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**PCRS-UK Publications Policy and Approval Processes**

**Purpose**

This document sets out the Primary Care Respiratory Society UK’s (PCRS-UK’s) policies regarding publications (including mailings and what it will publish on its website) and the associated approval policies.

A separate policy on endorsement is available (<http://www.pcrs-uk.org/disclaimer>)

**General Points**

All material published in the name of the PCRS-UK must:

1. Be approved by the Chief Executive (CE) or appointed deputy1, 2 with input sought from PCRS-UK Executive Chair/relevant PCRS-UK Executive lead and/or Trustees as appropriate. In the absence of the CE/appointed deputy, approval will be sought from the Chair of the PCRS-UK Executive or his/her appointed deputy.
2. Carry the current approved name and logo of the Charity and standard information of the Charity (see appendix 1) plus relevant acknowledgments (see appendix 1 for standard acknowledgment used on all materials, except where specific funding/sponsorship has been secured and is acknowledged accordingly).

All PCRS-UK materials providing clinical, scientific or professional advice must additionally be reviewed and approved by the relevant PCRS-UK editor. PCRS-UK ‘endorsed’ materials are the responsibility of the PCRS-UK Executive Chair / relevant PCRS-UK Executive Lead in accordance with the PCRS-UK endorsement policy.

All materials providing clinical, scientific or professional advice will include a date of publication and will be reviewed on a twelve-monthly basis for their continued relevance / appropriateness by the relevant sub-committee of PCRS-UK Executive (e.g. Education, Nurse Committee). Hard copy material that is considered as out of date will be destroyed (except for 12 copies which will be kept for the purposes of the file / reference). Website publications that are considered out of date will be archived and available upon request from info@pcrs-uk.org. The PCRS-UK Operations Team is responsible for maintaining a list of all current PCRS-UK publications.

All electronic mailings (e-alerts, PCRS-UK membership mailings) will contain the relevant opt out options to comply with data protection requirements and must be produced on a PCRS-UK standard template (approved by the PCRS-UK CE).

1 PCRS-UK Development Director (SJA), Operations Director (PMB) and Policy Consultant (BT) each has delegated authority to approve PCRS-UK emails and publications. As a matter of good practice any new material / copy should be reviewed by a second senior person, who maybe the relevant PCRS-UK lead / Committee Chair, another ‘staff’ member with delegated authority or the CE. This is in addition to the responsibilitiesRHI have for checking all emails for accuracy before distributing / producing.

2 Materials produced for use in a specific PCRS-UK region (e.g. regional meetings: agenda, programme, promotional materials, may be approved by the PCRS-UK Regional Lead for that region and the agent (RHI) acting on behalf PCRS-UK and responsible for organising the meeting. All such materials must be produced on PCRS-UK approved templates (approved by PCRS-UK CE).

**E-Alerts**

PCRS-UK e-alerts are an immediate news service for members and cover a wide range of topics and may / may not be clinically related. E-alerts are produced based on news and information coming into the PCRS-UK from a variety of sources. The CE or appointed deputy1 is responsible for approving e-alerts but will seek advice where appropriate on their relevance / appropriateness to primary care respiratory health professionals from the one of the PCRS-UK Executive leads or Chair.

**PCRS-UK Publications**

The process for producing PCRS-UK health professional publications that provide clinical, scientific or professional advice is as follows:

1. Publication agreed as priority/relevant by Education or Nurse Committee or appointed working party or lead (the ‘commissioner’)
2. Plan and budget/funding for publication agreed with CE (or appointed deputy)
3. Authors, reviewers and brief (Commissioning document) agreed with commissioner and approved by PCRS-UK editor
4. Design brief agreed with commissioner as appropriate
5. Copy received from author, peer reviewed and edited
6. Copyright transferred from author to PCRS-UK and author paid
7. Final publication approved by PCRS-UK editor, and sent back to Commissioner for final approval (against agreed brief)
8. Publication posted on website and disseminated in accordance with agreed plan

The PCRS-UK editorial office is responsible for steps 3-7 unless otherwise agreed. As a matter of policy, where possible and relevant both a nurse and a GP will be involved with the development of all publications as authors or reviewers.

Companies committing to purchase reprints of a publication as part of a sponsorship package or ahead of production are given the opportunity to review the author’s brief and final draft copy for factual accuracy. The PCRS-UK retains editorial control at all times and any issues arising in this matter will be resolved by PCRS-UK editor / CE.

**Website**

The overall design, structure and functionality of the website is the responsibility of the website committee.

The open PCRS-UK website is designed to promote what PCRS-UK offers and to encourage membership, whereas the members-only site is designed to provide easy access to PCRS-UK resources and other membership services.

Responsibilities for the content of the website are listed in appendix 2.

All resources uploaded on the website must be approved in accordance with the policy and procedures set out above. The Operations Director is responsible for the uploading of resources onto the PCRS-UK website.

Approval of website pages (‘static’ content) is the responsibility of the relevant website lead (see appendix 2).

**Website Publishing Policy**

The PCRS-UK will only publish in full on its website, its own materials i.e. those where it owns the copyright and has editorial control. Additionally, the PCRS-UK will provide a link to and short description of other organisations’ materials or events on the PCRS-UK website that it has endorsed.

The PCRS-UK will also promote and provide a short description of other materials or events on its website as deemed relevant / appropriate by the appropriate section lead. Such material / events will be clearly differentiated from PCRS-UK materials / events with an appropriate disclaimer included e.g. ‘Please note the PCRS-UK does not endorse the content of any of these materials / courses, but hopes that by providing the links below it is providing a useful service to primary care health professionals and others interested in respiratory medicine.’

The PCRS-UK does not include information on local events or materials on its website unless they are of national relevance but may be agreed at the discretion of the CE (or his / her deputy) to send out information on such materials and events to its members / associates in that area.

**Policy on Restricting Materials to members-only website**

All resources are restricted to members-only site except for ‘taster’ examples and specific promotions.

Access to any PCRS-UK resource is available to non-members via the PCRS-UK trial access scheme and / or upon request to info@pcrs-uk.org.

**Website Advertising Policy**

The PCRS-UK will not carry advertising on its website except its own events and services and except for sponsored links as described below.

PCRS-UK may include on its website details of materials / events from commercial companies, charities and other organisations, as a ‘sponsored link’ provided they are relevant to primary care respiratory medicine and are deemed to be of potential interest / value to PCRS-UK members and other primary care health professionals. The PCRS-UK may charge a fee for this service (‘advertising’) as it sees appropriate. The PCRS-UK CE and PCRS-UK Executive Chair will have joint responsibility for agreeing what is appropriate to include as a sponsored link and ensuring the accompanying text is balanced and does not mislead users. Sponsored links will be for a fixed period of time and the number will be limited to ensure they do not dominate any particular section of the website.

**Mailings**

The PCRS-UK holds a database of its members and associates (plus PCRJ e-alert subscribers) which it manages in accordance with data protection requirements. The PCRS-UK will under no circumstances sell or provide this database to a third party (except as part of a formal contract that is compliant with data protection legislation to provide a specific service).

The PCRS-UK offers a mailing service to other organisations keen to reach its members. A fee is charged for this service but may be waived at the discretion of the PCRS-UK CE / Development Director in particular for non for profit organisations. All such mailings are sent under the PCRS-UK name (whether electronically or hard copy) but are clearly indicated as ‘sent on behalf of xxx organisation). Members are given the option, at the time of joining and of renewing their membership to opt out of receiving such mailings. In addition an ‘opt out’ option is included in all electronic mailings.

**Permission to Reproduce PCRS-UK Publications**

Permission is often sought from the PCRS-UK to reproduce its publications. Such requests are handled by the Operations Team and are forwarded to the CE for approval and to decide what level of copyright fee if any should be charged.

The conditions under which permission is granted are set out in appendix 3.

PCRS-UK has a separate policy on the reproduction and re-branding of publications by the pharmaceutical industry.

**Reviewed / Approved by Executive Committee: April 2008, June 2009, March 2013**

**Reviewed /Approved by Trustees: May 2008, July 2009, April 2013**

**Updated: February 2014**

**Date of next review: March 2016**

The Primary Care Respiratory Society, formerly known as the *General Practice Airways Group*, is a registered charity
(Charity No: 1098117) and a company limited by guarantee registered in England (Company No: 4298947)
VAT Registration Number: 866 1543 09

Registered offices and address for correspondence: Unit 2, Warwick House, Kingsbury Road, Curdworth, Sutton Coldfield, B76 9EE

**Telephone**: +44 (0)1675 477600  **Facsimile**: +44 (0) 121 336 1914 **Email**: info@pcrs-uk.org **Website**: <http://www.pcrs-uk.org>

The Primary Care Respiratory Society UK is grateful to its corporate supporters including Almirall Ltd, AstraZeneca UK Ltd, Boehringer Ingelheim Ltd, Chiesi Ltd, GlaxoSmithKline, Napp Pharmaceuticals, Novartis UK, Orion Pharma (UK) Ltd and TEVA UK Limited for their financial support which supports the core activities of the Charity and allows the PCRS-UK to make its services either freely available or at greatly reduced rates to its members.

**Appendix 1**

**PCRS-UK Standard Information**

The Primary Care Respiratory Society UK is a registered charity (Charity No: 1098117) and a company in the UK and limited by guarantee (Company No: 4298947)

VAT Registration Number: 866 1543 09

Registered offices and address for correspondence: Unit 2, Warwick House, Kingsbury Road, Curdworth, Sutton Coldfield, B76 9EE

Telephone: +44 (0)1675 477600

Facsimile: +44 (0)1361 331811

Email: info@pcrs-uk.org

Website: <http://www.pcrs-uk.org>

**PCRS-UK Standard Acknowledgment**

The PCRS-UK is grateful to its corporate supporters including (list Corporate Supporter Scheme members) for their financial support which supports the core activities of the Charity and allows the PCRS-UK to make its services either freely available or at greatly reduced rates to its members.

**Appendix 2**

**Responsibilities for website content**

Home page / About Us – CE\*

News and Events – Operations Director

Quality Award - Operations Director (Quality Award Development Group)

Resources – Operations Director / (Education Committee)

Nurses – Development Director (Nurse Committee)

Respiratory Leaders – Development Director (Regional Development Group)

The lead for each section is responsible for ensuring content is up to date working in conjunction with / under the direction of the relevant Committee. The Operations staff (RHI) may make changes to website content under the direction of the respective lead. All changes (except minor corrections) must be approved by the respective lead.

**Appendix 3**

**Statement Granting Permission to Reproduce PCRS-UK Publications**

As per your (email request) we hereby grant you permission to reproduce the aforementioned material in print and electronic format at no charge subject to the following conditions:

1. If any part of the material used (for example figures) has appeared in PCRS-UK resources or materials with credit or acknowledgement to another source, permission must also be sought from that source. If such permission is not obtained then that material may not be included in your publication/copies.
2. Suitable acknowledgement to the source must be made, either as a footnote or in a reference list at the end of your publication, as follows:

Reprinted with permission from Primary Care Respiratory Society UK, Name of Document, Year of Production, (please give full website reference).

1. Reproduction of this material is confined to the purpose for which permission is hereby given.
2. This permission is granted for non-exclusive world English rights only. For other languages please reapply separately for each one required.
3. Details of any fees to be paid.