

Independent Prescribers Review Group (IPRG)

Terms of reference

Purpose of the Review Group

1. To represent the Independent Prescriber (IP) optometrist population, and to act as a sounding board for The College of Optometrists to refer to on specific documents, or specific matters for discussion, where the views of Independent Prescribers should be incorporated into the College's work.
2. This group will also be an integral part of the Clinical Management Guidelines (CMG) review process.

Membership

3. Up to 20 volunteer members of the College, including student IP's, from across the UK who:
 - a) have experience of primary or secondary optometric care as independent prescribers, or are studying to become independent prescribers;
 - b) are prepared to evaluate and comment on a range of issues relevant to IP optometrists;
 - c) are able to commit to reviewing an estimated 30 draft CMGs over the course of the year;
 - d) can communicate their views clearly and with respect for other people's views.
 - e) Keep all draft documentation shared as confidential and not share with anyone outside of the IPRG.
 - f) Attend and contribute to an annual virtual meeting

Main Duties

4. Reviewing CMGs

The IPRG will mainly contribute to the review of the Clinical Management Guidelines (CMGs). However, the group will from time to time also be asked for feedback on College activities where IP members' contribution and feedback would be valuable.

In total, the College currently has 62 CMGs which are reviewed every two years for clinical accuracy. The Group will aid in reviewing 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 IPRG (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 complete a form with their recommendations and comments which they will email to the Secretariat, who will share with the Writing Group for consideration.

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

5. Other College activities

In addition to the CMGs, the IPRG will also, from time to time, may be asked for feedback on other College activities where IP contribution and feedback would be valuable, for example; guidance reviews, surveys, content for IP related events etc. All of which will be given with appropriate notice in advance.

Communication

6. All communication with the IPRG from the Secretariat will be via email.

Time commitment

7. Members are expected to dedicate some time each month to complete CMG reviews. The Secretariat will be will provide CMGs for review with at least 2 weeks' notice and will be available to answer queries.
8. Each year the IP Review Group will meet annually via a virtual teleconference to take part in in-depth discussions on IP-related activities within the College and future work in which IP contribution would be

valuable. Members will be given at least six weeks' notice of the meeting date.

9. IPRG members may be contacted throughout the year with ad hoc requests to contribute their views on College or related stakeholder activities. Where possible, members will be given at least two weeks' notice for feedback.

Terms of Office

10. Membership of the Group will be for two years.
11. 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.
12. 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.
13. There will be no Chair of the IPRG and each member will have equal contribution to the group.
14. Vacancies to the group will be advertised to College members and interested volunteers asked to set out how they meet the IPRG's membership requirements (Section 3). Applications will be assessed by the Director of Policy & Strategy and the Secretariat, based on the criteria in Section 3. If there are more suitable volunteers than places, names will be drawn out of a hat.

Fees and Expenses:

15. There is no fee for work carried out by the IPRG, as all members join on a voluntary basis.
16. In the event that the IPRG should meet in a face-to-face meeting on-site at The College of Optometrists, reasonable travel and subsistence expenses will be reimbursed following submission of an expenses claim and receipts.

Secretariat of group:

17. 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 .