



UK RENAL PHARMACY GROUP CONSTITUTION AND TERMS OF REFERENCE

Subgroups

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Terms of Reference (January 2021)**

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Appendix i

UK Renal Pharmacy Group – General Clinical Subgroup Terms of Reference (January 2021)

Membership

The General Clinical Subgroup (GCS) 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 GCS lead will complete 3 years on the executive board, with the possibility of a 2 year extension before being succeeded by a replacement. Subgroup members leading 'task and finish' groups will complete a tenure deemed necessary by the nature of the project.

New leads for all sub-groups will be chosen by consensus from within their sub-group if possible. A year's service as a member of the sub-group is generally required prior to anyone taking up the post of Leader. In the case of a lack of a suitable candidate within the group, the Executive Board may put to the membership a call for Expression of Interest, or if necessary, may invite an RPG member to take on the sub-group lead position.

Meetings

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

The GCS 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 repository for titles of Trust 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

To provide a clinical support network for RPG members This will include holding monthly virtual meetings available to all members the agenda for which will include reviewing unanswered Q&A questions from the website

To work towards developing a peer review system in collaboration with the E&T subgroup.

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

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

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

The GCG group will co-ordinate information for 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 (January 2021)

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.

New leads for all sub-groups will be chosen by consensus from within their sub-group if possible. A year's service as a member of the sub-group is generally required prior to anyone taking up the post of Leader. In the case of a lack of a suitable candidate within the group, the Executive Board may put to the membership a call for Expression of Interest, or if necessary, may invite an RPG member to take on the sub-group lead position.

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 assist with the development of the programme for the annual RPG conference. A programme chair will be nominated from the Conference Planning subgroup and will 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. UK Kidney Association) 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 (January 2021)

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.

New leads for all sub-groups will be chosen by consensus from within their sub-group if possible. A year's service as a member of the sub-group is generally required prior to anyone taking up the post of Leader. In the case of a lack of a suitable candidate within the group, the Executive Board may put to the membership a call for Expression of Interest, or if necessary, may invite an RPG member to take on the sub-group lead position.

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 in collaboration with the Secretariat.

The subgroup lead will approve promotional announcements and correspondence with speakers, chair persons, workshop leads and sponsors.

The subgroup lead will assist with coordination of abstracts & poster management and awards.

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 (January 2021)

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.

New leads for all sub-groups will be chosen by consensus from within their sub-group if possible. A year's service as a member of the sub-group is generally required prior to anyone taking up the post of Leader. In the case of a lack of a suitable candidate within the group, the Executive Board may put to the membership a call for Expression of Interest, or if necessary, may invite an RPG member to take on the sub-group lead position.

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 suitable methods of communication (e.g. teleconferences, email etc) 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

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

To provide an environment for members to share their research and development interests and projects to facilitate exchange of ideas and collaborative research.

To develop and maintain online links to resources to be made available to the membership
To respond to work requested of the group from RPG members and external bodies, and promote a multi-disciplinary team approach to research. For example, supporting relevant research grant review processes.

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