



## RPS Science and Research Committee

### Purpose

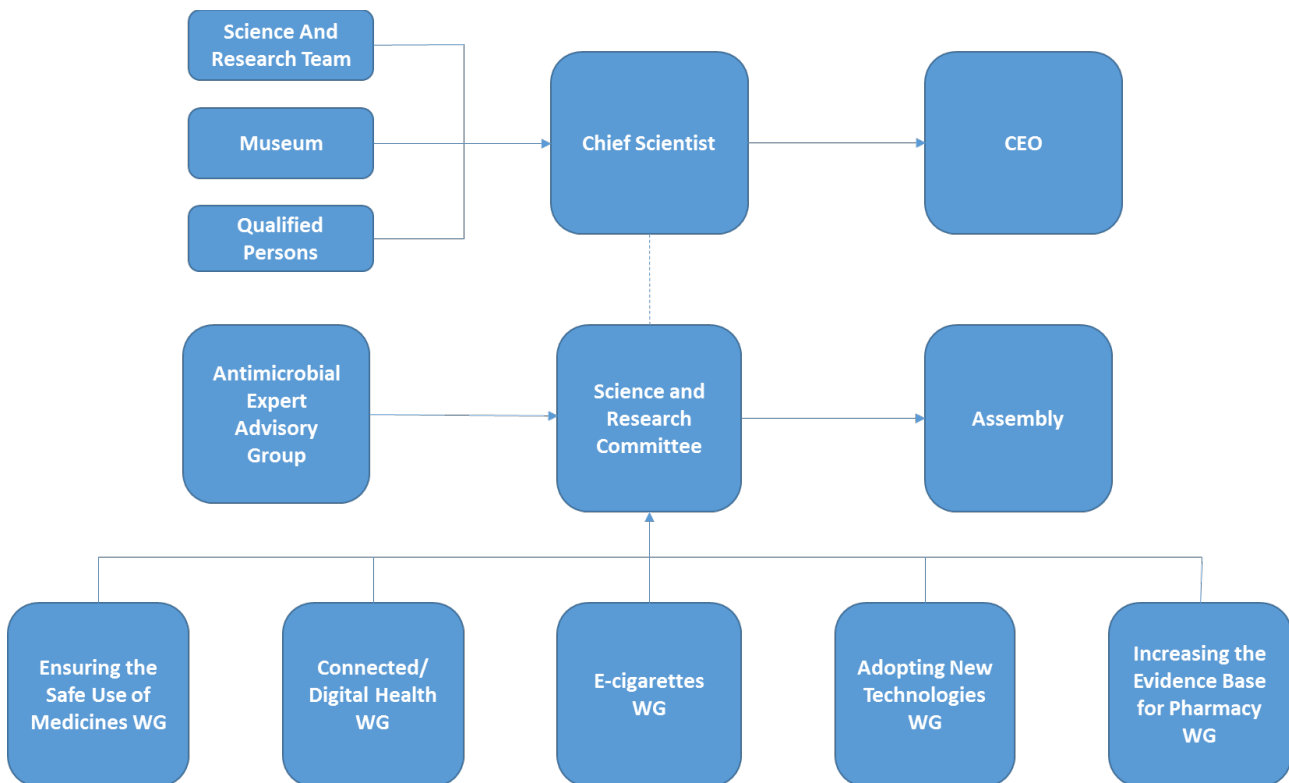
The RPS Science and Research Committee (SRC) provides strategic leadership, advocacy and expert advice around pharmaceutical science and pharmacy research, across Great Britain, and as part of the RPS role internationally.

The SRC is responsible for supporting the RPS Assembly in setting the strategic direction and providing oversight of the delivery and advancement of the RPS strategic imperatives around pharmaceutical science, research and evaluation developing its aims, objectives and goals in accordance with the Regulations of the RPS.

The SRC does not have a role in determining RPS national policy, which remains the remit of the National Boards. However, the work of SRC will inform RPS policy through thought leadership and support with consultation responses.

### Governance and Reporting

The SRC forms part of the formal governance structure of the RPS and is directly accountable to the RPS Assembly.



The SRC works with the RPS National Boards for England, Scotland and Wales, as well as closely with the Education and Standards Committee.

It is advisable that the following groups will report to the SRC: -

- RPS Conference Research Panel
- The RPS Industrial Pharmacy Forum (IPF)
- The RPS Veterinary Pharmacy Forum (VPF)
- The RPS Antimicrobial Expert Advisory Group
- Other forums or advisory groups related to science and research as may be established

The SRC will also work with other RPS groups on specific work streams when appropriate including, the RPS Hospital Expert Advisory Group and other additional groups.

### **Deliverables**

The SRC provides strategic leadership, advocacy, expertise and support on issues of pharmaceutical science and research which impact on the pharmacy profession and the public to the RPS Assembly.

Specifically, the SRC will: -

1. Advise the RPS Assembly on pharmaceutical science and research in pharmacy;
2. Support the overall direction and development of the RPS Science and Research Strategy;
3. Oversee the RPS Science and Research Strategy and Programmes, with a particular concern for RPS reputation in line with the objects of the RPS;
4. Review reports from the relevant forums and Groups and to comment and feedback upon performance and improvement;
5. Report to the RPS Assembly annually on the performance and resource management of the RPS Science and Research Strategy and programmes;
6. Report to the RPS Assembly on matters of material risk as and when they arise;
7. Ensure that the RPS Science and Research Strategy operates in line with the Society's objects;
8. Lead on developing thought leadership papers to inform the profession and the RPS National Boards about science in relation to policy development;
9. Provide advice and source of expertise to the National Boards of the RPS on pharmaceutical science and pharmacy research;
10. Inform, support and contribute to the work of the RPS including professional standards, guidance and professional policy and responses to consultations;
11. Share intelligence and maintain an overview of current and possible future development and emergent issues in pharmaceutical science and pharmacy research;

12. Provide a wide range of perspectives and facilitate stakeholder engagement across all areas of pharmaceutical science and research;
13. Maintain awareness of Science and Research as integral to pharmacists
14. Promote pharmaceutical science and pharmacy research on behalf of the RPS membership and the pharmacy profession;
15. Represent the RPS and the profession at appropriate meetings, functions and events in the context of pharmaceutical science and pharmacy research.
16. Work closely with Education and Standards Committee to ensure all pharmacists are supported to acquire and maintain a core scientific knowledge base.
17. Have a central role in conference planning in all matters related to science and research

## **Membership**

The SRC will not exceed 20 members who will be appointed by the SRC Chair and RPS Chief Scientist. SRC members will be appointed following an open call for nominations or by direct appointment. The composition of the SRC should reflect the full spectrum of expertise across the profession relating to pharmaceutical science and pharmacy research as well as regional and country interests. The SRC membership draws from the breadth of academic, industrial, hospital, community, clinical and regulatory settings.

The RPS has ultimate responsibility for the constitution of the group. SRC members shall:

- I. Be nationally and ideally internationally recognised as an expert in the pharmaceutical sciences or pharmacy related research (nominees should be at the forefront of practice).
- II. Have a high level of involvement in institutional roles and professional organisations.
- III. Have broad discipline expertise (broad knowledge and expertise in a relevant specialty research area and/or multidisciplinary experience in two or more discipline areas is desirable – specialists and generalists).
- IV. Have relevant experience in academia, industry, voluntary or public sector organisations.
- V. Have experience in coordinating research activity including an understanding of the needs of end users in higher education, business and industry.
- VI. Have experience representing organisations or professions to the public and including the media.
- VII. Be a member of RPS (where eligible). It is desirable that members, where eligible, have been recognised by the RPS Faculty or are working toward recognition. Faculty membership should be achieved within first year of membership of the SRC.
- VIII. Have a high professional standing and reputation.
- IX. The RPS President will be invited to SRC meetings and have observer status and the RPS Chief Executive Officer (CEO) will have a standing invite to meetings.
- X. The Chair of the RPS Education and Standards Committee will be invited to attend meetings of the SRC.

## Ways of Working

- I. The group will meet formally face-to-face three times a year, with additional teleconference meetings as required.
- II. All SRC members are expected to attend at least 75% of all meetings held. Those not attending 75% of all meetings may be asked to stand down from the SRC.
- III. The SRC will be supported by an RPS Administrator who will: notify members in writing of the time, date and place of a meeting at least 28 days in advance of a regular meeting; take notes of the meeting and prepare and circulate a written minute.
- IV. Members are expected to contribute to topic specific working groups according to their expertise. Meetings of working groups shall be called as necessary with reasonable notice, including in emergency, by the Chair of the working group or the Chair or a Deputy Chair of the SRC.
- V. The majority of interactions will be virtual, by email or through the online.
- VI. Members will declare any interests that may be a conflict to the work underway.
- VII. All papers, discussions and correspondence are to be treated as confidential (unless explicitly informed otherwise)
- VIII. The Chair of the SRC is responsible for reporting the activities and deliverables of the group to the RPS Assembly; the Chief Scientist will ensure communication to other RPS Boards and Panels.
- IX. SRC members are permitted to have their SRC membership listed in public documents. When appearing in a public context, however, members should not permit any confusion with respect to whether they are speaking in their role as an SRC member.
- X. SRC members must treat all discussions as confidential unless otherwise directed.
- XI. Every member of the SRC must adhere to the Code of Conduct and Code of Conduct for Members of RPS Governance Bodies
- XII. Members should also adhere to codes applicable to their respective disciplines and institutions.

The option of one place at the SRB meeting will be made available to a representative from the National Boards who will have observer status; it is expected that this one representative will be from the English, Scottish or Welsh National Boards on a rotational basis. In addition, the aim of this is to promote close working between the SRC and National Boards and alignment across RPS work streams and objectives.

## **Terms of Office**

The term for members to sit on the SRC is three years with a second term possible in order to stagger turnover of membership. Previous membership of the group is not a bar to reappointment at a later date. It is expected if a member no longer meets the member specification, e.g. their role changes, that they would step down. In case of retirement from scientific activities, members may remain on the group for one year following retirement or until the end of their three-year term, whichever is sooner.

## **Refreshing Membership**

When vacancies occur on the SRC, an invitation for new members to join the SRC will be circulated. This will be done as need arises, or as a minimum every three years. Those interested should submit the required paperwork and their CV to the Chair of the SRC. On occasion, it may be necessary to co-opt specific expertise onto the SRC.

## **Chair**

The position of Chair is held for a maximum period of three years. The election of the Chair will be held at the last formal meeting of the Chair's term of office.

A member standing for Chair should declare any actual or potential conflicts of interest. It is widely accepted that professional experts will be asked to sit on various committees and groups nationally and internationally and that such external recognition would not preclude appointment to Chair of the SRC.

## **Reimbursement**

Travel expenses, in line with the current RPS Travel Policy, will be reimbursed when the RPS requires the SRC to meet. Members are expected to book using the cheapest available fare and book early where possible.

*November 2019*