



UK RENAL PHARMACY GROUP

CONSTITUTION AND TERMS OF REFERENCE

Appendix i - v

**Appendix i UK Renal Pharmacy Group – General Clinical Subgroup
Terms of Reference (August 2017)**

**Appendix ii UK Renal Pharmacy Group – Education and Training Subgroup
Terms of Reference (August 2017)**

**Appendix iii UK Renal Pharmacy Group – Conference Planning Subgroup
Terms of Reference (August 2017)**

**Appendix iv UK Renal Pharmacy Group – Research & Development Subgroup
Terms of Reference (August 2017)**

**Appendix v UK Renal Pharmacy Group – National liaison subgroup
Terms of Reference (August 2017)**

Appendix i

UK Renal Pharmacy Group – General Clinical Subgroup Terms of Reference (August 2017)

Membership

The General Clinical Group (GCG) will consist of a Chair, who reports to the executive, and Lead members for each specialist interest sub-group, (ie. dialysis, nephrology, CKD, transplantation, etc.) The Lead member will determine how many members the subgroup requires. Each sub-group will consist of volunteer RPG members with an interest in the relevant field.

Tenure

The GCG Chair will complete 3 years on the executive board, with the possibility of a 2 year extension before being succeeded by a replacement elected from within the subgroup. Specialist interest sub-group leads will generally complete 1 year as the lead member. Lead members for sub-groups which have been formed as 'task and finish' groups will complete a tenure deemed necessary by the nature of the project.

Meetings

The Chair of the GCG will attend meetings to the executive board at least twice a year. If the Chair is unable to attend then a deputy may be selected.

Specialist sub-groups will utilise all methods of communication such as teleconferences & email to discuss relevant matters during the year. If meetings in person are deemed necessary then the frequency of these meetings must be discussed and approved by the executive board.

Aims & Objectives

To respond to relevant medicine alerts in a timely manner, keeping members up to date of any developments

To issue position statements on best practice on subjects identified by the group

To develop and maintain a database of members' knowledge, expertise and specialist interests.

To develop and maintain a repository for clinical guidelines and other relevant work to be used as a resource for members.

To encourage critical evaluation of new evidence in renal medicine and transplantation by organising regular journal club meetings and encouraging subsequent publication

The strategy of each GCG subgroup will be determined by the lead member by identifying priorities for the membership relevant to the subgroup.

To provide a clinical support network for RPG members

To work towards developing a peer review system.

Develop links with other groups including UKMI, Renal Dietitians, Other Pharmacist specialist groups including UKCPA groups, Renal nurses, Patient groups

The GCG will work with, and be responsible to, the Executive to ensure that timely, accurate & relevant information & support is produced on behalf of the membership.

The GCG will work on behalf of the membership, representing their needs, according to the RPG constitution.

The GCG will produce a quarterly report for the RPG Executive, to summarise activity and planned work which will be released by the Executive.

The GCG will co-ordinate communications to the RPG membership via email, the Q&A and social media on upcoming events, items of interest and topical issues that will benefit the group.

The GCG group will co-ordinate 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. These publications may be completed with affiliated organisations such as the Renal Association, BKPA, NKF and published on their website.

This will be undertaken via email and teleconferences where necessary when a piece of work needs co-ordinating.

Appendix ii

UK Renal Pharmacy Group – Education and Training Subgroup Terms of Reference (August 2017)

Membership

The E&T subgroup will consist of an elected lead (who will also be on the RPG Executive Board) and volunteers from the RPG membership. The lead will report to the Executive Board and determine how many members the subgroup requires, dependent on current and future E&T activities.

Tenure

The E&T subgroup lead will complete a 3 year term with the possibility of a 2 year extension before being succeeded by a replacement elected from within the group. Other members of the subgroup will complete a term of no less than 1 year.

Meetings

The E&T subgroup lead will attend Executive Board meetings which will be held at least twice a year. If the lead is unable to attend, a subgroup member may be nominated to deputise.

The subgroup membership will maintain regular e-mail contact and use teleconferences to discuss E&T issues and activities. Specific task and finish E&T subgroup projects may require face to face meetings which will need to be approved by the Executive Board.

Aims and Objectives

The E&T subgroup will work on behalf of the RPG membership, representing their needs according to the RPG constitution.

The E&T strategy for the RPG will be determined by the subgroup in collaboration with the Executive Board and following a period of consultation with the wider membership to identify E&T priorities for the RPG.

The subgroup will be responsible to the Executive Board, ensuring that timely, accurate and relevant E&T information and support is produced on behalf of the RPG membership.

The E&T subgroup will produce a quarterly report summarising activities and work plans which will be reviewed and released by the Executive Board.

The subgroup will lead on development of the programme for the annual RPG conference (a programme chair will be nominated from the subgroup) and be responsible for the operational organisation of the conference.

The subgroup may organise stand alone study days or webinars or distance learning packages to support priorities outlined in the RPG E&T strategy.

The subgroup will provide a support network for RPG members with specific E&T needs (e.g. individuals using the RPG Competency Framework for practitioner development).

The subgroup will encourage sharing of successful E&T experiences and promote an evidence based approach to E&T, for example via competency frameworks.

The subgroup will facilitate exchange of E&T ideas and information within the RPG membership and will work closely with other RPG subgroups on areas of mutual interest.

The subgroup will engage proactively with professional bodies in pharmacy (e.g. Royal Pharmaceutical Society) and Nephrology and Transplantation (e.g. British Renal Society) in order to respond to national E&T priorities relevant to RPG members (e.g. credentialing for pharmacists).

Appendix iii

UK Renal Pharmacy Group – Conference Planning Subgroup Terms of Reference (August 2017)

Membership

The conference subgroup will consist of an elected lead (who will also be on the RPG Executive Board) and volunteers from the RPG membership. The lead will report to the Executive Board and determine how many members the subgroup requires.

Tenure

The conference planning subgroup lead will complete a 3 year term with the possibility of a 2 year extension before being succeeded by a replacement elected from within the group. Other members of the subgroup will complete a term of no less than 1 year.

Meetings

The conference subgroup lead will attend Executive Board meetings which will be held at least twice a year. If the lead is unable to attend, a subgroup member may be nominated to deputise.

The subgroup membership will maintain regular e-mail contact and use teleconferences to discuss conference issues and activities.

Aims and Objectives

The conference planning subgroup will work on behalf of the RPG membership, representing their needs according to the RPG constitution.

The conference planning subgroup will produce a quarterly report summarising activities and work plans which will be reviewed and released by the Executive Board.

The subgroup will lead on development of the programme for the annual RPG conference and be responsible for the operational organisation of the conference.

As an affiliate partner of the Faculty of the Royal Pharmaceutical Society (RPS) the finalised conference programme should be accredited by the RPS to provide quality assurance of conference content.

The conference planning subgroup lead will be a member of the Education and Training subgroup.

Appendix iv

UK Renal Pharmacy Group – Research & Development Subgroup Terms of Reference (August 2017)

Membership

The Research and Development Group (RDG) will consist of a Chair, who reports to the executive and volunteer RPG members with an interest in this area. The Chair will determine how many members the group requires.

Tenure

The RDG Chair will complete 3 years on the executive board with the possibility of a 2 year extension before being succeeded by a replacement elected from within the group.

Meetings

The Chair of the RDG will attend meetings of the executive board at least twice a year. If the Chair is unable to attend then a deputy may be selected.

The RDG will utilise methods of communication such as teleconferences and email to discuss relevant matters during the year. If meetings in person are deemed necessary, then the frequency of these meetings must be discussed and approved by the executive board.

Aims & Objectives

To develop and maintain a database of members' research and development interests and projects to facilitate exchange of ideas and collaborative research.

To develop and maintain a repository for work and links to be used as a resource for members.

The strategy of the RDG will be determined by the Chair and the Executive board by identifying priorities for the membership.

To respond to work designated from the BRS and to encourage MDT research. An example of BRS work includes attendance at the BRS research group grant review process.

To provide a support network for RPG members who are undertaking R&D, including those undertaking postgraduate education.

To support and encourage submission of work undertaken by RPG members e.g. conference abstracts, publications etc.

The RDG will work with, and be responsible to, the Executive to ensure that timely, accurate & relevant information & support is produced on behalf of the membership.

The RDG will work on behalf of the membership, representing their needs, according to the RPG constitution.

The RPG will produce a quarterly report for the RPG Executive, to summarise activity and planned work which will be released by the Executive.

Appendix v

UK Renal Pharmacy Group – National liaison subgroup Terms of Reference (August 2017)

Membership

The NL subgroup will consist of an elected lead, other members of the RPG Executive Board and volunteers from the RPG membership. The lead will report to the Executive Board and determine how many members the subgroup requires, dependent on current and future activity.

Tenure

The NL subgroup lead will complete 3 years on the executive board with the possibility of a 2 year extension before being succeeded by a replacement elected from within the subgroup. Other members of the subgroup will complete a term of no less than 1 year.

Meetings

The NL subgroup lead will attend Executive Board meetings which will be held at least twice a year. If the lead is unable to attend, a subgroup member may be nominated to deputise.

The subgroup membership will maintain regular contact to discuss progress on current work streams and plan future activity to reflect the overall subgroup aims strategic objectives. Specific NL subgroup projects may require face to face meetings which will need to be approved by the Executive Board.

Aims and Objectives

The NL subgroup will work on behalf of the RPG membership, representing their needs according to the RPG constitution.

The NL strategy for the RPG will be determined by the subgroup in collaboration with the Executive Board

The subgroup will be responsible to the Executive Board, ensuring that timely, accurate and relevant NL information and support is produced on behalf of the RPG membership.

The subgroup will engage proactively with professional bodies in pharmacy, Nephrology, Transplantation and NHS to contribute to national priorities relevant to RPG members, including:

- Royal Pharmaceutical Society
 - RPS Faculty
 - RPS Consultant Pharmacists' Group
- British Renal Society
- NHSE Clinical Reference Group for Renal Services
- Renal Association

The subgroup will provide pharmacy representation and leadership in relevant national initiatives and work streams in Nephrology and Transplantation such as:

- Think Kidneys, AKI
- National guidelines (NICE, RA...)

The NL subgroup will produce a quarterly report summarising activities and work plans which will be reviewed and released by the Executive Board.