



Professional
Record
Standards
Body

Advisory Board and PRSB Membership

July 2021

About the Professional Record Standards Body (PRSB)

Vision

To optimise the health of UK citizens through the definition and widespread adoption of high quality, standardised records.

Mission

To become the authoritative voice for the development and widespread use of standards that ensure all electronic health and social care records are of the highest quality.

The PRSB was established in 2013 as a Community Interest Company and while it trades under Company law has a not-for-profit ethos. The objects of the Company are to carry on activities which benefit the community and in particular to ensure that the requirements of those who provide and receive care can be fully expressed in the structure and content of health and social care records.

The PRSB works across the whole of the UK with a very wide range of health and care bodies, patient and user bodies, governmental, national and regulatory organisations and agencies and with commercial bodies across the UK. In so doing, it seeks to build supportive long-term relationships with many of these stakeholders. The value and added contribution brought by the PRSB is in drawing on these broad interests in order to develop credible and respected standards and other products for the benefit of improving the quality and safety of care for patients and users of care services.

The PRSB was established by the [Academy of Medical Royal Colleges](#), the then Department of Health and the then Health and Social Care Information Centre (now [NHS Digital](#)).

The PRSB draws its funding from a number of financial arrangements to underpin its core costs and the many projects that are in train at any one time. There is a small staff which is augmented by the PRSB Board, advisors and others who work in a variety of roles to bring the necessary skills and experience to the work of the Body.

PRSB strategy

- Expanding development and use of standards to improve health and care
- Elevating the voice of people in our work
- Developing and strengthening the organisation
- Creating a strong & financially sustainable organisation
- Increasing our influence and putting it to good use

More information about the PRSB may be found at [here](#).

About the Advisory Board

The Advisory Board advises the Board of the PRSB. It has no formal role in making decisions for the PRSB. As such, Advisory Board members and their appointing organisations have no legal liabilities or formal responsibility for PRSB governance. Members' financial liability in the event of the organisation being wound up is limited to £1 per member. Advisory Board representatives provide the main link and focal point between the PRSB and its member organisations.

This document sets out the role and expectations of Advisory Board representatives and member organisations. The terms of reference of the Advisory Board may be found [here](#). It also sets out what the PRSB commits to do to support its members.

The PRSB board reserve the right to terminate membership if they feel the terms of reference are not being adhered to.

1. Member organisations

The key responsibilities and expectations of PRSB member organisations are to:

- support and champion the purpose, vision and work of the PRSB within the member organisation and beyond
- nominate a representative with the requisite skills, availability, authority and influence to represent the member organisation and to facilitate effective working between the PRSB and the member organisation. The representative must be able to attend Advisory Board meetings and respond as requested between such meetings
- facilitate access to the member organisation's networks and infrastructure (e.g. communications, policy, quality improvement teams) to amplify PRSB messages through their membership. Ideally this will build and maintain a series of touchpoints between the PRSB and the member organisation
- attend periodic meetings at leadership level between the PRSB and the member organisation
ensure full and active participation of the professional group(s) represented in development and adoption of PRSB relevant standards and related matters
- endorse PRSB standards in a timely way through appropriate channels and governance mechanisms
- build awareness of PRSB standards, digital health and care records and related topics and the wider digital agenda with the professionals represented
- facilitate contacts and introductions to help PRSB further its cause and extend its influence
- contribute to PRSB strategy and direction ensuring the PRSB is kept aware of relevant developments and initiatives for the member organisation and those it represents
- encourage a system-wide view of health and care in order that PRSB work supports integrated care and interoperability for the greater good of service users and carers

2. Advisory Board membership

The key responsibilities of member organisations' representatives on the PRSB Advisory Board are to:

- fulfil the primary engagement function and conduit for their member organisation between that organisation and the PRSB (as described above)
- ensure that the views, developments and issues of the member organisation relevant to the PRSB's agenda are communicated and that key information from the PRSB is effectively disseminated within the member organisation
- attend all Advisory Board meetings and respond as required to issues and questions circulated between meetings
- provide (personally or through fielding appropriately qualified and authorised professionals) input, advice and expertise to the PRSB in its work through the Advisory Board or other channels as appropriate.

- work with the member organisation to ensure comprehensive participation in standards development from a broad spectrum of the professionals represented and timely endorsement of standards.

Time commitment

- Four Advisory Board meetings per year; these meetings last up to three hours in addition to it, there will be reading and preparation time. These meetings will largely be held by remote means although some face-to-face meetings are held, usually in central London
- Contribute to other sub-groups and task groups as required
- Review and respond to papers and participate in email engagement between meetings

Experience, skills and personal attributes:

- Experienced and highly credible within the member organisation and with professional peers
- Informatics expertise is not essential but an understanding of and interest in standards and the fundamentals of digital delivery is desirable
- Able to challenge constructively
- Able to respect confidentiality
- Analytical and strategic – confident to contribute to the wider health and care debate and the role of standards within that

3. PRSB commitments to support members and representatives

The PRSB will:

- Provide an annual planner of meeting dates
- Circulate papers for Advisory Board or other meetings usually about one week in advance of each meeting
- Provide agendas which clearly state the purpose and who is required for each agenda item
- Provide timely notes post-meeting of action points and materials to aid representatives in dissemination within their organisation
- Provide a forward schedule of standards development projects and other initiatives and endorsement schedules to maximise advance notice (at least two months) and planning time for professional input
- Seek feedback and constantly review and improve the effectiveness of how the Advisory Board and the member organisation interface operate
- Provide opportunities for leadership level meetings between the PRSB and the member organisation – it is advantageous for the organisation's representative to attend such meetings on request.