

THE BRITISH ONCOLOGY PHARMACY ASSOCIATION

REPORT AND ACCOUNTS

FOR THE YEAR ENDED

31ST MARCH 2023

REGISTERED CHARITY NO. 1065026

THE BRITISH ONCOLOGY PHARMACY ASSOCIATION (BOPA)

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THE BRITISH ONCOLOGY PHARMACY ASSOCIATION (BOPA)

TRUST INFORMATION

Registered Charity No.	1065026
Trustees	Robert Duncombe Emma Foreman Seonaid McLachlan
Treasurer	Dharmisha Chauhan
Independent Examiner	Barry Fine
Address	c/o Dharmisha Chauhan, 39 Oakley Road, Luton, LU4 9PT
Bankers	National Westminster Bank plc

**INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF
THE BRITISH ONCOLOGY PHARMACY ASSOCIATION (BOPA)**

I report on the Accounts of the Association for the year ended 31st March 2023 which are set out on pages 12 - 14.

Respective Responsibilities of the Trustees and Examiner

The charity's trustees are responsible for the preparation of the accounts.

The charity's trustees consider that an audit is not required for this year under section 144 of the Charities Act 2011 (the Charities Act) and that an independent examination is needed.

It is my responsibility to:

examine the accounts under section 145 of the Charities Act,

to follow the procedures laid down in the general directions given by the Charity Commission (under section 145(5)(b)) of the Charities Act, and

to state whether particular matters have come to my attention.

Basis of Independent Examiner's Report

My examination was carried out in accordance with the General Directions given by the Charity Commissioners. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the Accounts, and seeking explanations from the trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the accounts present a 'true and fair' view and the report is limited to those matters set out in the statement below.

**INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF
THE BRITISH ONCOLOGY PHARMACY ASSOCIATION (BOPA)**

Independent Examiner's Statement

In connection with my examination, no matter has come to my attention:

- 1) which gives me reasonable cause to believe that in any material respect the requirements
 - a. to keep accounting records in accordance with Section 130 of the Charities Act, and
 - b. to prepare Accounts which accord with the accounting records and comply with the accounting requirements of the Charities Act.have not been met; or
- 2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the Accounts to be reached.

Name. B. Fine FCA
Address Parkgates
Bury New Road
Prestwich
Greater Manchester
M25 0JW

Signed.....
Dated... 22 January 2024

THE BRITISH ONCOLOGY PHARMACY ASSOCIATION (BOPA)

BOPA is an unincorporated organisation governed by its constitution.

Charity Number 1065026

Administrative Details

Principal address: 39 Oakley Road, Luton, Bedfordshire, LU4 9PT

<u>Committee Members</u>	<u>Office</u>	<u>Dates acted if not whole year</u>
Emma Foreman	Co-Chair	
Joseph Williams	Co-Chair	
Jessica Pealing	Secretary	
Dharmisha Chauhan	Co-Treasurer	Started October 2022
Anish Tailor	Co-Treasurer	
Colm Doody		
Nisha Shaunak		
Molly Bishop		Started October 2022
Clare Geoghegan		
Lynn Ansell		
Bastiaan Buijtenhuijs		
Shereen Nabhani-Gebara		Started October 2021
Rebecca Devine		
James Clark		

Structure

Members of the committee are elected for a three year term of office by the voting members through an electronic ballot. Each candidate provides a written statement in support of their application. These statements are electronically submitted to the members. The results of the election are announced at the Annual Symposium. Members can serve a maximum of two consecutive terms of office on the committee.

This committee then votes for the officers of Chair and Treasurer between themselves.

The association does not require any fundraising or grant-making activities. It is self-funding by members subscriptions, with additional sponsorship from the pharmaceutical industry for key projects such as e-Learning.

Decisions are made at the monthly committee meetings on behalf of the membership. The committee have several sub committees which feed back to the committee their decisions and ideas on behalf of the membership.

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Sub committees:

1. Annual Symposium
2. Education and Training
3. Research
4. Community and Primary Care Pharmacy
5. Digital
6. Guidelines, Advocacy and Publications
7. Pharmacy Technician
8. Workforce and Capacity
9. Equity, Diversity, and Inclusion

Governance

Due to the nature of this charity no policies are in place to recruit and train trustees. Generally, those people elected by the members of the association are then responsible for the maintenance and safe handling of the Charity on behalf of the members.

Any decisions that require the membership to be involved in, such as national consultation documents, the document is placed on the BOPA website and emailed throughout the membership for comments to be received by the reference sub-committee who will then collate the response and return it.

The association works closely with the NHS England Cancer Area Team Pharmacists, and other relevant (oncology) pharmacy groups.

Objectives

The stated aim of BOPA is to promote excellence in the pharmaceutical care of patients with cancer through education, communication, research and innovation by an alliance of hospital, community and academic pharmacists, pharmacy technicians, those in the pharmaceutical industry and other healthcare professionals.

Public Benefit

These activities are undertaken to further the charitable purposes for the public benefit and the trustees believe that these activities satisfy the charity commissions general guidance on public benefit.

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Achievements and performance

The role of BOPA in supporting and provided educational and training resources has increased and the scope and breadth of the projects and advocacy roles we have been involved with has widen. In light of this we have seen our BOPA membership increasing, for example in August 2023 we had 865 paid members, 3421 free members and 25 corporate members. Additionally, since the launch of the website in 2019, BOPA has received over 2000 networking and clinical queries. Examples of BOPA's key achievements are described below.

Building on the success of the launch of Let's Communicate Cancer, the Community and Primary Care Pharmacy subcommittee have continued to grow the educational and training resources to improve cancer knowledge within this sector. Two new projects started this year, one called Not Normal For You? This project will be developing training resources to help community and primary care healthcare professionals to identify red flag cancer symptoms. The second project called Play Your Part which aims to develop materials too in the form of short red flag animations on breast, lung, genitourinary and blood cancers, including three series of factsheets. This project will support cancer prevention and early cancer diagnosis whilst providing education on key cancer treatments.

The digital sub-committee continued to team work incredibly hard to engage with our BOPA members with hybrid education and training events. The BOPA website continues to be updated to improve usability and functionality, as an example the search functionality on the website has been improved. New webpages have also been developed, e.g., development of a new research page in conjunction with the research subcommittee. The team increased social and media posts throughout the year, sharing educational resources and information, which in turn benefits the number of new pharmacy professionals joining BOPA. This year has also seen the launch of BOPA Podcast – [Let's Talk About SACT - a BOPA Podcast](#). The digital subcommittee in conjunction with the education and training subcommittee have developed 14 episodes which are currently available and more than 1660 downloads to date.

The research sub-committee continue to host research webinars to ensure more pharmacy professionals engage and feel confident to conduct their own research projects and the research mentor support programme which started last year continues. To support pharmacy professionals in research, the subcommittee hosted 5 webinars. During the period of 22/23, we published five webinars:

1. Role of the Pharmacist in Geriatric Oncology.
2. Tips for a successful submission for BOPA-PRUK grant opportunity.
3. Innovation & Efficiency in Administering Immunotherapy.
4. NIHR fellowship and internship respectively.
5. Update from ESMO breast Future collaborations with the E&T subcommittee.

In addition to the webinar the research committee received 113 abstracts for the 2023 Symposium. Of these, five were selected for oral presentation (Plenary), 5 for the highly commented poster presentations, 86 for posters and 17 were rejected and one abstract received a commendation under the service improvement and New Models of Care category which was selected for oral and poster presentation.

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The education and training team continued to deliver high quality education and training resources, key worked centered on the areas below:

E-Learning	<ul style="list-style-type: none">• E&T Strategy for eLearning is now active with multiple pharma partners supporting the strategy.• Breast cancer and Lung cancer modules to be released ahead of BOPA Symposium.• The aim for 10 modules is in reach as these are nearly fully funded.• Bone Marrow Transplant modules released: Introduction to infection, Acute Graft Versus Host Disease and Fungal Disease.
Introduction to Oncology	<ul style="list-style-type: none">• High demand. Long waiting lists and the event has “sold out” each time registration has opened.• Leeds March 2023 (50 delegates/day)• London June 2023 (55 delegates/day)• London Nov 2023 (80 delegates/day)• New 2-day format• More inclusive for technicians
Webinars	<ul style="list-style-type: none">• Hosted 8 E&T webinars• Over 300 live participants and over 700 playbacks• Viewership from 25 countries (6 continents), including UK, Australia, Canada, US, UAE, Hong Kong, Ireland, Japan• International collaborations• Webinar topic Highlights:<ul style="list-style-type: none">○ LGBTIQ+ inclusive care○ Genomics Series○ Pharmacy Technician Roles in Oncology○ Dual Perspective - Cancer Pharmacist & Patient

The equity, diversity and inclusion subcommittee started in January 2022 and in 2022/23 a key project outcome included a task and finish group to develop a guideline for the clinical consideration for the safe and inclusive prescribing for trans gender and non-binary patients. This work is in collaboration with OutPatients, a charity supporting and amplifying LGBTIQ+ voices in cancer care. This work was published in October 2023 to support clinicians within clinical settings.

This was another productive year for the Guidelines, Advocacy and Publications (GAP) sub-committee. The GAP members engaged in a variety of projects covering the full range of BOPA activities. To aide committee members support projects which impact on pharmacy staff working in cancer services, the committee has updated its terms of reference to better reflect the evolving role of pharmacy staff and their role in supporting patients with cancer. A summary of key activities of the committee below:

- **UK Commission on Professional Leadership within the Pharmacy Profession** - In February 2023 the UK commission on pharmacy professional leadership published its [report](#). BOPA was identified as a stakeholder organisation and has been invited to participate as a member of the new leadership forum.

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- **UK SACT Board - SACT Aseptic Capacity Pressures Report** -The GAP committee has contributed to this multi-agency report to help provide guidance and support to provider organisations in the context of ongoing challenges to provision of SACT services.
- **UKONS Acute Oncology - Acute Oncology Initial Management Guidelines** - GAP committee members contributed to reviewing and updating the content of this valuable [resource](#) in collaboration with UKONS.
- **RPS Professional Standards for Hospital Pharmacy Services** - The GAP committee has contributed to the ongoing RPS update of this guidance to ensure that professional guidance remains relevant and reflects the evolving role of pharmacy professionals working in cancer services.
- **Department of Health and Social Care Consultation - Pharmacy technicians and Patient Group Directives** - The GAP committee is working closely with the pharmacy technician committee to review this recent consultation and support pharmacy technicians working in cancer services.

The annual BOPA symposium is our biggest face-to-face educational event of the year was held in Liverpool, in which 341 healthcare professionals attended, including 44 exhibitors and 79 posters were presented. The event was well attended, and we continued to attract international participation. Overall, we were able to provide a high quality and educational conference, with the event being rated very positively by our members. Plans are now underway to host the next symposium as a face-to face event in Newport, Wales.

Our annual symposium continues to be our biggest educational and networking event of the year.

Benefit to the public

As an organisation promoting excellence in the pharmaceutical care of patients with cancer, BOPA provides up-to-date resources for academic pharmacists, pharmacy technicians, those in the pharmaceutical industry and other healthcare professionals. Thereby promoting up-to-date safe and efficient practice through education, training and through participating in collaborative research both nationally and at a global level.

Activities undertaken to benefit the public

1. Let's Communicate Cancer project. The aim of the project is to educate and up-skill community pharmacists to engage with the public in the community setting with confidence and developing a knowledge base around cancer and its treatments.
2. The development of podcast to provide education and training using a new technology platform.
3. Annual BOPA symposium: Providing educational sessions to our members, on areas such as clinical management in cancer, good practice research methods (e.g., engaging with patients, public and carers) and scientific updates. This ensures our members have the knowledge, skills, and confidence to manage and work with cancer patients at their place of work.

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Financial review

Trustees/members expenses for services

As a charitable organisation members and trustees are eligible for travel expenses, team building exercises and hotel accommodation. In this financial year the total cost is £4,027.

In this financial year meetings were held both virtually and with one face-to-face event in December.

Reserve accounts

The Charity holds cash funds of £254,254 split between a Nat West Bank account and a Scottish Widows account of which £93,736 are restricted.

The reason for holding these reserves is:

1. In the event of a reduction in income the charity will be able to continue to provide its core functions and cover all existing fixed costs and commitments e.g., website maintenance.
2. The charity provides an annual educational event. In the normal course of events these meetings are at least “break even”. However, there is the risk that the income for this meeting may be below the costs associated with running the meeting, and BOPA will be liable for this shortfall.

Summary of accounts

The total income received was £161,533 and the total payments made were £124,048.

This giving BOPA a surplus for the year of £37,485 and total assets/funds of £254,254 split between unrestricted of £160,518 and restricted funds of £93,736.

Plans for the future

1. To continue to collaborate with national and international (oncology) pharmacy groups to maintain and consolidate its professional and advocacy role.
2. During 2023-2024 BOPA will continue to develop and provide high quality education and training materials for all their members.
3. BOPA is also keen to develop educational scholarships for its members and to fund research into Pharmacy Practice Research where there is a focus on cancer.
4. The BOPA 2023 symposium will be delivered as a face-to-face in Newport, Wales.

THE BRITISH ONCOLOGY PHARMACY ASSOCIATION (BOPA)

Declaration

Signed on behalf of the charity’s trustees

Signature

Full Name Ms Emma Foreman

Position Chair

Date 22 January 2024

Signature

Full Name Ms Joseph Williams

Position Chair

Date 22 January 2024

Signature

Full Name Mr Rob Duncombe

Position BOPA Trustee

Date 22 January 2024

THE BRITISH ONCOLOGY PHARMACY ASSOCIATION (BOPA)

<u>Receipts and Payments Account 2022-2023</u>				
	Unrestricted Funds	Restricted Funds	Total	Total
	2023	2023	2023	2022
	£	£	£	£
<u>Receipts</u>				
Members Subscriptions	54,734		54,734	55,405
Fees	8,059		8,059	
Interest Receivable	274		274	86
<u>Grants</u>				
Ipsen - Day in the life				7,500
Oxford University -training				2,500
Pfizer - Watson research				6,500
Pfizer - Lets communicate cancer		75,000	75,000	
Ipsen open access paper		2,388	2,388	
Amgen - training support		20,000	20,000	
Pharmacy research		1,078	1,078	
GROSS INCOME	63,067	98,466	161,533	71,991

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<u>Receipts and Payments Account 2022-2023</u>				
	Unrestricted Funds	Restricted Funds	Total	Total
	2023	2023	2023	2022
	£	£	£	£
<u>Payments</u>				
Executive Travel	2,601		2,601	759
Expenses	1,426		1,426	3,377
Digital	24,728		24,728	16,370
Symposium Costs	14,778		14,778	18,484
Audit / Accountancy	2,160		2,160	
Professional Indemnity Insurance	817		817	817
Insurance	272		272	
On-line banking	40		40	110
Secretariat	3,601		3,601	
Research - Sage Publication				4,320
Community Pharmacy project				5,104
Audit research	15,958		15,958	
Education - Lets communicate cancer	16,503	7,250	23,753	
Educational	1,140		1,140	5,481
Education - Intro to oncology	9,990		9,990	
Day in the life	9,628		9,628	9,044
Pfizer Watson research				6,500
Administration costs				1,230
BOPA grants	13,156		13,156	
TOTAL EXPENDITURE	116,798	7,250	124,048	71,596

Net Surplus (Payments) - Receipts	(53,731)	91,216	37,485	395
Cash funds last year end	214,249	2,520	216,769	216,374
Cash funds this year end	160,518	93,736	254,254	216,769

THE BRITISH ONCOLOGY PHARMACY ASSOCIATION (BOPA)

STATEMENT OF ASSETS & LIABILITIES		
Current Assets	2022/23	2021/22
	£	£
Current Account	153,064	115,852
Business Reserve Account	18,569	18,489
Scottish Widows Deposit Account	82,621	82,428
	254,254	216,769
Net Current Assets	254,254	216,769

The Accounts were approved by the Committee on 22 January 2024

..... Chair

..... Chair

..... Co-Treasurer

..... Co-Treasurer