

# UK BMT Pharmacists Group

## Terms of Reference



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| <b>Aims</b>                 | <p>The aim of the UK BMT Pharmacists Group is to promote excellence in the pharmaceutical care of haematology patients with a specific focus on those patients undergoing haematopoietic stem cell transplantation (HSCT) or receiving immune effector cells (IECs), gene-modified cells or other cellular therapies for the treatment of malignant and non-malignant haematological conditions.</p>   |
| <b>Membership</b>           | <p>Pharmacists and pharmacy technicians with an interest in HSCT, IECs, gene-modified cells and other cellular therapies.</p>  |
| <b>Committee Membership</b> | <p>Core membership:</p> <ul style="list-style-type: none"> <li>• Chair person (can be 2 x co-chairs)</li> <li>• Vice Chair (if only one chair)</li> <li>• Secretary/communications lead</li> <li>• Education and training leads (x 2)</li> <li>• Audit and research leads (x 2)</li> </ul> <p>The term of office for each position will be set at 2 years. The committee shall be elected every 2 years through expressions of interest (and subsequent voting if required) from the current members of the UK BMT Pharmacists group.</p>  |
| <b>Role Of group</b>        | <ul style="list-style-type: none"> <li>• To act as a key stakeholder group for pharmaceutical issues relating to stem cell transplantation and cellular therapies</li> <li>• To organise and deliver regular study days for all pharmacists with an interest in HSCT and cellular therapies</li> <li>• To provide an email platform to facilitate day to day discussion amongst group members</li> <li>• To produce educational materials (paper-based and electronic) for pharmacists in the fields of HSCT and cellular therapies</li> <li>• To build a framework/infrastructure for collaborative working to facilitate delivery of a programme of audit and research in the fields of HSCT and cellular therapies</li> <li>• To create and maintain links between the group and other relevant organisations (e.g. Pan UK ATTC Pharmacy Working Group – Clinical Subgroup, BOPA, EBMT, BSBMTCT)</li> </ul> |
| <b>Accountability</b>       | <ul style="list-style-type: none"> <li>• The tenure of the chair will be for 2 years.</li> <li>• The vice chair will deputise for the chair when necessary</li> <li>• The secretary will ensure committee meetings are properly minuted and minutes are circulated to members of the group (via the group's email platform) and uploaded to the group page on the BOPA website</li> </ul>  |

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|  | <ul style="list-style-type: none"> <li>• The chair will set agenda, maintain and update work plan and approve minutes</li> <li>• Members must attend a minimum of 50% of meetings per year</li> <li>• Members who do not contribute to the development of the group's work plan or have not met the minimum attendance will be removed from the committee.</li> </ul>  |
| <b>Frequency of Meetings</b>                       | <p>The committee will aim to meet 4 times per year at 3-monthly intervals - the majority of meeting conducted via teleconference and with one face to face meeting per year.</p> <p>The group can conduct business via email discussions but any formal decisions must be ratified at a formal meeting and minuted.</p>  |
| <b>Quorum</b>                                      | <p>A minimum requirement for quorate to be achieved is attendance by 60% of core members. If the meeting is not quorate it can still take place but can't make decisions, so any items needing decisions have to be subsequently ratified by email post meeting.</p>   |
| <b>Ownership of Group Projects and Initiatives</b> | <p>All projects, initiatives and outcomes will be owned by the UK BMT Pharmacists Group. However original authors and contributors to all Publications will be credited by name in the document control section.</p>   |
| <b>Funding / Sponsorship</b>                       | <p>Sponsorship or educational grants from pharmaceutical companies or other external sponsor organisations can be sourced to support delivery of educational meetings and other group initiatives. All monies received and outgoing expenditure will be managed via the BOPA account. The secretary of the group will be responsible for keeping an electronic record of incomings and outgoings and will liaise with the BOPA treasurer in relation to all financial matters.</p> |
| <b>Reimbursement</b>                               | <p>The UK BMT Pharmacists group will not reimburse committee members for their time but will pay travel expenses for face to face meetings as appropriate.</p>   |
| <b>Communication Arrangements</b>                  | <p>Minutes will be forwarded to members within three weeks. Agendas and minutes will be circulated via the group's email platform and posted on the group's page on the BOPA website. Items for the agenda should be received 7 days before the meeting. Inter-meeting communication will be circulated by email by the chair or secretary.</p>  |
| <b>Declaration of Interest</b>                     | <p>All potential or perceived conflicts of interest should be declared to the chair upon joining and as circumstances change.</p>  |

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## Document Control

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|----------------------------|---|-------------------------|----------|
| <b>Document Title:</b>     | UK BMT Pharmacists Group Terms of Reference |                         |          |
| <b>Author:</b>             | Nick Duncan                                 | <b>Current version:</b> | 1.0      |
| <b>Approved by:</b>        | UK BMT Pharmacists Group Committee          | <b>Date Approved:</b>   | May 2021 |
| <b>Due for Review:</b>     | 2 years from approval date                  |                         |          |
| <b>Summary of Changes:</b> |   |                         |          |
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