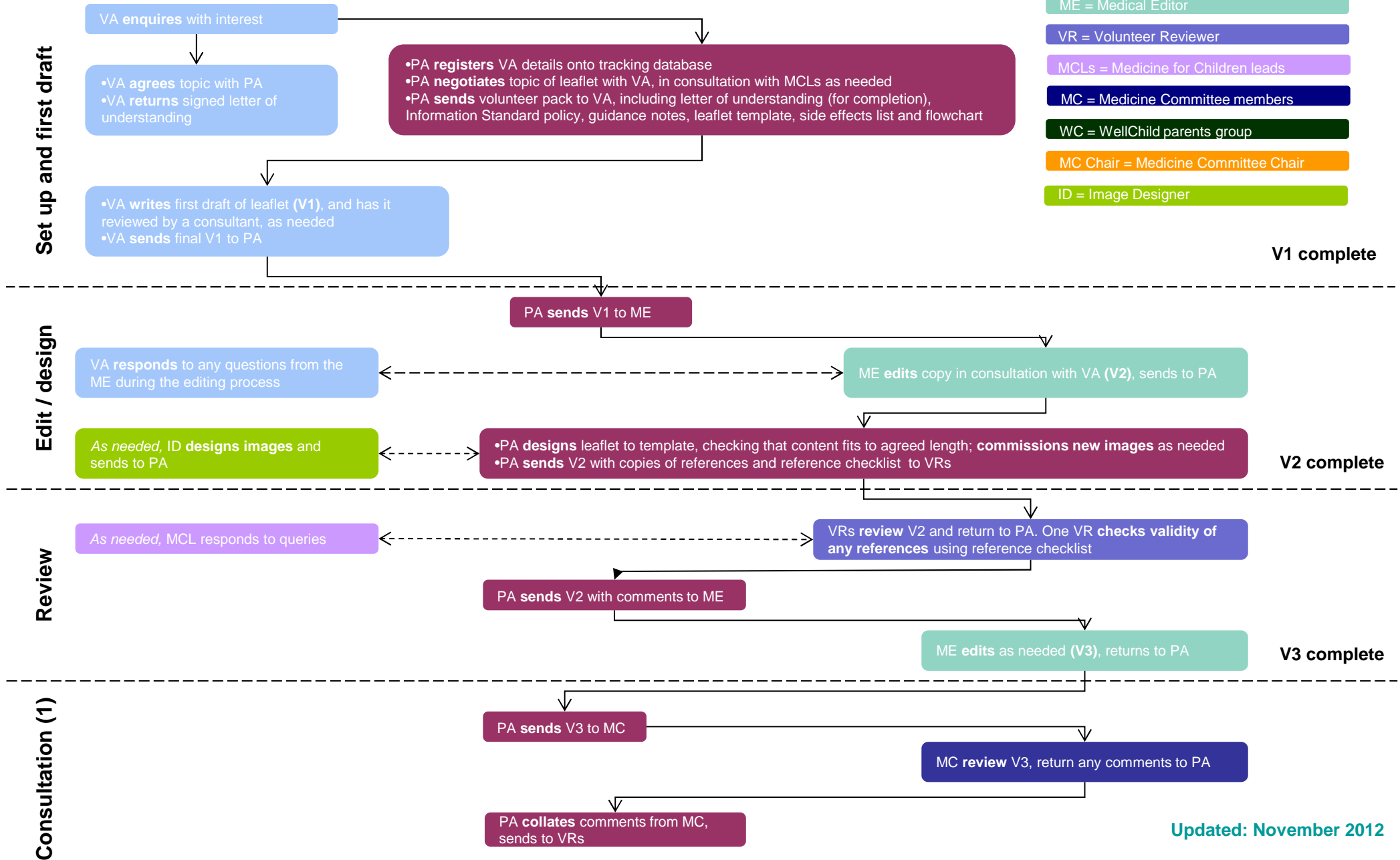
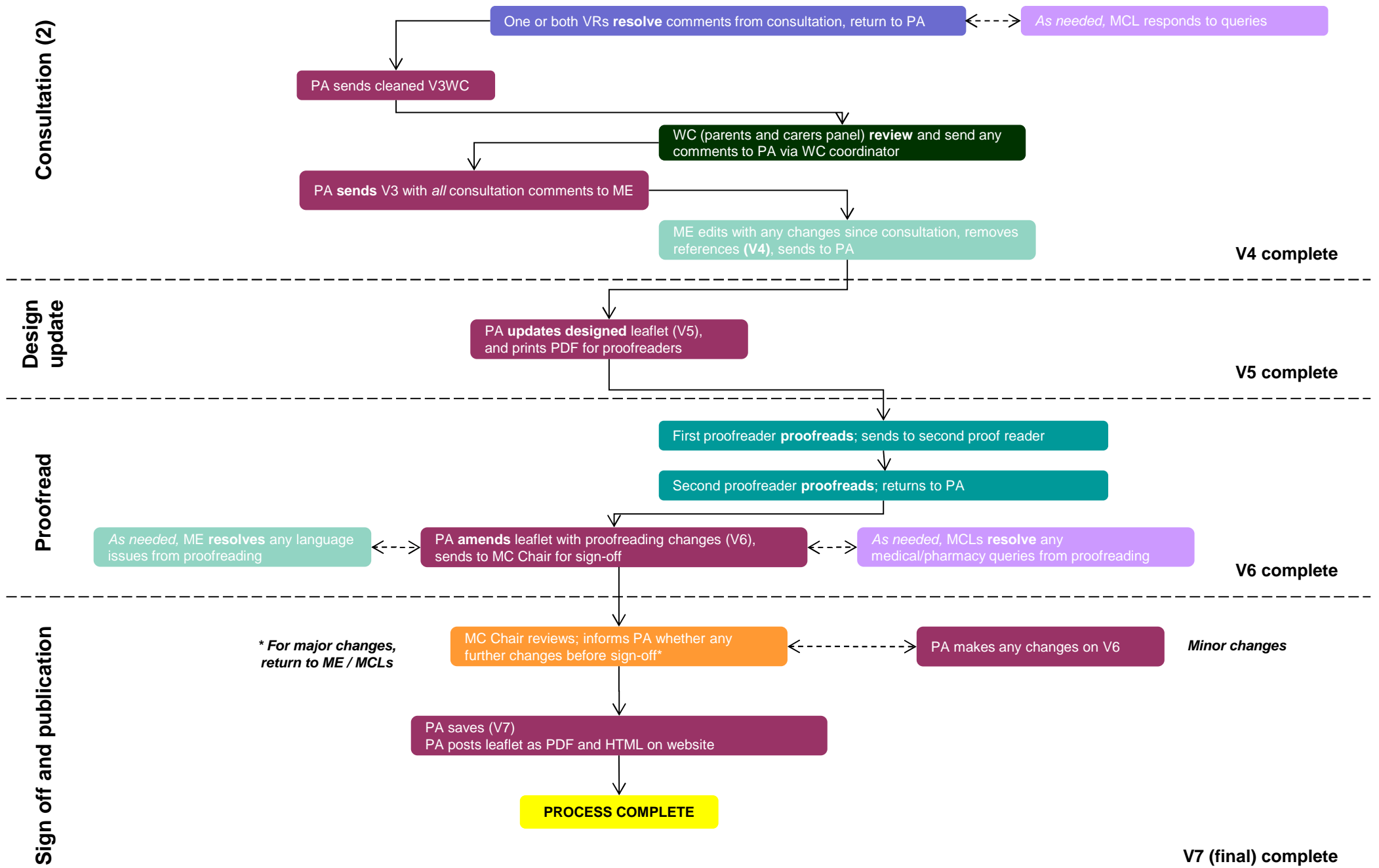


Medicines for Children: Leaflet production process

- VA = Volunteer Author
- PA = Project Administrator(design/website)
- ME = Medical Editor
- VR = Volunteer Reviewer
- MCLs = Medicine for Children leads
- MC = Medicine Committee members
- WC = WellChild parents group
- MC Chair = Medicine Committee Chair
- ID = Image Designer





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 Volunteer Reviewers for review Medicines Leads to support as needed
V3	Medical Editor	Edited copy (with comments/queries resolved by Volunteer Reviewers) +With comments from Medicines Committee members +With comments from WellChild parents and carers panel	Sent to Medicines Committee members for professional consultation Sent to WellChild parents and carers panel for lay consultation Consultation comments resolved by Volunteer Reviewers and/or Medical Editor as needed
V4	Medical Editor	Final copy	Designed to template
V5	Project Administrator/ Designer	Designed leaflet with same content as in V4	Sent to two proofreaders
V6	Project Administrator/ Designer	Designed leaflet with corrections provided by proofreaders	If proofreaders note any major changes, reviewed with Medicines for Children Leads and/or Medical Editor Sent to Medicines for Children 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).

Medicines for Children: Roles and responsibilities overview

Medicines for Children Project Team

Medicines for Children 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 leaflets

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 & Quality Improvement

Lead management of programme

Joint RCPCH/NPPG Standing Committee on Medicines

Health professional oversight of programme
Professional consultation on each leaflet

Volunteer Author / Supervisor

Writes version 1 of leaflet
Liaises with Medical Editor on queries

Volunteer Reviewer

Conducts professional review of leaflets

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