

## **infoKID: Information for parents and carers about children's kidney conditions Information Standard Policy Statement (v1)**

### **About infoKID**

infoKID is a partnership project of the Royal College of Paediatrics and Child Health (RCPCH), British Association for Paediatric Nephrology (BAPN) and British Kidney Patient Association (BKPA). It produces and publishes information for parents and carers about kidney conditions in infants, children and young people.

The infoKID project board, with representatives from the three partners, oversees the project and is responsible for the information production. The board is chaired by a Consultant Paediatric Nephrologist. The RCPCH Research & Policy Division administers and manages the project. The RCPCH Science & Research Co-ordinator manages the project and budget, and the RCPCH Research Administrator coordinates the project, including the information production process. The RCPCH Director of Research & Policy has overall responsibility.

### **About the Information Standard**

The Information Standard is a certification scheme for health and social care information producers, supported by the Department of Health. It has been set up to help the public identify trusted sources of health and social care information. The Information Standard principles are that information be:

- evidence-based
- user-tested
- appropriately and regularly reviewed

For more information, visit the Information Standard website: [www.theinformationstandard.org](http://www.theinformationstandard.org). A document describing the certification requirements may be downloaded at <http://www.theinformationstandard.org/get-certified/steps-to-certification/assessing-your-organisation>

### **About the policy statement**

This policy statement outlines the commitment of RCPCH, on behalf of the infoKID project board, to:

1. produce good quality information
2. ensure that information produced by the infoKID information production system meets the requirements of the Information Standard
3. review all information appropriately and regularly, and update as necessary
4. ensure that those involved in the production of information are aware of and comply with this policy statement and the requirements of the Information Standard

### **1. Commitment to produce good quality information**

The infoKID project board recognise that parents and carers of children with kidney conditions need good, accurate information. The information will provide parents and carers information to complement that provided by healthcare professionals, support them to make decisions and signpost to further information as and when it is needed.

The RCPCH is committed to producing and maintaining good quality information for parents and carers about children's kidney conditions. This will cover conditions, tests and diagnosis, treatments and supporting information.

The information will be available free of charge on a discrete website, to read on-screen and/or download as leaflets. The information will be largely text-based, with some illustrations to aid



understanding. Users will be able to navigate through the content to find the information they need when they need it, and access more detailed information as they wish.

**2. Commitment to ensure that information produced by the infoKID production process meets the requirements of the Information Standard**

The RCPCH is committed to ensuring that all infoKID information is developed using its bespoke information production process. This multi-stage process facilitates structured review of draft information by experts, including multidisciplinary health professional teams, as well as consultation and testing by and users, including parents, carers and young people.

This will ensure that the information is clear, relevant, evidence based, accurate, well-designed, readable, accessible, and up-to-date.

**3. Commitment to review information and update as required**

The RCPCH is committed to ensuring that the content is regularly reviewed so that the information remains relevant and accurate. infoKID will undertake a scheduled review of each topic every three years, and update and re-publish as required. We will also respond to changes in information, based on new research, and update and re-publish content on as needed basis.

The RCPCH is committed to ensuring that records are properly maintained and archived for a minimum period of five years. Document version control is used for all draft and published information. All electronic documentation is saved to the shared, secure drive at the College. All documentation that is not available electronically, including proofread copies, is saved in a hard file. The project administrator is responsible for naming and saving documents appropriately.

**4. Commitment that all involved in the production of information are aware of and comply with this policy statement and the requirements of the Information Standard**

The RCPCH is committed to ensuring that all involved in the production of infoKID information understand and comply with the information production process and the Information Standard. The parties include the project board members, paediatric nephrology centre leads, stakeholders and user panel members, proofreaders, medical editor, and other individuals and groups involved with the production of information.

The programme administrator is responsible for ensuring that all parties receive this policy statement, relevant process documents, and information about their role in the process. All project board members are required to acknowledge understanding by signing and returning a copy of this policy statement.

This policy statement will also be saved as an electronic copy on the shared, secure drive at RCPCH, and made available on the programme's public website.

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**Approval**

This policy statement is subject to final approval by the RCPCH Science & Research Co-ordinator and by the infoKID project board Chair.

