**Co-option of Members onto the Pharmaceutical Science Expert Advisory Panel Working Group on ‘Increasing the Evidence Base for Pharmacy’**

**Background**

The Royal Pharmaceutical Society (RPS) Pharmaceutical Science Expert Advisory Panel (PSEAP) was created in September 2010 and is composed of 18 leading figures in science and research from academic, industrial, regulatory, hospital and community practice. The expertise available on the PSEAP covers a wide range of topics within the general area of pharmaceutical science.

In addition to the main PSEAP, short life working groups composed of PSEAP members will be convened as necessary, initiated to progress specific issues as recommended by the PSEAP.

While the range of expertise on the PSEAP is broad, it is not comprehensive and there may be occasions where additional specific expertise is required.

In May 2014, the New Medicines, Better Medicines, Better Use of Medicines guide was published. This guide was developed by the Pharmaceutical Science Expert Advisory Panel and summarises the important role pharmacists and pharmaceutical scientists have played and continue to play in the development and use of medicines.One of the RPS-led Recommendations in the New Medicines guide was ‘Increasing the Evidence Base for Pharmacy’ and a working group has been established to drive this forward. The working group is now looking to co-opt individuals to complement the expertise of the current members.

**Requirements of a Co-opted Member**

Essential criteria

1. RPS member
2. Working in community or hospital pharmacy

Desirable criteria

1. Demonstrable understanding of the importance of research for the future development of professional pharmacy practice
2. Involved in pharmacy/health service research

A member co-opted onto a working group will be expected to make a time commitment of no more than 2 hours per month.

Co-opted members will be appointed for the life of a specific project or 12 months, whichever is shorter and, if appropriate, co-opted members may be invited to serve for more than one 12 month period.

Work will be done primarily through teleconferences and email correspondence. There is no remuneration associated with involvement as a co-opted member, but should any travel be required expenses directly incurred will be reimbursed.

**Application Materials and Co-option Process**

Applicants for the co-opted position must complete the application form (given below in the Appendix) and submit a Curriculum Vitae and a statement in support of their application. The applicant must provide the names and contact details of two referees.

All applicants are subject to review for compliance with companies and charities law, and RPS and relevant professional codes, including the Code of Conduct below. All submitted materials will be destroyed after co-opted members have been appointed.

**Application Review Process**

All applications must be made by the application deadline which will normally be two weeks after applications for co-option are first invited. Following the application deadline, applications will be reviewed by a group composed of PSEAP members on the working group together with the RPS Chief Scientist/deputy. The announcement of co-opted members will be made within four weeks of the application deadline.

**Code of conduct for members of RPS governance bodies**

As described in the RPS Governance Handbook, every co-opted member of the working group should adhere to the Code of Conduct for members of RPS governance bodies and the Nolan Committee Principles of Public Life.

**Appendix**

**Application Form for Co-opted members of PSEAP Working Groups**

Please complete this form and submit it (preferably by email) with the required attachments indicated below. Do not worry about formatting on this document.

**Submit all materials and questions to:**

Prof Jayne Lawrence Email: [Jayne.lawrence@rpharms.com](mailto:Jayne.lawrence@rpharms.com%20)

Royal Pharmaceutical Society

66-68 East Smithfield Tel. 020 7572 2603

London E1W 1AW

1. **Applicant** (please print)

Name and Title/Position\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

RPS membership number (if applicable) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

RPS Faculty Stage (if applicable) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Employer or Institutional Affiliation \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Mailing address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Postcode \_\_\_\_\_\_\_\_\_\_\_\_\_

Email \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Telephone (daytime) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (mobile) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. **Applicant referees**

Referee 1

Name and Title/Position\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Employer or Institutional Affiliation\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Telephone\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Referee 2

Name and Title/Position\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Employer or Institutional Affiliation\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Telephone\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Please attach:**

**1. Curriculum Vitae**

**2. Statement in support of application** (including how your experience relates to and supports the task of the working group and how you would contribute to the work of the working group).

**All application materials must be submitted by Friday 4 December 2015.**