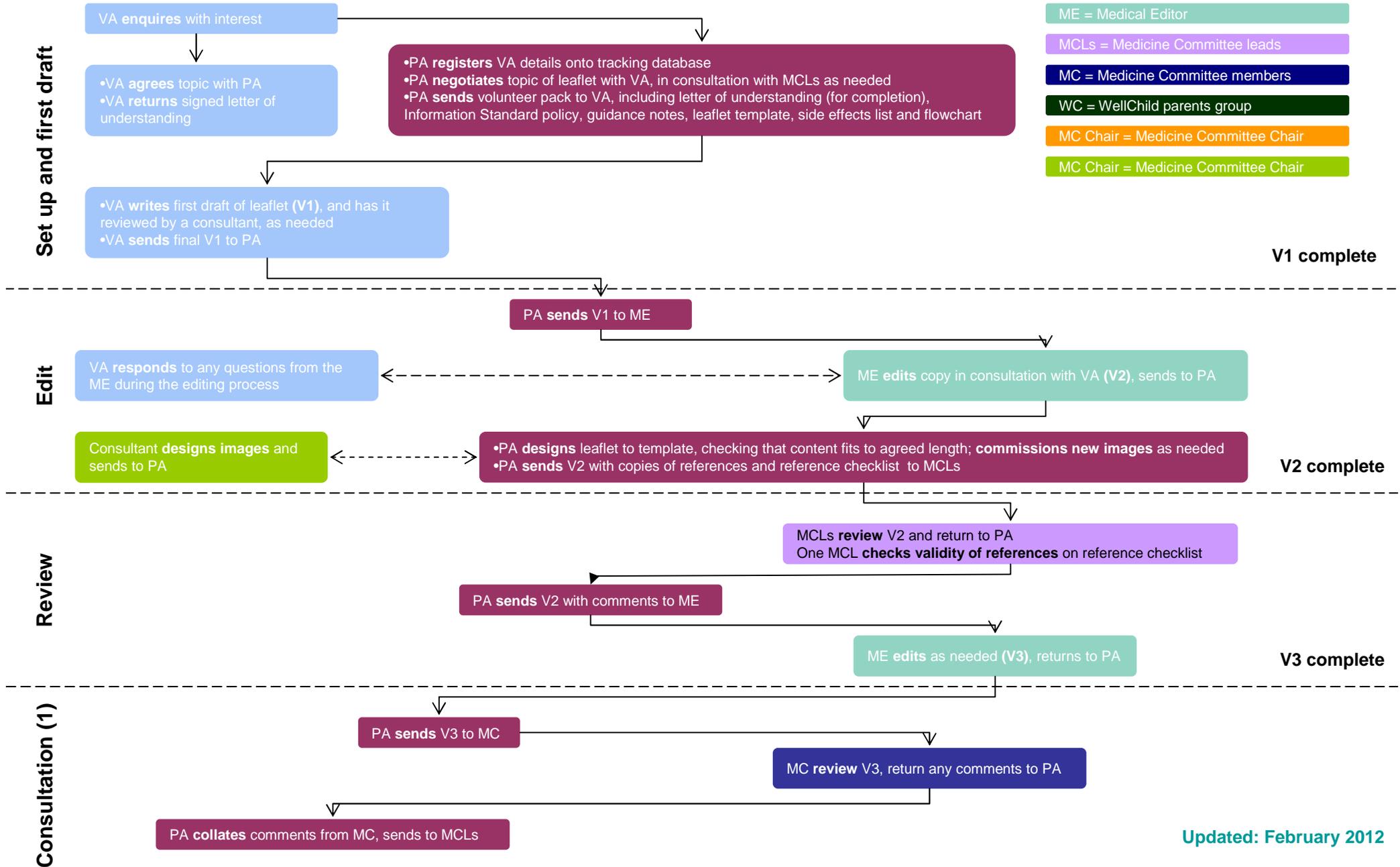


# Medicines for Children: Leaflet production process

- VA = Volunteer Author
- PA = Project Administrator (design/website)
- ME = Medical Editor
- MCLs = Medicine Committee leads
- MC = Medicine Committee members
- WC = WellChild parents group
- MC Chair = Medicine Committee Chair
- MC Chair = Medicine Committee Chair

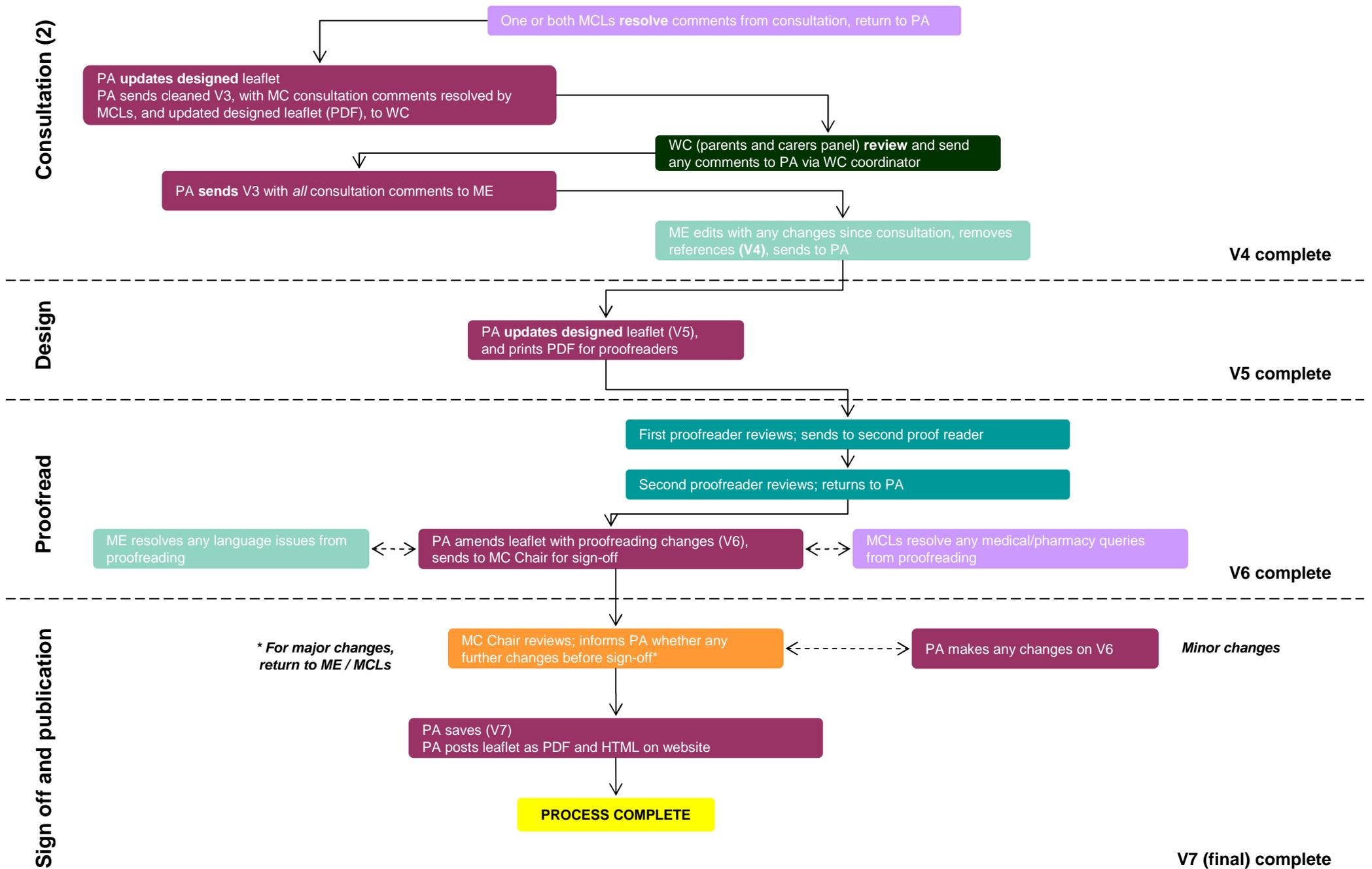


V1 complete

V2 complete

V3 complete

Updated: February 2012



## Medicines for Children: Version information

Version	Produced by	Version description	What happens next
V1	Volunteer Author	First draft	Sent to Medical Editor for editing into V2 - with comments resolved in agreement with Volunteer Author
V2	Medical Editor	Edited copy (with comments/queries resolved by Volunteer Author)	Sent to Medicines Committee Leads for comments
V3	Medical Editor	Edited copy (with comments/queries resolved by Medicines Committee Leads)	Sent to Medicines Committee members for professional consultant – with comments resolved by Medicines Committee Leads as needed Then, sent to WellChild parents and carers group for lay consultation
V4	Medical Editor	Edited copy (with comments from Medicines Committee members and WellChild parents group)	Designed to template
V5	Project Administrator/ Designer	Designed leaflet with same content as in V4	Sent to two proof-readers
V6	Project Administrator/ Designer	Designed copy with corrections provided by proofreaders	If proofreaders note any major changes, reviewed with Medicines Committee Leads Sent to Medicines Committee Chair for sign-off
V7	Project Administrator/ Designer	Final copy, signed off by Chair	Posted on website (as PDF and in HTML)

## Creating new versions

Only the Medical Editor and Project Administrator/Designer should save new *versions* of the document (after V1).

These should always take the following format: **M4C\_[LEAFLET NAME]\_V[VERSION NUMBER]\_[YYYY-MM-DD]\_[YOUR INITIALS]**

If you add comments on a leaflet version, simply replace the initials with your own and replace the date with today's date (full year-month-day). Please do not change the version number.

## Medicines for Children: Roles and responsibilities overview

### Medicines for Children Project Team

#### Medicines Committee Chair

Chairs MFC project team, which has strategic and operational oversight of programme  
Signs off leaflets prior to publication

#### Medicine Committee Leads (1 RCPCH and 1 NPPG representative)

Members of MFC project team  
Conducts professional review of each leaflet

#### Parent/carer Liaison (WellChild representative)

Member of MFC project board  
Coordinates parent/carer input

#### Programme Manager (RCPCH staff member)

Manages programme and budget

#### Programme Administrator (RCPCH staff member)

Coordinates production process  
Manages day-to-day operations of programme  
Designs leaflets; maintains website

### Others

#### RCPCH Director of Research & Policy

Lead management of programme

#### Joint RCPCH/NPPG Standing Committee on Medicines

Health professional oversight of programme  
Professional consultation on each leaflet

#### Volunteer Author / Supervisor

(Medically qualified professional; if author at trainee level, will involve consultant/senior level)

Writes version 1 of leaflet  
Liaises with Medical Editor on queries

#### Medical Editor (Consultant)

Edits leaflet throughout production process  
Advises on editing standards

#### Proofreaders

Proofread final drafts of leaflets for grammatical accuracy

#### Image designer

Design images for leaflets

## Medicines for Children: Roles and responsibilities detail

The **RCPCH Director of Research and Policy** oversees and is accountable for the programme as part of the Research and Policy division's remit.

**The RCPCH Science & Research Co-ordinator** manages the programme operations. This individual line manages and advises the programme administrator, and manages the budget. The Co-ordinator sits on the **project team**.

**The RCPCH Research Administrator** administers the process, liaising with all parties as required, and designs the leaflets to an agreed template. The administrator supports the **project team**.

The **programme Chair**, also the Chair of the Medicines Committee and a consultant paediatric pharmacist, has overall responsibility for the programme and its outputs. The Chair signs off each leaflet before it is published. The Chair agrees any proposed amendments to the documents, and sent final versions. The Chair leads the **project team**.

The **Medicines Committee leads**, a consultant paediatrician and a consultant paediatric pharmacist on the Medicines Committee, lead on the development of the programme outputs, advise the **programme administrator** and **medical editor** where needed, and prioritise leaflet topics. The Leads review each leaflet at up to three stages to ensure the content is accurate and up-to-date. They are consulted on and agree, with the **programme chair**, any proposed amendments to the process. The Leads are on the **project team**.

The **parent/carer liaison**, the WellChild Director of Programmes, lead on the parent/carer involvement in the programme. The Liaison recruits volunteers to join a **parents/carers group** for the programme and facilitates their consultation on each leaflet to help ensure the content is accessible to parents and carers. The Liaison is consulted on and agrees, with the programme chair, any proposed amendments to the process. The Liaison is on the **project team**.

The **RCPCH/NPPG joint standing Committee on Medicines** provides professional oversight of the programme, and has responsibility for the programme and its outputs. The membership is comprised of consultant paediatricians and paediatric pharmacists. The Committee members consult on each leaflet to help ensure the content is accurate and up-to-date. The Committee members are consulted on and agree, with the project team, any proposed *major* amendments to the process.

The **parents/carers group** is a group of parents and carers recruited through WellChild to provide lay input to the programme. The group members consult on each leaflet to help ensure the content is clear and accessible to parents and carers.

The **medical editor** is hired as a consultant to edit each leaflet at three stages to ensure readability and consistency among the leaflets. The editor liaises with the volunteer authors, Medicines Committee leads and programme administrator to resolve any queries. The editor is consulted on any proposed amendments to the documents, and sent final versions.

The **volunteer authors** are healthcare professionals who elect to write a leaflet. They are responsible to write the first version of the leaflet, following the guidance notes and leaflet template provided, and providing references as needed, and then liaise with the medical editor to answer queries. Volunteer authors agree to their responsibilities by signing the Letter of Understanding. This states that they must be a medical professional, and if at trainee level must get their first draft reviewed by a clinical supervisor (a fully qualified medical professional).

The **proofreaders** are two RCPCH staff members (the RCPCH Science & Research Co-ordinator and a member of the Research & Policy Division) who proofread each leaflet to ensure correct grammar, spelling and layout.