

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

Main Duties

3. 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 CMGRG (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**, CMGRG 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.

Each year the CMG 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.

CMGRG 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:

- 5. Membership of the Group will be for two years.

6. 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.
7. 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.
8. There will be no Chair of the CMGRG and each member will have equal contribution to the group.
9. Vacancies to the group will be advertised to College members and interested volunteers asked to set out how they meet the CMGRG's membership requirements (Section 2). Applications will be assessed by the Director of Policy & Strategy and the Secretariat, based on the criteria in Section 2. If there are more suitable volunteers than places, names will be drawn out of a hat.

Fees and Expenses:

10. There is no fee for work carried out by the CMGRG, as all work is done on a voluntary basis.
11. In the event, that the CMGRG 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:

12. The Secretariat for the group is led by Ola Shitta, Policy and Research Officer. Ola can be contacted Monday - Friday via the email address ola.shitta@college-optometrists.org.