

Clinical Management Guideline (CMG) Review Group

Terms of reference

Purpose of the CMG Review Group

1. The purpose of the Group is to ensure that The College of Optometrists' clinical management guidelines (CMGs) are:
 - a) evidence-based
 - b) accurate
 - c) relevant
 - d) produced in line with good practice
 - e) clear
 - f) accessible
 - g) valued by independent prescribers and other optometrists with an interest in good optometric practice.

In total, the College currently has 62 CMGs which are reviewed every two years for clinical accuracy.

Membership

2. Membership will include specialists with a range of expertise from across the UK, including:
 - a) 3 primary care optometrists (at least two who are independent prescribers)
 - b) 3 Hospital optometrists (at least two who are independent prescribers)
 - c) 1 ophthalmic pharmacist
 - d) 3 ophthalmologists
 - e) Optometric representative from the General Optical Council
 - f) Representative from a higher education institution who provides an Independent Prescribing course
3. Members should be able to:
 - a) commit to reviewing an estimated 30 draft CMGs over the course of the year;
 - b) communicate their views clearly and with respect for other people's views;
 - c) Keep all draft documentation shared as confidential and not share with anyone outside of the CMG Review Group.

Main Duties

4. In total, the College currently has 62 CMGs which are reviewed every two years for clinical accuracy. The CMG Review Group will contribute to the review of the

revised CMGs drafted by the College's CMG Writing Group and make recommendations on matters relating to:

- a) The purpose, scope and content of each CMG
- b) The clarity and presentation of each CMG
- c) Ideas related to implementing and disseminating CMGs including potential barriers, risk and impact on Independent Prescribers for consideration
- d) The effectiveness of the CMGs

The Secretariat of the CMG Review Group (listed below) will share a minimum of two CMGs each month (an estimated 30 per year) for review. Feedback will be expected within a two-week timeframe, with an extended timeframe for larger sets of work and over holiday periods.

Each CMG will show the original guideline available on our [website](#), with highlighted proposed changes, removals or additions which will be reviewed by members.

Members will be asked to submit their recommendations and comments to the shared pdf which will be sent to members via Google Drive. The Secretariat will then collate and share comments and recommendations with the Writing Group for consideration.

The Writing Group will then consider the recommendations and provide feedback on their conclusions.

Members will also be notified of any publication of updated CMGs as well as any new CMGs that have been drafted by the Writing Group.

As the CMGs are **draft documents**, CMG Review Group members are expected to keep all **CMGs pdfs confidential and not share them outside of the CMGRG**, as information in the CMG may change depending on feedback received.

Time commitment

- 4. Members are expected to dedicate some time each month to complete CMG reviews. The Secretariat will provide CMGs for review with at least 2 weeks' notice and will be available to answer queries.
- 5. The CMGRG will meet once a year via a virtual teleconference to take part in in-depth discussions on CMG-related activities within the College and any future work in which the CMGRG's contribution would be valuable. Members will be given at least six weeks' notice of the meeting date.

Terms of Office:

- 6. Membership of the CMG Review Group will be for two years.

7. After a member has completed their first two years on the group, they may volunteer to continue on the group for an additional two years.
8. Should a member wish to step down before the end of their two year period, they are requested to give the Secretariat at least 1 months' notice.
9. There will be no Chair of the CMG Review Group and each member will have equal contribution to the group.
10. Vacancies to the group will be advertised to College members and interested volunteers asked to set out how they meet the CMG Review Group's membership requirements (Sections 2 and 3). Applications will be assessed by the Director of Policy & Strategy and the Secretariat, based on the criteria in Sections 2 and 3. If there are more suitable volunteers than places, names will be drawn out of a hat.

Fees and Expenses:

11. There is no fee for work carried out by the CMG Review Group, as all work is done on a voluntary basis.
12. In the event that the CMG Review Group should meet in a face-to-face meeting on-site at The College of Optometrists, travel and subsistence expenses will be reimbursed.

Secretariat of group:

13. The Secretariat for the group is led by Caroline Meares, Policy and Guidance Co-Ordinator. Caroline can be contacted Monday - Wednesday at caroline.meares@college-optometrists.org.