



Draft Terms of Reference

Vision screening for children aged 4-5 Guidelines Development Advisory Group

Purpose

The purpose of this document is to set out the terms of reference for the PHE Vision screening guidelines development advisory group, it includes:

- Aim
- Background
- Scope
- Purpose including roles and responsibilities
- Membership
- Ways of working
- Reporting

Aim

The PHE vision screening guidelines development advisory group will provide expert advice and contribution to develop and disseminate standards, tools and education resources to support local areas to implement National Screening Committee (NSC) recommendations for vision screening in children aged 4-5 years.

Background

The UK National Screening Committee recommends that screening of children's eyes should continue to be offered to all children aged 4 – 5 years. This service should be organised and led by specialists (orthoptists).

Commissioning of vision screening for children aged 4-5 years is the responsibility of local authorities as part of the healthy child programme although it is not a mandated service.

There is variation in the commissioning and delivery of vision screening for children across England.

Scope

The advisory group will be responsible for overseeing the development of nationally agreed standards, tools and education resources to support local implementation of vision screening for children.

Purpose including Role & Responsibilities

The advisory group will bring together people from PHE, professional organisations, academics, practitioners and the LGA who have technical and local expertise to develop and disseminate locally relevant, evidence based guidance and tools.

The advisory group will oversee and contribute to the development of:

- Standards of practice including governance arrangements for vision screening for children aged 4-5 years.
- Commissioning guidelines including a template service specification and care pathway.
- Information sheets for parents, children, school and health care professionals about vision screening for children.
- Educational competencies and training guidelines for the implementation of vision screening
- Audit tools to monitor coverage and quality of provision

It will do so by:

- Sourcing tools and resources already available
- Bringing together experts to appraise and further develop tools and resources
- Commissioning the development of tools, educational materials if required
- Engaging relevant stakeholders at national and local levels to test what will work in practice
- Achieving agreement from key stakeholders on the products above.
- Providing clear and consistent communication to commissioners and providers about requirements and support available.

Membership

- The advisory group will be chaired by PHE Director of Screening.
- Secretariat will be provided by the Royal College of Ophthalmologists
- The group will include representatives from PHE, clinical professional bodies and royal colleges, providers and commissioners of vision screening services.
- Individuals should have expert knowledge of the technical or implementation issues.

- Individuals are empowered to use their knowledge and experience to constructively review and contribute to new ways of working;
- Alternates to be identified to ensure the work can progress when members are unavailable;
- Membership will be reviewed on an on-going basis to ensure required expertise is available;

Ways of working

- The advisory group will be time limited for the duration of the work programme which we expect to complete by June 2016.
- All members will have responsibility to contribute their technical or local knowledge and expertise to support the timely delivery and evaluation of the pilots.
- The group will meet using a mixture of face to face meetings, video conferencing, teleconferencing and WebEx facilities as appropriate.
- Meetings will be Quorate when a minimum of 2 representative organisations and the chair are represented.
- The agenda and papers will normally be distributed via email to members and those in attendance, at least 5 working days in advance of the meeting.

Reporting

The group will report to National Director of Screening, PHE