aims of this review are to:
 - a. Review the contents of our guidance to ensure it is evidence-based, that it reflects good practice and is up-to-date.
 - b. Set the guidance out in a clear and accessible way.
 - c. Ensure that optometrists value and use the guidance, and that others with an interest in good optometric practice can also use it for the benefit of the general public.

Purpose of the GfPP23 Group

7. The purpose of the GfPP23 Group is to ensure that the revised guidance is:
 - a. Accurate and evidence-based



- b. Relevant and reflective of the UK's different national health systems
- c. Produced in line with current good practice
- d. Enabling of innovation and advancement of in the delivery of eye care
- e. Clear
- f. Accessible
- g. Valued by optometrists and others with an interest in good optometric practice

Main Duties

8. To:
 - a. Oversee the development of the revised guidance
 - b. Review and comment on the content, structure and format of the revised guidance, including in the light of the outcome of any consultations
 - c. Make recommendations on the final content to the College's Education and Standards Committee for approval.

Working Arrangements

9. The GfPP23 Group will meet at key points during the review process to discuss the outcome of consultations and literature research, in order to progress the work to the next stage.
10. Meetings will be held virtually using MS Teams.
11. Additional review and comments will be required by email and/or in shared documents between meetings.
12. In case of disagreement on content, the final decision will be made by the Education and Standards Committee.
13. The GfPP23 Group will report to the Education and Standards Committee via the chair, supported by the College's Lead Clinical Adviser.
14. The Education and Standards Committee will make the final decisions about the content, format and structure of the guidance and the resulting guidelines.

Membership

15. Membership will consist of 16 members:
 - a. A member of the College Lay Panel, who shall chair the committee



- b. Four College Council members
- c. Representative from the GOC
- d. Representative from the AOP
- e. Representative from FODO
- f. Representative from ABDO
- g. A representative from each of the devolved nations
- h. A representative from the College's Patient & Public Reference Group
- i. One early career optometrist
- j. The College's Lead Clinical Adviser

16. The committee will be supported by College staff including its clinical advisers and a Coordinator. Other College staff may attend meetings as observers.

17. The GfPP23 Group will be disbanded once the revised guidance has been published.

Deliverables

18. Ongoing expert opinion, review and a recommendation of changes to the content of the Guidance for Professional Practice.

19. The updated Guidance for Professional Practice will be approved by the Education and Standards Committee and digitally published by the end of 2023.

Quorum

20. The quorum shall be any half of the members of the Committee (rounded up to a whole number), including at least 2 College Council members.

Reporting

21. Each virtual meeting will be digitally recorded for the purpose of minute taking and the recording destroyed when the group is disbanded.

22. Minutes of each meeting shall be recorded and shared with the group. Minutes will be available to the Education and Standards Committee on request.



23. The Lead Clinical Adviser will update the Education and Standards Committee on progress at its regular meetings, and between meetings will highlight any disagreements requiring their input, if necessary.

Commitment

24. There will be six virtual meetings held between February and November 2023. Each meeting will be up to 90 minutes duration.
25. All meeting dates will be shared at the start of the review and will only be changed in exceptional circumstances. If a meeting date is changed, the College will endeavour to give six weeks' notice.
26. Each member should endeavour to attend all meetings. A deputy may attend if an organisational representative is unavailable.
27. Members are expected to give their apologies in advance of any meetings they cannot attend.
28. If a member has not attended two meetings in a row, they will be asked if they are able to continue on the group or need to step down. If a member steps down, a suitable alternative representative will be invited on to the group.
29. As a broad steer, each member should allow at least an hour to prepare for each meeting, and around twelve hours for reading and research during the review period. Total time commitment approximately 30 hours over six months, 5 hours a month including attending meetings.

Fees and Expenses

30. As meetings will be held virtually, we do not anticipate members will occur travel or subsistence expenses. Should a face-to-face meeting be agreed to be beneficial, the College's normal travel and subsistence expense approval and reimbursement procedures will apply.
31. There is no reimbursement for work and time committed outside the meetings. Patient and public reference group representatives do receive a stipend as per College policy.
32. Credit will be given to all those involved in the GfPP23 Group upon publication.