



Guidelines for BOPA Endorsement of External Education and Training Provision

A Guide for Members on Endorsement of E&T Provision

British Oncology Pharmacy Association

Version 1.3
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1. Guidelines

1.1 Introduction

BOPA (British Oncology Pharmacy Association) is a respected provider of educational events for pharmacy staff with an interest in the care of cancer patients.

BOPA has a dedicated Educational and Training (E&T) sub-committee which co-ordinates and organises educational events, such as one off study days, annual symposium, webinars, e-learning modules for the primary purpose of educating its members.

BOPA will work with third party providers, both fellow professional organisations and commercial companies in provision of education and training. BOPA has a position statement, which outlines how we work with the pharmaceutical industry in sponsorship of education, which can be found at <https://www.bopa.org.uk/resources/bopa-position-statement-on-working-with-industry-july-2017/>. BOPA also produces documents and guidelines and will work with other organisations to jointly endorse or 'badge' events with the BOPA logo.

1.2 Purpose of this Procedure

This document outlines the principles that must be followed when BOPA is asked to endorse, advertise and participate in delivery of educational material or events, other pharmaceutical events, documents and/or guidelines, research questionnaires etc.

The BOPA logo should be a sign of quality in pharmacy-led education or professional guidance and must only be used for outputs that are consistent with the aim of BOPA's organisational constitution, which is to promote excellence in the pharmaceutical care of patients with cancer, thereby improving their quality of life.

1.3 Overarching Principles

1.3.1 BOPA Executive Committee must agree that everything endorsed by BOPA meets at least one of BOPA's constitutional objectives listed below:

- To promote the highest standards of pharmaceutical practice within oncology.
- To promote the role of specialist oncology and haematology pharmacists and technicians.
- Support and develop recognition and accreditation of oncology as a specialty area of pharmacy practice.
- To lead, promote and encourage oncology pharmacy practice research.
- To encourage and promote specialist postgraduate and other education of pharmacists and technicians in the knowledge and practice of oncology and oncology pharmacy.
- To inform and guide the General Pharmaceutical Council, Royal Pharmaceutical Society of Great Britain, National Health Service and Department of Health about the pharmaceutical needs of patients with cancer.
- To develop and monitor standards of pharmaceutical practice in cancer care
- To foster alliances between hospital, community and academic pharmacists and pharmacy technicians with those working in the pharmaceutical industry and other healthcare professions.

- To facilitate communication through appropriate media such as website, social media, digital platforms, newsletters, other publication, symposia and by providing networking opportunities.
 - Promote occupational health and safety issues for personnel working with hazardous anticancer agents.
 - To be an advocate for challenges members face in delivering service(s) to patients, in face of growing demand, time and resource pressures
 - Support development and evolution of the profession into new areas of practice such as non-medical prescribing and advanced clinical practitioners.
- 1.3.2 BOPA is a respected charity with broad reach to the UK cancer pharmacy community and is a leading provider of oncology education with a professional reputation to maintain.
- 1.3.3 BOPA works with both fellow professional organisations and commercial organisations. There is an additional level of scrutiny when working with commercial organisations that have their own business goals and objectives.
- 1.3.4 When working with commercial organisations a thorough evaluation will be undertaken by the BOPA Executive Committee to ensure there is no conflict with BOPA principles that could damage BOPA's reputation or position as an independent organisation. It is important to have a clear briefing/contract with the Pharma company to ensure that the data presented is fair and balanced and that there is no disguised promotion. It should be jointly decided if the event is classified as 'promotional' or 'non-promotional'. (promotional – may discuss drugs within licensed indication only; non-promotional, usually disease related, no discussion about drugs/indications within license or about to be licensed).
- 1.3.5 BOPA will work positively with fellow professional organisations such as RPS, UKCPA, UK Chemotherapy Board to endorse their events as well as commercial organisations.
- 1.3.6 BOPA is an affiliate partner with the Royal Pharmaceutical Society therefore any use of BOPA logo must be consistent with RPS standards.

1.4 Endorsement Process

- 1.4.1 Any third party wishing BOPA to endorse an event or guideline should formally approach the BOPA Executive Committee in writing, to discuss the broad goals of the endorsement. The BOPA Executive Committee should discuss the request at the next executive committee meeting, but it may be necessary to convene an ad hoc teleconference.
- 1.4.2 The third party must complete the Endorsement Form (appendix 1) detailing the nature of the endorsement sought which the BOPA Executive Committee will discuss.
- 1.4.3 BOPA reserves the right to agree an appropriate administration fee to cover its cost for endorsing an event, e.g. Travel expenses for BOPA speakers. There is no intention to make a profit.
- 1.4.4 BOPA recognises that Medical Communications agencies may organise educational events as a profit generating exercise. BOPA requests full financial transparency from the organiser(s) before endorsement is approved.
- 1.4.5 Where the event is a fellow charity or pharmacy organisation, there may be no fee charged, but a reciprocal agreement can be reached, e.g. stand space provided or similar at their event and they will publicise BOPA.
- 1.4.6 In order to be able to endorse an event the BOPA Executive Committee must be a full partner in the event and agree the educational content.
- 1.4.7 A BOPA Executive or Subcommittee member(s) will be nominated as link person to work with the third party and must be involved in the planning and the event on the day as part of the events Faculty or as a Chair for the day.
- 1.4.8 BOPA will advertise the event on the BOPA website in the members section only. Pharmaceutical companies who are BOPA corporate members may make use of their email privileges to advertise the event to BOPA members. Social media must not be used for a pharmaceutical company sponsored meeting.
- 1.4.9 BOPA will provide their logo which can be used on all events material; however BOPA must be consulted in advance on all such materials bearing its logo or for any material that represent BOPA before being made public. This includes both electronic and hard copies of materials. All materials produced by the pharmaceutical industry must be approved formally and will contain all obligatory information required as per ABPI code of practice.
- 1.4.10 The BOPA logo will contain the legend 'Endorsed by' and include a link to the BOPA website endorsement policy
- 1.4.11 A member of the BOPA Executive Committee and representative of the third party will sign an Endorsement Agreement Form (appendix 1) before the endorsement is finalised.
- 1.4.12 BOPA will publish its procedure for endorsing third party educational events on its website and will be transparent and open in all financial transactions. All transfers of value to BOPA as a healthcare entity will be disclosed on the ABPI website
- 1.4.13 BOPA acknowledges that pharmaceutical companies develop materials and events in line with the ABPI Code of Practice. The pharmaceutical companies will not be able to alter content to achieve BOPA endorsement if this is in breach of the Code.

- 1.4.14 If BOPA endorses materials which may be in use for greater than 24 months they should be aware that they should be approached for endorsement again before materials are reapproved for use (this is usually triggered 3 - 6 months before the end of the 2 year period)
- 1.4.15 Dissemination of promotional material by BOPA falls under the scope of the ABPI Code and companies will need to certify any accompanying communication.

1.5 Sharing Of Learning and Dissemination

- 1.5.1 Any event material should be open to all individual BOPA members.
- 1.5.2 If highlights from the event are filmed (full lecturers/or post lecture interview with speakers) copies of the video content must be available (either directly or indirectly via links) on the BOPA website/social media accounts to share and disseminate the learning. This will be done in partnership with the third party and a separate agreement may be needed.
- 1.5.3 If any other parties are attending the event to film, e.g. e-cancer/ VJHaemOnc, their content must be open sourced and available to BOPA as above.

1.6 Advertising and disseminating information from third parties

- 1.6.1 BOPA will receive requests to disseminate information from third parties events, e.g. study day flyers, surveys etc. BOPA can be asked to advertise/promote or disseminate this information by sending an email to its members, sharing on social media or posting links on website.
- 1.6.2 Before agreeing to disseminate any information, two member of the BOPA Executive Committee must;
- Check if the request is from a commercial organisation and if so do not agree to share. Advise the third party they can become a corporate member of BOPA and as such have the ability to communicate to members where appropriate.
 - Check if the request is from a fellow professional group, if so apply the principles in 3.1 and decide if agreeing the request meets BOPA objectives and is of potential interest to members. If so, agree to share.
- 1.6.3 Note this section excludes BOPA members using the discussion board to share links to events, which members are entitled to do so at their own risk.

2. Glossary of Terms

Not applicable for this document

3. References

Not applicable for this document

4. Acknowledgements

Not applicable for this document

5. Document control

Title	Guidelines for BOPA Endorsement of External Education and Training Provision		
Authors / Editors version 1.1	Steve Williamson - 16.03.2018		
Authors / Editors version 1.2	Susanna Daniels and Richard Allen – June 2020		
Authors / Editors version 1.3	Susanna Daniels and Richard Allen – September 2020		
Owner	BOPA.		
Change History			
Draft	Date	Lead Author/Editor	Summary of Change
Version 1.3	Sept 2020	Susanna Daniels and Richard Allen	Format Change

Proposed Target Audience	BOPA Members and Non-Members
Proposed Circulation List	Public via the website
Contact details	contact@bopa.org.uk

6. Appendix 1

Endorsement Agreement Form

Description of Project / Event/ Publication Endorsement Requested for

Name of Project _____

Description of how the project meets BOPA's constitutional objectives (3.1)

Please describe the title, objectives and agenda of the meeting

Declaration of Financial Interests: please declare if event is for profit or not for profit and briefly summarise any financial arrangements

Duration of Endorsement

The agreement is for Endorsement for a single event or for a defined period only.

The third party agrees to destroy copies of BOPA logo and must not use it for any other purpose without permission.

Dates of Agreement from _____ to _____

Signatures

<p>On behalf of BOPA</p> <p>I the undersigned, agree that the request for endorsement complies with BOPA endorsement policy and conditions above.</p> <p>Title _____</p> <p>Signature _____</p> <p>Print Name _____</p> <p>Date _____</p>	<p>On behalf of _____</p> <p>I the undersigned, agree that the request for endorsement complies with BOPA endorsement policy and conditions above.</p> <p>Title _____</p> <p>Signature _____</p> <p>Print Name _____</p> <p>Date _____</p>
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