



**RANZCO**

The Royal Australian  
and New Zealand  
College of Ophthalmologists

# Future of Ophthalmology Taskforce Terms of Reference

*The terms of reference stipulate the requirements and processes the Taskforce shall adhere to in order to accomplish its stated purpose.*

**Appointment under these Terms of Reference may only be accepted by completion and return of the *Appointment Acknowledgment and Agreement* section on the final page.**

**Approved by:** RANZCO Board  
**Approval date:** 20 October 2018

**Next Review:** October 2021

## **1. INTRODUCTION**

- (a) The Ophthalmology Future Taskforce (**Taskforce**) is a Committee of the Board of Directors of the College, established by the Directors under clause 19.1 of the Constitution.
- (b) This document establishes the purpose of the Taskforce and its role and terms of reference.

## **2. PURPOSE OF THE TASKFORCE**

The purpose of the Taskforce is twofold:

- a. to scan and monitor, on behalf of RANZCO, innovation and disruption in technology and education that could affect the training and scope of practice of ophthalmology and related eye care professionals; and
- b. to make recommendations to RANZCO regarding significant relevant changes.

## **3. FUNCTIONS AND RESPONSIBILITIES**

The functions of the Taskforce are as follows:

- (a) Explore the effect of artificial intelligence on the future practice of ophthalmology and related disciplines;
- (b) Explore new technologies and processes (drugs, devices and semi-robotic instruments) outside artificial intelligence that are likely to significantly impact on the practice of ophthalmology and related disciplines;
- (c) Explore new technologies that will impact on the future education and training of ophthalmologists, and work with the Dean of Education to implement appropriate changes into the VTP curriculum;
- (d) Make recommendations and write policies and position statements that RANZCO needs to develop to best inform and educate Members about the impact of future technologies and practice;
- (e) Work with governments and regulators to develop appropriate policies, pathways and standards around the management of eye care for best patient outcomes with respect to new technologies and practices;
- (f) Make recommendation to QEC about steps they need to consider in the future education and training of Trainees and appropriate upskilling of Fellows around new technologies and practices.

## **4. RESPONSIBLE TO**

The Taskforce reports to the Directors for its performance and effectiveness in accordance with these terms of reference.

## **5. COMPOSITION OF THE TASKFORCE**

- (a) The Taskforce must comprise no more than 11 members, being:
  - (i) The President of the College (*ex officio*);
  - (ii) The CEO of the College (*ex officio*);
  - (iii) The Dean of Education (*ex officio*)

- (iv) Five Fellows of RANZCO, with an emphasis on clinician scientists in the areas of retina, cornea, glaucoma and genetics;
  - (v) An actively practising Fellow with a strong interest in digital practice management across a wide breadth of ophthalmology;
  - (vi) A data scientist;
  - (vii) A health economist;
  - (viii) An industry engineer with relevant experience in the development of new eye care devices or IT systems heavily reliant on artificial intelligence or virtual reality systems; and
  - (ix) Such other persons appointed by the Directors from time to time  
**(Appointed Members)**.
- (b) Taskforce members shall be appointed having consideration to the aims and intent of the RANZCO Diversity and Inclusion Policy and RANZCO's commitment to achieving a goal of 35% female representation on all committees and leadership bodies. Individual Taskforce members shall have regard to the aims and intent of the RANZCO Diversity and Inclusion Policy and adopt an inclusive approach to all Taskforce and RANZCO-wide activities.

## **6. TERMS – APPOINTED MEMBERS**

- (a) The Directors may appoint, replace or remove Appointed Members of the Taskforce at any time.
- (b) Appointed Members are to be appointed for a term of 3 years only, with a view that the work of the Taskforce will be completed within that timeframe.

## **7. RESIGNATION AND CASUAL VACANCY**

- (a) The position of an Appointed Member will become vacant if a Taskforce member:
  - (i) resigns by notice in writing to the Directors; or
  - (ii) is not present at 3 consecutive meetings without leave of absence from the Chair.
- (b) In the event of a vacancy, the Directors may appoint a person to fill that vacancy for the remainder of the term or may appoint a person under clause 6(a).

## **8. CHAIR AND DEPUTY CHAIR**

- (a) The Taskforce will appoint a Chair and Deputy-Chair at the first meeting.
- (b) The Chair should not be an *ex officio* position, but the initial Chair must be a Fellow.
- (c) The Chair must chair all committee meetings and be an *ex-officio* member of any sub-committees of the Taskforce. The Deputy Chair must act in the place of the Chair whenever the Chair is absent or unwilling or unable to act.

## **9. TASKFORCE ADMINISTRATION**

- (a) The College is responsible for providing administrative support to the Taskforce.

- (b) The duties and responsibilities of the staff member provided by the College include but are not be limited to:
  - (i) Preparation of the draft agenda in consultation with the Chair;
  - (ii) Organisation of meeting arrangements, facilities and attendance;
  - (iii) Collation and distribution of meeting papers in a timely manner;
  - (iv) Taking the minutes of meetings and keeping a record of resolutions, matters arising and issues to be carried forward;
  - (v) Maintaining the Taskforce's work program; and
  - (vi) Doing such other things as appropriate to further the purposes of the Taskforce.

#### **10. FREQUENCY OF TASKFORCE MEETINGS**

- (a) The Taskforce must meet at such times and places as they determine, and as often as necessary to appropriately fulfil their responsibilities, but at least four times a year.
- (b) Meetings must be formal, minuted and compliant with best practice guidance as well as the code of conduct. Such meetings may include meetings by teleconference or electronic means.
- (c) The Chair may regulate the meeting as they consider fit.
- (d) The Chair may cancel, postpone or convene additional meetings as necessary for the Taskforce to fulfil its purpose and discharge its duties.
- (e) Taskforce members are expected to attend all meetings or to send apologies to the Chair at least one day prior to each meeting.
- (f) Attendees may, with the consent of the Chair send a suitable deputy if they are unable to attend a meeting. Deputies must be appropriately senior and empowered to act and vote on behalf of the Taskforce member.

#### **11. QUORUM**

A quorum for a meeting is 5 members.

#### **12. CIRCULATING RESOLUTIONS**

A resolution in writing signed by no less than a quorum of the Taskforce members is effective as a resolution passed at a duly convened meeting and may consist of several documents duly signed.

#### **13. CONFLICT OF INTEREST**

- (a) Conflicts of interest undermine the credibility, reputation and efforts of the College and its Decision Makers and may, in some cases, be illegal. A conflict of interest arises under RANZCO's Conflict of Interest Policy (the CIP) when a Decision Maker prefers a Secondary Interest (as defined in the CIP) over a Primary Interest (as defined in the CIP) or gives equal weight to both Primary and Secondary Interests when conducting College Business. Taskforce members must strictly comply with the terms of the CIP whilst engaged in all Taskforce activities. All Taskforce meetings must begin with the declaration of relevant interests and the management of any relevant conflict of interest in accordance with the CIP.

- (b) Taskforce members are required to bring to the attention of the Chair any conflict of interest or potential conflict they may have with any item on the committee's agenda, and in all ways, comply with the RANZCO CIP.
- (c) Any Taskforce member who has any direct or indirect pecuniary interest in a contract or other arrangement or proposed contract or other arrangement involving the Taskforce must declare a conflict of interest. The Taskforce member must disclose in writing to the committee the nature and extend of any such interest immediately that interest becomes known and withdraw and not take part in any discussion and/or decision taken by the Taskforce.

#### **14. CODE OF CONDUCT**

The RANZCO's Code of Conduct (the Code) reflects RANZCO's values, the College Oath and prevailing community expectations concerning the practice of ophthalmology. The Code has been adopted by the RANZCO Board to ensure the highest standards of ophthalmic practice and care by RANZCO members. As a condition of RANZCO membership, all members must abide by the Code at all times, including when conducting activities as a member of the Taskforce. These Terms of Reference are RANZCO policy. To meet the Code's required Standard of Collegiality, members of the Taskforce must not engage in conduct that represents a serious breach of RANZCO policy. Alleged breaches of the Code shall be determined in accordance with the Code of Conduct Procedure Policy.

#### **15. RECORDING OF PROCEEDINGS**

- (a) Where practicable, the agenda together with reports and documents that relate to the Taskforce will be forwarded to members in sufficient time to enable consideration prior to meetings (5 working days).
- (b) Accurate minutes will be kept of each meeting. The minutes of meetings must be forwarded to Taskforce members for ratification at the next subsequent meeting of the Taskforce. When confirmed, the minutes must be signed by the Chair.

#### **16. EVALUATING PERFORMANCE**

The Taskforce must prepare annually a review of its effectiveness as measured against the expected outcomes established at the first committee meeting each calendar year.

#### **17. REMUNERATION AND EXPENSES OF TASKFORCE MEMBERS**

- (a) Taskforce members must not be paid any remuneration for their services as members of the Taskforce.
- (b) However, Taskforce members may be reimbursed for such reasonable travelling, accommodation and other expenses as the member may incur when travelling to and from meetings of the Taskforce or when otherwise engaged on the business of the Taskforce.

#### **18. CONFIDENTIALITY**

- a) All Taskforce materials, documents, deliberations, discussions, case notes, file notes, minutes and communications, undertaken or prepared by Taskforce members in connection with

Taskforce activities or disclosed to a Taskforce member in connection with those activities are strictly confidential (Confidential Information).

- b) Confidential Information may only be used by a Taskforce member for and in connection with authorised Taskforce activities during the term of the appointment of the member and must not be disclosed by a Taskforce member to a non-Taskforce member without express Taskforce approval.
- c) Where Confidential Information is to be disclosed to a non-member, such disclosure must be on agreed terms approved by the Chair and restricted to a specific purpose and specified duration.
- d) All Confidential Information held by a Taskforce member must be securely destroyed or returned to the Taskforce upon conclusion of the appointment.

**19. UNAUTHORISED COMMUNICATION**

- a) Unauthorised communication by Taskforce members may damage the reputation of RANZCO and give rise to liability on the part of the College. Unless otherwise specifically authorised in these Terms of Reference, Taskforce members must not engage in any communication (oral or written) with non-Taskforce members concerning or in connection with Taskforce activities and deliberations.
- b) Where communication is necessary to conduct Taskforce activities, the Chair of the Taskforce must seek approval from RANZCO's CEO before undertaking the communication.
- c) Under no circumstances shall the Taskforce or any of its members conduct any unauthorised communication (written or oral) concerning any proposed or current legal action or political lobbying.
- d) All media communications (print, electronic, radio, television etc) must be coordinated by the RANZCO Manager of Communications.
- e) Where a Taskforce member makes representations to the media in his/her personal capacity, the Taskforce member must take all reasonable steps to ensure that the representations are not attributed to or taken to be endorsed by RANZCO.

**20. REVIEW AND AMENDMENT**

- (a) The Directors may amend these Terms of Reference from time to time, and the Taskforce may request a review as necessary.

**RECORD OF AMENDMENTS**

<b>Page</b>	<b>Details of Amendment</b>	<b>Date Approved</b>

## **Appointment Acknowledgement and Agreement for the Ophthalmology Future Taskforce**

To confirm your appointment under these Terms of Reference, please specify your full name, sign and date where indicated below and return.

I, the undersigned, agree and state upon acceptance of the appointment that:

- I will comply with these Terms of Reference (as amended or replaced);
- Compliance with these Terms of Reference is a condition of my ongoing appointment;
- I am not subject to any perceived or real conflict of interest with the activities of the Taskforce at the date of appointment; and
- A breach of these Terms of Reference may constitute a serious breach of College Policy under the Code of Conduct.

Print Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

# Attachment A: Annual Committee Reporting Form

Committee Title: \_\_\_\_\_

Chair: \_\_\_\_\_

Year: \_\_\_\_\_

1. Key objectives at year start:
2. Key achievements at year end:
3. Have members' contributions been adequate? List key contributions by members.
4. Further comments (e.g. underperformance by members):
5. Plan for the new year, noting key objectives:

Chair signature: \_\_\_\_\_ Date: \_\_\_\_\_