PROCESS FOR DEVELOPMENT OF RNG-LED PATIENT AND PROFESSIONAL RESOURCES

Identify resource for development

- This may be an update of an existing RNG resource or development of a new resource

- RNG Project Co-ordinator to send an expression of interest to join a working party to develop resource via the RNG discussion forum

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Establishment of RNG working party with lead

- RNG Project Co-ordinator to e-mail all working party members with the aims/objectives of the resource

- For all patient resources, consider patient involvement to assess requirements for resource at this stage eg. focus group and document these findings

- Establish timeframe for completion

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Development of resource

- Development of patient resources should ideally be completed remotely

- If teleconference meetings are required then the working party should request this to the RNG Project Co-ordinator

- If face to face meetings are required, funding needs to be discussed by the RNG committee (await further guidelines)

- Ensure all images are licensed to reproduce

- All resources should meet guidelines for patient communication as per The Patient Information Forum http://www.pifonline.org.uk/toolkit/guidance/communication/

- If further support is required on formatting and design, funding request may be considered. The BDA can provide assistance in some cases and/or provide quotes via their design consultant. Additional quotes may be required.

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Review of first draft

-RNG Project Co-ordinator to circulate to RNG committee for feedback with agreed timeframe for comments. Feedback should be received by a minimum of 50% of the committee

-- RNG Project Co-ordinator to collate and send comments to the lead of the working party

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Patient involvement

- For patient resources, obtain feedback from at least two patients then working party to further update resource and send to RNG Project Co-ordinator

- Patient involvement may be via Kidney Care UK or from local patients as appropriate

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Sign off resource

- RNG commitee to sign off final draft of resource. Feedback should be received by a minimum of 50% of the committee

- RNG Public Relations Officer to upload resource to RNG wesbite. Consider other platforms to share resource.