



# **UK RENAL PHARMACY GROUP**

## **CONSTITUTION AND TERMS OF REFERENCE**

### **UK Renal Pharmacy Group Executive Board**

#### **Officers' Roles & Responsibilities**

Chair

Treasurer

Strategic Adviser

Communications Officer

National Liaison Officer

# UK Renal Pharmacy Group Chair

**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 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

<b>Responsible to</b>	RPG Executive Board
<b>Election process</b>	<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, and Communications 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>
<b>Appointed by</b>	The Executive Board, approved by the RPG Membership
<b>Term of Office</b>	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, working closely with the RA Head of Finance (HoF).
- The Treasurer will liaise with the HoF to monitor expenditure and income relating to the RPG & will review the quarterly reports sent by the HoF.
- To co-ordinate the submission of expenses by the other executive members and RPG members who are acting on behalf of the RPG executive board. Review and agree requests from the Secretariat & HoF for reimbursements and payments
- 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 liaise with RPG secretariat regards requests for corporate sponsorship support.
- To advise in conjunction with the other executive board members on directing the strategy and output of the RPG throughout the year.
- Request updates on the current financial status from the Secretariat and report to the Executive Board when required.
- Review cash flow projections and budget projections (prepared periodically by the HoF)
- An RPG budget will be agreed annually with the HoF.
- Review and liaise with the RA HoF in the preparation of the annual RPG accounts
- Present the Financial Status and the annual accounts to the RPG Membership at the AGM from slides prepared by the Secretariat

- The RPG Treasurer will be invited to join the RA's Finance & Risk committee which meets quarterly.
- The RPG Treasurer will not be a bank signatory and therefore will be unable to authorise payments.
- The RPG Treasurer will not be an RA Trustee or an employee, and thus cannot sign contracts on behalf of the RPG.

### **Membership**

- Report to the Executive Board on the current membership situation (updated regularly by the Secretariat)
- To advise on membership eligibility requests from the Secretariat.

## UK Renal Pharmacy Group Strategic Adviser

<b>Responsible to</b>	RPG Executive Board
<b>Election process</b>	<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 Executive Board to serve as the Strategic Adviser.</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</p>
<b>Criteria</b>	Open to senior pharmacists who have had experience working within the RPG structure and have demonstrated the ability to work well with others in a leadership and supportive manner.
<b>Appointed by</b>	The Executive Board, approved by the RPG Membership
<b>Term of Office</b>	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 Adviser 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 Adviser 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 Adviser 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 Adviser 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.
  - **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.
- 5) The Strategic Adviser will work closely with the **National Liaison Officer** to provide support and guidance as necessary, e.g. implementation of NICE standards, RPS standards and developing clinical services within departments in line with national best practice.
- 6) The Strategic Adviser will work closely with the **Communications Officer** to 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.

# UK Renal Pharmacy Group Communications Officer

**Responsible to** RPG Executive Board

**Election process** 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, and Communications Officer. Nomination forms will be circulated to the membership and members may nominate themselves or another member.

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.

Members of the existing Board at the time will elect by simple majority, the Officers from the nominations submitted by the membership.

**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 regularly review the content of RPG website, in conjunction with the webmaster, to encourage communication relevant to renal pharmacy via social media channels. To remind 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 board and social media in line with GDPR requirements.
- To identify ways to increase RPG membership engagement and co-ordinate actions to achieve this with the assistance of the secretariat and other RPG members.
- To be responsible for collaborating with other members of the RPG via email and organising teleconferences in conjunction with the Secretariat, where necessary when a piece of work needs co-ordinating.

# UK Renal Pharmacy Group National Liaison Officer

<b>Responsible to</b>	RPG Executive Board
<b>Criteria for role</b>	Open to senior pharmacists who have had experience working within the RPG structure and have demonstrated the ability to work well with others in a leadership and supportive manner.
<b>Appointed by</b>	The Executive Board, approved by the RPG Membership
<b>Term of Office</b>	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 NL Officer will facilitate representation of UKRPG and renal pharmacy interests and demonstrate leadership at a national, and where appropriate, international level. This will include liaison with other members of the RPG Executive Board, RPG sub-groups and volunteers from the RPG membership to ensure representation on these groups.
- 2) The NL Officer will engage proactively with professional bodies in pharmacy and ensure pharmacist representation on patient, clinical (Nephrology and Transplantation) related work streams and initiatives that are appropriate for UKRPG members.. These workstreams are dynamic and reactive and currently include:-
  - the newly formed UK Kidney Association – UKKA - (arising from the merger of BRS and RA) Including attending part of UKKW
  - Patient Information Leaflet (PIL) group
  - Kidney Patient safety Committee
  - Renal Association Clinical Practice Guidelines Committee
  - Renal Medicine GIRFT (Getting It Right First Time)
  - NHSE Renal CRG (Clinical Reference Group)
  - Clinical Pharmacy Congress (CPC)
  - NICE clinical technology appraisal coordination
  - Think Kidneys – AKI
  - The NL Officer will investigate closer working with Renal Registry to optimise data on medicine use
- 3) When involved with these projects/workstreams, the NL Officer will either oversee this work directly or seek out appropriate UKRPG representation. This may include linking with other RPG subgroups or requesting expressions of interest from the membership.



- 4) RPG representatives will be undertaking such collaborative working as a representative of the UKRPG.
- 5) These representatives will maintain regular contact and agree to provide the NL Officer with an email update within 2 weeks after any meeting attendance, summarising the progress being made and highlighting if further input is required from the RPG Executive.

Specific NL projects may require face to face meetings which will need to be approved by the Executive Board.

- 6) Effective and timely two-way communications between NL Officer and RPG work stream representatives is essential. RPG Executive Board meeting minutes will be shared for information with RPG work stream representatives.
- 7) The NL Officer will update the RPG Executive Board of all active workstreams by providing a quarterly report to RPG Executive Board summarising the representatives activities and work plans. This report will be provided to the secretariat 2 weeks before the meeting date for circulation to the group.