



# **BOPA Guidance on Declaration of Interest**

A guide for members on Declaration of Interest

**British Oncology Pharmacy Association**

**Version 1.0**

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## 1. Introduction

### 1.1 Background and Responsibility

- The British Oncology Pharmacy Association (BOPA) must maintain its integrity and reputation and therefore must ensure independence, objectivity and transparency in all its activities. Any conflict of interest must be declared at the earliest possible stage for any financial or other interest in any transaction, or proposed transaction, between BOPA and a third party.
- All individuals undertaking an activity on behalf of BOPA must complete a conflict of interest and self-declaration form. This includes, but is not limited to, working on BOPA Committees, representing BOPA on any project or speaking on behalf of the organisation.
- BOPA does not take any responsibility for conflicts of interest that may exist of any individuals and it is the sole responsibility of the individual to make a declaration

### 1.2 How to Declare

The form will be completed and submitted electronically.

### 1.3 When to declare

Committee Members must complete the form annually or as soon as their conflict of interest arises. Speakers must declare any conflict of interest at the beginning of their presentation at the BOPA event

### 1.4 Record keeping

BOPA will maintain the declaration record for a period of 5 years.

### 1.5 Definition

A conflict of interest may mean financial, investment, licensing or other commercial interest in the subject matter under discussion or under review with any third party. Third parties could include, but not limited to, professional organisations, companies, partnerships, bodies or individuals. The reportable time-period in all cases is within 2 years of the event date or review date. Where the conflict of interest relates to a BOPA event please submit with your acceptance to participate or within 1 month of the date of the event.

- Employment or leadership (FT, PT, service as officer or board members)
- Advisory role
- Stock ownership
- Honoraria for speech, presentation or appearance
- Sponsorship
- Research funding – relating to clinical research being discussed
- Expert testimony

- Other remuneration including trips, travel, gifts, in-kind payments (excluding research related costs)

If you are unsure if any activity or involvement creates a conflict of interest to BOPA you can contact the BOPA Secretary on [contact@bopa.org.uk](mailto:contact@bopa.org.uk)

## 1.6 APPENDIX 1 – Declaration of Interest Form

This will be completed digitally - The form here is for illustration and approval purposes only

<b>Declaration of Interest form</b>		
<b>Name:</b>		
<b>Email address:</b>		
<b>BOPA committee(s) that you are a part of:</b>		
<b>Position within BOPA:</b>		
<b>Current Employer:</b>		
Description of interest: Product/Group/Service	Nature of interest (Shares, fees, consultancy, salary, grant, etc)	Comments (For office use only)
<b>Signature:</b>		<b>Date:</b>

## 2. Glossary of Terms

Not applicable

## 3. References

Not applicable

## 4. Acknowledgements

Not applicable

## 5. Document control

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