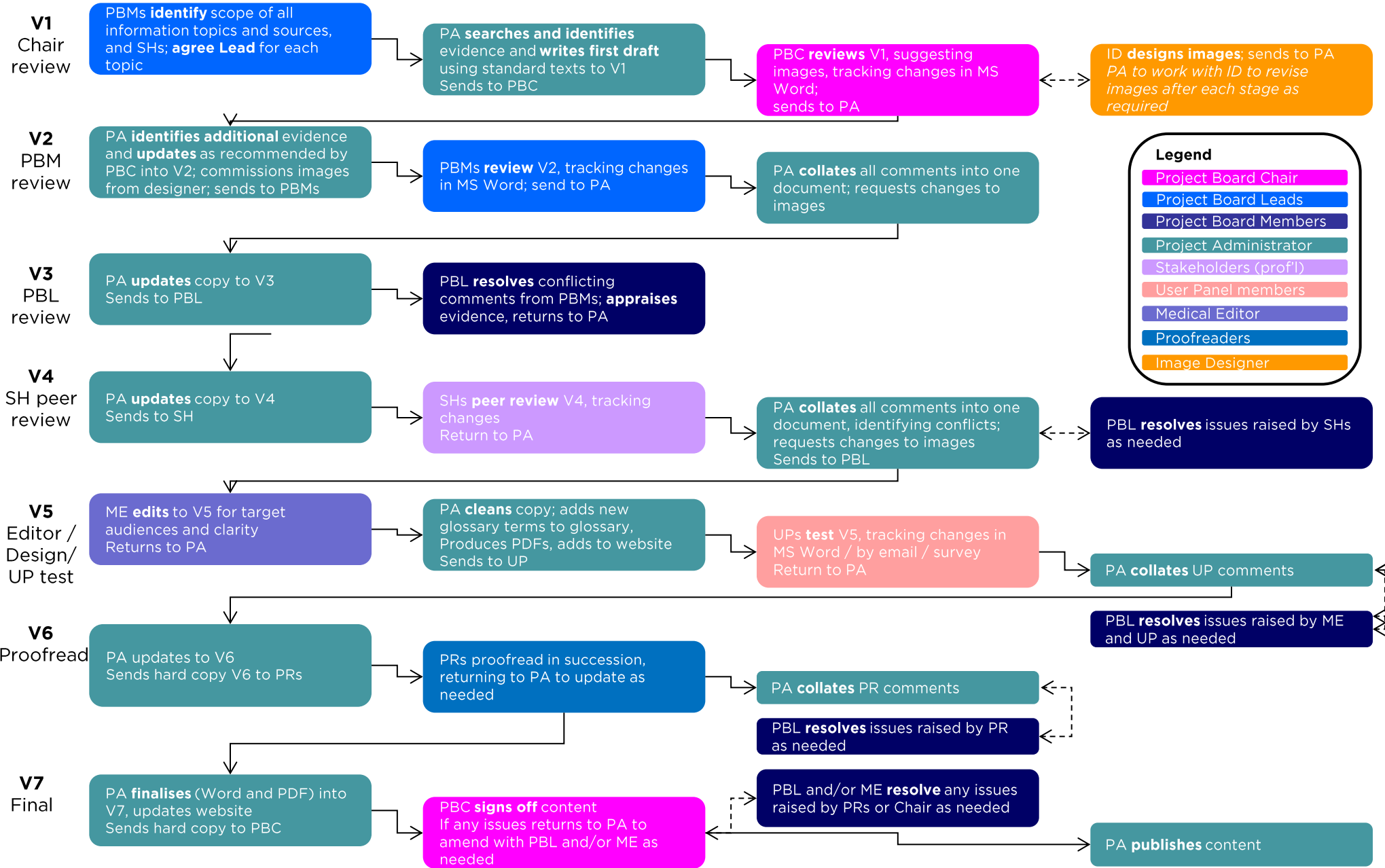


infoKID: Information for parents and carers about children's kidney conditions

Production process V2.2 - January 2014



infoKID: Information for parents and carers about children's kidney conditions

Version information

Version	Produced by	Version description	What happens next
V1	Project Administrator	Template populated based on identified information sources	Project Board Chair reviews
V2	Project Administrator	Revised version based on Project Board Chair input	Project Board Members review separately Project Administrator collates comments
V3	Project Administrator	Revised version based on Project Board members input	Project Board Lead reviews and resolves conflicting comments
V4	Project Administrator	Revised version based on Project Board Lead input	Stakeholders peer review separately Project Administrator collates comments Project Board Lead resolves comments
V5	Project Administrator	Revised version based on stakeholder input	User panel tests Project Administrator collates comments Project Board Lead resolves comments
V6	Medical Editor	Professionally edited version, tested by user panel	Medical Editor edits Project Board Leads resolves issues Project Administrator adds content to website, designs leaflet of Overview (and full content?); prints Proofreaders mark up hard copy in turn If changes, Project Administrator updates content If needed, Project Board Lead and/or Medical Editor review changes
V7	Project Administrator	Revised version based on proofreading	Project Administrator cleans Word doc and PDF Project Board Chair signs off OR returns with comment; if needed, Project Board Lead and/or Medical Editor review changes

infoKID: Information for parents and carers about children's kidney conditions

Roles and responsibilities

Project Board

PB = Project Board

Provide strategic oversight of project

PBC = Project Board Chair

Chair Project Board

Lead on decisions for scope, information production

Review first draft of all information content

Sign off all information prior to publication

PBM = Project Board Members

(2 Paediatric Nephrologists, General Paediatrician, Children's renal nurse, BKPA representative)

Advise on scope, information production

Conduct prof'l review of all information content

PBL = Project Board Lead

One Project Board Member (healthcare professional) takes lead on each information topic

Resolve conflicting comments from reviewers

Science & Research Co-ordinator

(RCPCH staff member)

Manage programme and budget

Act as one of the Proofreaders

PA = Project Administrator *(RCPCH staff member)*

Manage day-to-day operations of programme

Coordinate production process

Write first drafts of information content

Manage website development, publish information content, including supporting content

Manage communications

Design and produce PDF versions of content

Others

RCPCH Director of Research & Policy

Lead management of programme

SH = Stakeholders

(including Paediatric Nephrology Centre Leads)

In collaboration with multidisciplinary teams / colleagues, advise on scope, conduct professional review of information content

UP = User Panel

Panel of parents/carers and young people

Input from perspective of prospective users

Consult on and test content, design, branding and website

ME = Medical Editor

Edit draft information content

Advise on editing standards, including standard texts

Image Designer

Design images to aid understanding of information content

PR = Proofreaders

(Two RCPCH staff members, including Science & Research Coordinator)

Proofread information content