



UK RENAL PHARMACY GROUP

CONSTITUTION AND TERMS OF REFERENCE

UK Renal Pharmacy Group Executive Board

Officers' Roles & Responsibilities

Chair

Treasurer

Strategic Lead

Communications & Publications

UK Renal Pharmacy Group Chair

Roles and Responsibilities

Responsible to RPG Executive Board

Election process Nominations from Executive Board members to be submitted via secretariat. Nominees for this post must have been a member of the Executive Board for a period of at least two years prior to nomination.

Nominations to be considered at next appropriate Executive Board meeting

Appointed by RPG Executive Board

Term of Office 1 year as Chair- elect, 2 years as Chair and 1 year as immediate past Chair

Responsibilities

To chair the RPG Executive Board meetings, and review Minutes of the meeting taken by the Secretariat prior to circulation..

To chair the Annual General Meeting of the RPG at the annual conference.

To represent the views of the RPG Executive Board at meetings of national and international organisations.

To liaise with external organisations to promote the work of the RPG, and engage in multidisciplinary educational activities.

To oversee the appointment of RPG Executive Board officers.

To liaise with Sub-group leads to co-ordinate ongoing RPG workstreams and projects.

To liaise with the RPG secretariat on all aspects of RPG business including Executive Board meetings, the annual conference, research grants, web site, Clinical Pharmacy Congress, and ad hoc enquiries.

To act as one of the signatories on the Bank Account mandate.

To write an annual report for the Conference, and Chair's introduction for the Newsletter.

To ensure that the activities and actions of the RPG are at all times consistent with the RPG mission statement.

UK Renal Pharmacy Group Treasurer

Responsible to	RPG Executive Board
Election process	<p>Full Members who have been an RPG member for at least one year, including Members who have previously served on the Executive Board, are eligible to be nominated by the Membership to serve as an Officer of the Executive Board. This includes the offices of Treasurer, Strategic Lead and Communications/Publications Officer. Nomination forms will be circulated to the membership and members may nominate themselves or another member.</p> <p>All nominees for an Officer post must agree to serve if elected prior to the close of nominations. Nominees will submit a single A4 sheet summary of their CV and a statement of why they wish to serve on the RPG Executive Board.</p> <p>Members of the existing Board at the time will elect by simple majority, the Officers from the nominations submitted by the membership.</p>
Appointed by	The Executive Board, approved by the RPG Membership
Term of Office	An initial term of three years with the possibility of an extension of a further two years if in the best interest of the RPG.

Responsibilities

- To be responsible for the administration of the financial affairs of the RPG in conjunction with the RPG secretariat.
- To co-ordinate the submission of expenses by the other executive members and RPG members who are acting on behalf of the executive board. Review and authorise requests from the Secretariat for reimbursements and payments

Sponsorship

- To aid the RPG secretariat in collating a list of corporate sponsors and reporting on the sponsorship status. To help identify potential new sponsors.
- To advise in conjunction with the other executive board members on directing the strategy and output of the RPG throughout the year.
- The Treasurer is one of the signatories on the Bank Account mandate and is able to sign cheques and carry out Bank transfers if required. Other signatories include other RPG Officers and the Secretariat.
- Receive monthly copies of the Bank Statements which have been reconciled by the Secretariat
- Authorise payments to be made (with Cashbook reference numbers)
- Request updates on the current financial status (two Bank Accounts) from the Secretariat and report to the Executive Board when required.

- Review cash flow projections and budget projections (prepared periodically by the Secretariat)
- Review and liaise with the Secretariat in the preparation of the annual accounts for the Auditor
- Present the Financial Status and the annual accounts to the RPG Membership at the AGM from slides prepared by the Secretariat

Membership

- Report to the Executive Board on the current membership situation (updated regularly by the Secretariat)
- To advise on membership eligibility requests and whether the RPG membership would be interested in events affecting the RPG, in conjunction with the other executive members.

UK Renal Pharmacy Group Strategic Lead

Responsible to RPG Executive Board

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Appointed by The Executive Board, approved by the RPG Membership

Term of Office An initial term of three years with the possibility of an extension of a further two years if in the best interest of the RPG.

Responsibilities

- 1) The Strategic Lead position on the RPG Executive Board should be held by a senior pharmacist in a suitable managerial or strategic position within the NHS e.g. Chief or Deputy Chief Pharmacists, Commissioning Pharmacists, NHS England or CCG Senior Pharmacists. If a suitable candidate is not available, then guidance may be sought from appropriate colleagues outside the renal speciality as and when the need arises.
- 2) The Strategic Lead should have relevant experience as a renal pharmacist to be able to appreciate how current professional standards and national drivers within the NHS will affect the members of the Renal Pharmacy Group.
- 3) The Strategic Lead will interpret national policy and reports e.g. the NHS 5 Year Forward View, Carter, Sustainability and Transformation Partnership reports and others to ensure that the overall strategy of the Renal Pharmacy Group is aligned with national strategy.
- 4) The Strategic Lead will liaise with all subgroup leads for the following:
 - **Annual Conference Planning** – to help identify relevant speakers and contacts outside of the renal speciality where required on national topics. To help identify and develop alternate sponsorship streams

- **Research and Development** – to help and support members develop business cases for workforce planning by sharing examples and successful strategies for expanding staffing.
- **National Liaison** – provide support and guidance for all members on how to implement NICE standards, RPS standards and develop clinical services within departments in line with national best practice identified by subgroup.
- **Communications** – provide content across all communication media regarding relevant national strategy, professional standards and other current news that may affect RPG members and disseminate to the membership.
- **Clinical** – provide appropriate advice on managing high cost drugs, homecare and commissioning strategies e.g. CQUINs. Provide senior clinical support for complex enquiries from members in conjunction with the subgroup.
- **Education and Training** – provide current updates on funding and strategies for education and training within NHS Trusts. To support and develop implementation of RPG study days and other training packages from a business point of view and make them commercially viable and profitable for the Renal Pharmacy Group.

UK Renal Pharmacy Group Communications & Publications Officer

Responsible to RPG Executive Board

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Responsibilities

- To maintain the RPG website and co-ordinate membership via the website. To encourage the subgroup leads to regularly update their respective page on the website with up to date information.
- To be responsible for communicating to the RPG membership about upcoming events, items of interest and topical issues via email, the Q&A and social media.
- To be responsible for coordinating publications on behalf of the RPG. These include the Renal Drug Handbook, Introduction to Renal Therapeutics, newsletter, patient information leaflets, education packages and any other publications for the benefit of the group. Other members of the RPG will be utilised to enable these projects to be completed. These publications may be completed with affiliated organisations such as the Renal Association, BKPA, NKF and published on their website.
- To be responsible for collaborating other members of the RPG via email and teleconferences where necessary when a piece of work needs co-ordinating.