

Annual Conference – Abstract Review Subcommittee .....	2
Annual Conference Committee .....	5
Annual Conference Breakout Session Subcommittee .....	8
BCOP Conference Programming Subcommittee .....	11
BCOP Oversight Committee .....	14
BCOP Prep/Recertification Committee .....	16
BCOP Self Study & Webinar Courses Committee .....	18
BCOP Updates Course Committee .....	21
Diversity, Equity and Inclusion (DEI) Advisory Group .....	24
Education Development Committee .....	26
External Affairs Committee .....	28
Finance Committee .....	31
Governance Committee .....	34
Industry Advisory Group .....	37
Leadership Development Committee .....	39
Membership Committee .....	42
Mentorship Programs Subcommittee .....	45
Nominations Subcommittee .....	47
Oral Chemotherapy Collaborative .....	50
Patient Education Sheets Group .....	52
Patient Outreach and Education Committee .....	54
Practice Outcomes & Professional Benchmarking Committee (POPBC) .....	56
Practice Management Program Committee .....	58
Public Policy Committee .....	61
Quality Oversight Committee .....	63
Recognition Committee .....	65
Research Grant Reviewers Committee .....	68
Student Advisory Group .....	71
Well-Being Advisory Group .....	73

### Purpose

The purpose of the Annual Conference Abstract Review subcommittee is to:

- Review Completed Abstract procedures for Clinical/Translational Research, Practice Management Research, and Late Breaking Research
- Provide the peer review process and ensure consistency and fairness in the scoring of abstract submissions for the HOPA Annual Conference
- Determine the appropriate process for evaluating and accepting completed and late-breaking abstracts for the HOPA Annual Conference
- Review and select completed and late-breaking abstracts for platform presentations at the Annual Conference
- Review and select Trainee Top Ten presentations for the Annual Conference

### Scope of Work

The Annual Conference Abstract Review Subcommittee aims to complete the following scope of work:

- Establish categories and criteria to evaluate education abstracts
- Review abstracts for research posters to be presented at the HOPA Annual Conference
- Select platform presentations and perform CE review on session content (learning objectives, slides, and questions)
- Serve as poster judges and evaluators, and recruit other judges as needed
- Coordinate poster awards presentation at the Annual Conference
- Report to Annual Conference Committee

### Composition of the Committee

The Committee shall consist of:

- Chair, Vice Chair
- 10-15 members
- Board and Staff Liaisons

Seek members with practice management experience. Skill set should include:

- Must have experience with hematology / oncology pharmacy research
- Knowledge of sound research practices
- Knowledge of current trends and needs of hematology / oncology pharmacy research
- Some member must have 3+ years of practice management experience
- Prior experience reviewing abstracts

To ensure consistency, a portion of committee members should have previous experience serving on this committee. Members from industry cannot be on education-related committees.

### Committee Leadership Terms and Responsibilities

HOPA's Policy Manual outlines specific policies governing chair and vice chair terms, roles, and responsibilities. The past chair, chair, and vice chair terms will be for one-year. The chair will serve one term before rotating off of the committee and vice chair will serve for one term before ascending to chair.

The chair manages committee member participation and sets committee direction, coordinates calls/meetings with staff, sets agendas, and ensures that activities are in alignment with the budget and strategic priorities of HOPA. The vice chair supports the chair in their duties and fulfills their duties in their absence.

#### Chair

- Lead Committee conference calls
- Assist Staff Liaison in assigning committee members to review submissions
- Train Vice Chair on processes throughout the Committee year

#### Vice Chair

- Coordinate activities of committee members, including assignments

### Committee Members Terms and Responsibilities

HOPA’s Policy Manual outlines specific policies governing committee terms. Annual Conference Committee members serve 2-year terms, beginning June 1 and ending May 31. Terms are staggered, with half of the committee turning over annually to allow continuity of work.

Committee members will participate regularly in meetings, perform the work indicated under “scope of work”, maintain membership, and keep their COI’s current with HOPA.

### Staff Liaison Support

HOPA’s Policy Manual outlines specific policies governing the roles and responsibilities of a staff liaison. In general, the staff liaison will work closely with the chairs to coordinate meetings and agendas, monitor compliance with policies and procedures, and provide guidance and support.

- **Current staff liaison:** Judy Baeten, Senior Program Manager

### Committee Calendar

Peak activity time each year is October through February.

Month	Tasks
June-July	Kickoff, Review Charges & Policy/Procedures
Aug - Sept	Review / edit policies & procedures, Open Completed Research call for abstracts
October	Completed Research call closes Committee review of CR submissions
Nov-Dec	Completed research selection & invitations Open calls for Late Breaking & Trainee Research Perform initial Platform selections Late Breaking call closes Committee review LB submissions
January	LB Selection Call+ Platform LB Contracts sent

	TR Call Closes
	HOPA Staff review of TR submissions
	TR Contracts sent
February	TR Top 10 submission window opens
	TR Top 10 reviews
	Call for Poster reviewers
	TR Top 10 Selection Call
March-	Top Ten Notifications
May	ePoster Submissions Due
	Poster Judges assigned/notified
	HOPA Annual Conference
	Post conference de-brief

- **Estimated volunteer hours (monthly/annually):** 1-3 hours per week during peak activity

#### Accomplishments for 2022-2023:

- Updated the Completed Research and Trainee Research policies/procedures.
- Met all deadlines for review and selection of completed and late-breaking abstract submissions (including Platform presentations), as well Top Ten Trainee posters.
- Subcommittee members' contribution to continuing education review for Platform presentations and Top Ten Trainee poster judging at Annual Conference.

## Purpose

The purpose of the Annual Conference Committee is to develop programming for the Annual Conference. Programs will be determined annually based on strategic initiatives and ongoing education.

## Scope of Work

The Annual Conference Committee aims to complete the following scope of work:

- Review conference evaluations from the previous year to identify successes and areas for improvement in the educational program, as well as identify successful speakers and the list being maintained by the Education Council
- Leverage available needs assessments as appropriate for conference programming with Education Council
- Develop the conference theme and goals, identify topics, and reviews and approves conference education schedule
- Identify pre-conference session programming
- Identify and recommend a Keynote speaker to the Education Council
- Identify speaker/session selections for the Annual Conference program
- Review Annual Conference content developed by speakers (i.e., needs assessment, learning objectives, slides, pre- and post-test questions, ARS questions). Ensure content meets ACPE requirements and submit feedback to speakers by selected deadlines
- Oversee Annual Conference Session Proposal Subcommittee and Abstract Review Subcommittee and approve of subcommittee content selection
- Communicate selected topics between Annual Conference Committee and Subcommittee to minimize undesired topic overlap
- Serve as moderator for educational sessions at the Annual Conference, if attending
- Identify any potential external partnerships and make them known at the Council level
- Review committee policies, make recommendations/ changes as appropriate
- Bring new budgetary implications to the attention of the Board
- Include a health equity, DEI, care access, and/or underrepresented patient topic in a general session at the annual conference, focusing on equity/disparities research
- Report to Education Council

## Composition of the Committee

The Committee shall consist of:

- chair, vice chair, past chair
- board liaison, staff liaison
- breakout session subcommittee liaison and
- 12 members

Committee members are selected to represent various practice areas and commitment to quality educational programs. Each member should have:

- Experience developing, implementing and evaluating continuing education programs for pharmacists
- Knowledge of current trends and educational needs of hematology/oncology pharmacy
- Familiarity with experts in the field of hematology/oncology pharmacy
- Some members must have 3+ years of practice management experience

To ensure consistency, a portion of committee members should have previous experience serving on this committee. Members from industry cannot serve on education-related committees.

### Committee Leadership Terms and Responsibilities

HOPA's Policy Manual outlines specific policies governing chair and vice chair terms, roles, and responsibilities. The past chair, chair, and vice chair terms will be for one-year. The past chair will serve for one term before rotating off the committee, the chair will serve one term and ascend to past chair and the vice chair will serve for one term before ascending to chair, then past chair. The chair cycle will be a total of three years of the committee.

The chair manages committee member participation and sets committee direction, coordinates calls/meetings with staff, sets agendas, and ensures that activities are in alignment with the budget and strategic priorities of HOPA. The vice chair supports the chair in their duties and fulfills their duties in their absence. The past chair will provide mentorship and guidance.

#### Chair

- Lead Committee conference calls
- Works with staff to develop a list of areas of expertise for each member of the Committee
- Assist Staff Liaison in assigning committee members to review submissions
- Invites speakers to participate
- Train Vice-Chair on processes throughout the Committee year

#### Vice Chair

- Coordinate activities of committee members including assignments
- Serve as liaison to the Annual Conference Session Proposal Sub Committee

### Committee Members Terms and Responsibilities

HOPA's Policy Manual outlines specific policies governing committee terms. Annual Conference Committee members serve 2-year terms, beginning June 1 and ending May 31. Terms are staggered, with half of the committee turning over annually to allow continuity of work.

Committee members will participate regularly in meetings, perform the work indicated under "scope of work", maintain membership, and keep their COI's current with HOPA.

### Staff Liaison Support

HOPA's Policy Manual outlines specific policies governing the roles and responsibilities of a staff liaison. In general, the staff liaison will work closely with the chairs to coordinate meetings and agendas, monitor compliance with policies and procedures, and provide guidance and support.

- **Current staff liaison:** Judy Baeten, Senior Program Manager

### Committee Calendar

Peak activity time each year is October through February.

#### Annual Conference Committee Timeline

Months before the conference	Task
11 months	• Brainstorming session at end of annual conference to talk about positives and negatives of Annual Conference
11 months	• Program committee selection

	<ul style="list-style-type: none"> <li>Initial planning calls for incoming program committee, chair/vice chair</li> </ul>
11 months	<ul style="list-style-type: none"> <li>Needs assessment data</li> <li>Conference Trend Data</li> <li>Breakout Session Proposal Call launch</li> </ul>
10 months	<ul style="list-style-type: none"> <li>Initial committee calls</li> <li>Discussion of proposed topic changes</li> </ul>
9 months	<ul style="list-style-type: none"> <li>Committee conference planning meeting <ul style="list-style-type: none"> <li>Program Committee members, Board Liaison, Staff Liaison</li> </ul> </li> <li>Topic identification</li> <li>John G. Kuhn Keynote Speaker selection</li> <li>Speaker selection for invited sessions</li> </ul>
8 months	<ul style="list-style-type: none"> <li>Breakout Session Proposal Call closes</li> <li>Committee session selections &amp; development <ul style="list-style-type: none"> <li>speakers contacted</li> <li>contracts</li> <li>session information gathered</li> </ul> </li> <li>Conference Schedule finalized</li> </ul>
7 months	<ul style="list-style-type: none"> <li>Speaker Session information due to portal</li> <li>CMT review of learning objectives</li> </ul>
4 months	<ul style="list-style-type: none"> <li>Registration Opens</li> </ul>
3 months	<ul style="list-style-type: none"> <li>Slide Reviews by Annual Conference Committee and HOPA Staff</li> </ul>
2 months	<ul style="list-style-type: none"> <li>Select moderators for each session</li> </ul>
1 month	<ul style="list-style-type: none"> <li>Final slides due</li> <li>Conference app launched/handouts uploaded for printing</li> </ul>

- Estimated volunteer hours (monthly/annually):** 1-3 hours per week during peak activity

### Accomplishments from 2022 – 2023

- Met in person in Milwaukee to review & select AC23 sessions and plan the schedule
- Peer-reviewed and will be moderating all General Sessions for AC23
- Planned and reviewed the AC23 Preconference Session on Precision Medicine
- Selected the AC23 Keynote speaker, Kelsey Tainsh

## Purpose

The purpose of the Annual Conference Breakout Session Subcommittee is to work with the Annual Conference Committee Chair, Liaison and Staff Liaison to develop a call for session proposals and determine the process for submission review and selection (this includes categories and session types open for submission). The subcommittee selects and reviews Breakout sessions for the Annual Conference.

## Scope of Work

- The Annual Conference Breakout Session Subcommittee aims to complete the following scope of work:
  - Assess the call for proposals process and identify opportunities for improvements, as necessary
  - Coordinate the review and scoring of proposals and recommend selection of Breakout Sessions to the Annual Conference Committee for presentation at the annual conference
  - Review proposals, by blinded process, for conference sessions via online review program based on set review criteria
  - Provide speakers with results of needs assessment, if applicable. In the event the speaker volunteers to speak or present at a HOPA educational event, s/he will complete and submit a needs assessment form
  - Serve as moderator for educational Breakout sessions if attending the Annual Conference
  - Develop a timeline to reflect slides/objectives/assessment question review and include conference roles (example: moderating sessions if attending the Annual Conference)
  - Performs CE review on Breakout session content (learning objectives, slides, and questions)

## Composition of the Committee

The Committee shall consist of:

- Chair, Vice Chair
- 11-18 members
- Board and Staff Liaisons

Committee Members represent a mix of experience to ensure broad knowledge. Qualifications of members include:

- Knowledge of current trends and educational needs of hematology/oncology pharmacy.
- Some members must have 3+ years of practice management experience.

To ensure consistency, a portion of committee members should have previous experience serving on this committee. Members from industry cannot serve on an education-related committee.

## Committee Leadership Terms and Responsibilities

HOPA's Policy Manual outlines specific policies governing chair and vice chair terms, roles, and responsibilities. The past chair, chair, and vice chair terms will be for one-year. The chair will serve one term before rotating off of the committee and vice chair will serve for one term before ascending to chair.

The chair manages committee member participation and sets committee direction, coordinates calls/meetings with staff, sets agendas, and ensures that activities are in alignment with the budget and strategic priorities of HOPA. The vice chair supports the chair in their duties and fulfills their duties in their absence.

### Chair

- a. Lead Committee conference calls



- b. Assist Staff Liaison in assigning committee members to review submissions
  - c. Train the Vice Chair on processes throughout the year
- Vice Chair
- a. Coordinate activities of committee members including assignments

### Committee Members Terms and Responsibilities

HOPA's Policy Manual outlines specific policies governing committee terms. Annual Conference Committee members serve 2-year terms, beginning June 1 and ending May 31. Terms are staggered, with half of the committee turning over annually to allow continuity of work.

Committee members will participate regularly in meetings, perform the work indicated under "scope of work", maintain membership, and keep their COI's current with HOPA.

### Staff Liaison Support

HOPA's Policy Manual outlines specific policies governing the roles and responsibilities of a staff liaison. In general, the staff liaison will work closely with the chairs to coordinate meetings and agendas, monitor compliance with policies and procedures, and provide guidance and support.

- **Current staff liaison:** Judy Baeten, Senior Program Manager

### Committee Calendar

Peak activity time each year is October through February.

Month	Month Action Item
May	Committee member invitations sent
June	Launch Breakout Session Proposal Call
June	Initial call with Session Proposal Subcommittee
August	Breakout Session proposal call closes
August	Review of session proposal submissions
Aug-Sept	Breakout session selection call
September	Selected breakout sessions presented to Annual Conference Program Committee for
September	Assist in finalizing schedule
October – February	Perform CE reviews on Breakout Sessions
March-April	Assist as moderators for the Breakout Sessions at Annual Conference
April-May	Debrief and plan for next year

- **Estimated volunteer hours (monthly/annually):** 1-3 hours per week during peak activity

### Accomplishments from 2022 – 2023

- Successfully identified, reviewed, and moderated breakout sessions for HOPA AC 2023
- Navigated changes to committee membership due to conflicts of interests. Members worked together to successfully review all breakout presentations
- Incorporated feedback from last year's committee cycle to be able to disseminate deadlines to committee members and have a smoother review process utilizing different phases of review on one word document
- Effectively solicited speakers for submitted topics that were topics of interest yet speakers were already chosen for general or BCOP sessions

## Purpose

The purpose of the BCOP Annual Conference Subcommittee is to implement conference BCOP recertification programming at the HOPA Annual Conference by developing and peer reviewing live programming. This subcommittee reports to the BCOP Oversight Committee.

## Scope of Work

- Implement BCOP recertification programming for the HOPA Annual Conference
- Develop and review live BCOP programming for the conference program
- Complete item writing reviews and coordinate field testing of the BCOP questions with the BCOP Oversight Committee
- Conduct a post-presentation analysis of the conference BCOP recertification program within three months after Annual Conference and report results to the BCOP Oversight Committee
- Bring new budgetary implications to the attention of the BCOP Oversight Committee and the Board

## Composition of the Committee

The Subcommittee shall consist of:

- Chair, Vice Chair
- 10 members
- Board and Staff Liaisons

To ensure expertise on a variety of topics, committee members are chosen from diverse practice areas. The members of the BCOP Conference Programming Subcommittee must be:

- BCOP Certified
- Experienced and familiar with the BCOP recertification process

Preferred experiences include:

- Previous involvement on the BCOP Conference Programming Subcommittee
- Past BCOP speaker
- Item writing proficiency with the PSAP modules or other BCOP recertification activities

To ensure consistency, a portion of committee members should have previous experience serving on this committee. Members from industry cannot serve on education-related committees.

## Committee Leadership Terms and Responsibilities

HOPA's Policy Manual outlines specific policies governing chair and vice chair terms, roles, and responsibilities. The past chair, chair, and vice chair terms will be for one-year. The chair will serve one term before rotating off of the committee and vice chair will serve for one term before ascending to chair.

The chair manages committee member participation and sets committee direction, coordinates calls/meetings with staff, sets agendas, and ensures that activities are in alignment with the budget and strategic priorities of HOPA. The vice chair supports the chair in their duties and fulfills their duties in their absence.

## Chair

- Lead Committee conference calls
- Coordinate activities of committee members, including summarizing member feedback on BCOP presentation content and communicating said feedback to speakers
- Moderate or coordinate the moderation of the eight hours of BCOP Live Programming at Annual Conference
- Gather feedback from faculty speakers regarding process and presentations and present to committee
- Mentor Vice Chair in their role and prepare them to step into the Chair position
- Coordinate successful Item Writing and Field Testing of BCOP recertification questions
- Work with members and staff to solicit speakers/topics from the Call for Speakers
- Work with Vice Chair and staff to identify potential Vice Chair candidates for the following year
- Identify future topics to add to 3-year plan (Brings to BCOP Oversight Committee annually)
- Organizes presentation reviews
  - reviewer assignments, review comment collation, review reminders
  - Send back comments to speakers (includes specifics on items they have to change and we justify it)
- In charge of content discussions with speaker
- Communicates Deadlines - revisions, reminders (reviewers/speakers)
- Deadline extension approval
- Permissions communicated to speaker
- Committee participation tracking
  - Reviewers are completing assignments in a timely and effective manner, participating on calls, etc.)
- Communicates penalties to speaker (chair with assistance from Board Liaison)
- Review & update committee P&Ps annually
- Create committee reports for Board (twice a year)
- Reviews Evaluations
  - Past chair reviews session evaluations and communicates comments constructively to speakers
- Works with BCOP Oversight Chair and Vice Chair to review test results of their program for analysis and adjustment as needed

## Vice Chair

- Lead Committee conference calls in absence of Chair
- Assist Chair with coordination of activities of committee members
- Help Chair coordinate Field Testing process of BCOP recertification questions
- Work with Chair and staff to identify potential Vice-Chair candidates for the following year
- Assist Chair with identification of content areas/speakers, if necessary, based on results of the Call for Speakers
- Brainstorm potential topics & speakers for future BCOP programming
- Assists Chair in organization of presentation reviews
  - Reviewer assignments, review comment collation, review reminders
  - Send back comments to speakers (includes specifics on items they have to change and justifications)

## Committee Members Terms and Responsibilities

HOPA's Policy Manual outlines specific policies governing committee terms. BCOP Annual Conference Subcommittee members serve 2-year terms, beginning June 1 and ending May 31. Terms are staggered, with half of the committee turning over annually to allow continuity of work.

Committee members will participate regularly in meetings, perform the work indicated under "scope of work", maintain membership, and keep their COI's current with HOPA.

## Staff Liaison Support

HOPA's Policy Manual outlines specific policies governing the roles and responsibilities of a staff liaison. In general, the staff liaison will work closely with the chairs to coordinate meetings and agendas, monitor compliance with policies and procedures, and provide guidance and support.

- **Current staff liaison:** Judy Baeten, Senior Program Manager

## Committee Calendar

Peak activity time each year is August, and then October through February.

Month	Month Action Item
May	Committee member invitations sent
	Determine topics for Call for Speakers
May-June	Launch Call for Speakers
June	Kickoff Meeting
August	Call for Speakers closes
August	Review of proposal submissions
August	BCOP Session selection call
September	Assist in finalizing AC programming schedule
October – February	Perform CE reviews on BCOP Sessions
March-April	Assist as moderators for the BCOP Sessions at Annual Conference
April-May	Debrief and plan for next year

- **Estimated volunteer hours (monthly/annually):** 1-3 hours per week during peak activity

## Accomplishments from 2022 – 2023

- Implementation of the “BCOP 101” pilot with the Gynecologic Malignancies BCOP session. This is aimed to streamline the background content learning prior to the BCOP session for individuals who are less well versed in the disease state, to allow the BCOP authors to more efficiently expand on the novel materials during the presentation
- Collaboration with ASTCT to provide an encore presentation on GVHD (presentations at ASTCT meeting in February and HOPA AC)
- Successful development of 8 hours of HOPA-membership requested BCOP/ACPE content
- Ongoing refinement of the BCOP AC review process with implementation of orientation sessions for reviewers and authors aimed to improve understanding of the material content production and review obligations

## Purpose

Oversee the development and ongoing improvement of all BCOP educational programming and processes across all HOPA internal and collaborative activities to ensure a comprehensive approach for the presentation of advanced and current information that addresses the scope of oncology pharmacy in cancer care and incorporate the late-breaking information essential for BCOPs.

## Scope of Work

The BCOP Oversight Committee aims to complete the following scope of work:

- In collaboration with HOPA [s](#)taff, ensure HOPA BCOP programming allows for the significant flexibility needed to address rapid advances in cancer care
- Oversee all HOPA internal and collaborative credit offering development and delivery
- In collaboration with HOPA [s](#)taff, track HOPA's competitive landscape, analyze BCOP and continuing education trends to ensure HOPA's continued competitiveness
- Ensure HOPA's structure can deliver BCOP offerings as specified by BCOP Oversight Committee
- Report to the Education Council

## Composition of the Committee

The Committee shall consist of a chair, vice chair, past chair and 8 members who are the Chair and Vice Chair of the BCOP Subcommittees. There can also be up to 5 at-large members, 2 of whom should have Practice Management experience/expertise.

- **Ideal committee size:** 13 members

Committee members are chosen with the following criteria in mind:

- BCOP Certified
- Prior BCOP Leader (Chair, Vice-Chair, Board Liaison) preferred
- Experience and familiarity with the BCOP recertification process
- Experience in identification of practice gaps, analysis of practice gaps and formative and summative evaluation
- Experience developing, implementing and evaluating continuing education programs for pharmacists

## Committee Leadership Terms and Responsibilities

HOPA's Policy Manual outlines specific policies governing chair and vice chair terms, roles, and responsibilities. The past chair, chair, and vice chair terms will be for one-year. The past chair will serve for one term before rotating off the committee, the chair will serve one term and ascend to past chair and the vice chair will serve for one term before ascending to chair, then past chair. The chair cycle will be a total of three years of the committee.

The chair manages committee member participation and sets committee direction, coordinates calls/meetings with staff, sets agendas, and ensures that activities are in alignment with the budget and strategic priorities of HOPA. The vice chair supports the chair in their duties and fulfills their duties in their absence. The past chair will provide mentorship and guidance.

## Committee Members Terms and Responsibilities

HOPA's Policy Manual outlines specific policies governing committee terms. Members serve 2-year terms, beginning June 1 and ending May 31. Terms are staggered, with half of the committee turning over annually to allow continuity of work.

Committee members will participate regularly in meetings, maintain membership, and keep their COI's current with HOPA.

### Staff Liaison Support

HOPA's Policy Manual outlines specific policies governing the roles and responsibilities of a staff liaison. In general, the staff liaison will work closely with the chairs to coordinate meetings and agendas, monitor compliance with governance and operational policies and procedures, and provide guidance and support. Specifically, the staff liaison will carry out action items assigned to staff.

- **Current staff liaison:** Lisa Stanek, Director of Education and Professional Development

### Committee Calendar

There is not a predictable peak time of effort for this committee. At-Large Members will contribute to Field Testing, reviews of collaborative BCOP sessions, and other requests from BCOP Subcommittees and / or HOPA Staff as needed.

- **Estimated volunteer hours (monthly/annually):** 2-6 hours/month

### Accomplishments from 2022 – 2023

- Collaboration with ASTCT for 4 sessions, one will be Encore at AC 23 and with NCCN for 12 sessions
- Course credit claim expiration emails implemented
- BCOP 101 course pilot with one of the AC BCOP courses to allow for more high-level content presentation
- Onboarded 30+ new field testers
- BCOP question improvement initiative (including use of software)

#### Purpose

The purpose of the BCOP Prep/Recertification Subcommittee is to facilitate the creation and review of the Prep/Recert courses and publish the product annually.

#### Scope of Work

The BCOP Prep/Recertification Subcommittee aims to complete the following scope of work:

1. Review programming for the BCOP Prep/Recertification program
2. Develop a timeline for content creation, review and updates
3. Identify and contract content experts to write the material
4. Coordinate item writing and field testing of the BCOP Prep/Recertification program questions with the BCOP Oversight Committee
5. Conduct a post-presentation analysis of the BCOP Prep/Recertification program within the first quarter of each release and report results at the next BCOP Oversight meeting
6. Provide user experience (UX) feedback for online learning as needed

#### Composition of the Subcommittee

The subcommittee reports to the Oversight Committee and shall consist of a chair, vice chair, past chair, and members. Subcommittee members will participate regularly in meetings, maintain membership, and keep their COIs current with HOPA. To ensure expertise on a variety of topics, committee members are chosen from diverse practice areas. The members of the Subcommittee must be BCOP Certified and experienced and familiar with the BCOP recertification process. Due to the credit carrying nature of much of this committee's work, members who work in industry are not eligible to participate as members.

- **Ideal subcommittee size:** Up to 12 members

#### Subcommittee Leadership Terms and Responsibilities

HOPA's Policy Manual outlines specific policies governing chair and vice chair terms, roles, and responsibilities. The past chair, chair, and vice chair terms will be for one-year. The chair will serve one term before rotating off of the committee and vice chair will serve for one term before ascending to chair.

The chair manages committee member participation and sets committee direction, coordinates calls/meetings with staff, sets agendas, and ensures that activities are in alignment with the budget and strategic priorities of HOPA. The vice chair supports the chair in their duties and fulfills their duties in their absence. Each year, chair and vice chair will identify a committee member to ask to ascend to vice chair for the next term.

The chair serves as a member of the BCOP Oversight Committee, manages subcommittee member participation and sets subcommittee direction, coordinates calls/meetings with staff, sets agendas, and ensures that activities are in alignment with the budget and strategic priorities of HOPA. The vice chair serves as a member of the BCOP Oversight Committee, supports the chair in their duties, and fulfills their duties in the chair's absence.

#### Subcommittee Members Terms and Responsibilities

HOPA's Policy Manual outlines specific policies governing subcommittee terms. Subcommittee members serve 2-year terms, beginning June 1 and ending May 31. Terms are staggered, with half of the subcommittee turning over annually to allow continuity of work. Members receive BCOP credit for the content reviewed.



## Staff Liaison Support

HOPA's Policy Manual outlines specific policies governing the roles and responsibilities of a staff liaison. The staff liaison will work closely with the chairs to coordinate meetings and agendas, monitor compliance with governance and operational policies and procedures, provide input from a staff and operational perspective on issues under discussion, solicit information or input from other staff members as appropriate, provide guidance and support, and help ensure authors and the subcommittee keeps on track with deadlines.

- **Current staff liaison:** Kristin Adler, Senior Manager of Professional Development

## Committee Calendar

June	Annual committee turnover; Kick off committee call, Quarterly Oversight call
July	
August	
September	Product release date, Quarterly Oversight call
October	Quarterly committee call
November	
December	Committee review of content
January	Committee review of content, Quarterly committee call, Quarterly Oversight call
February	
March	Committee review of content, Vice Chair nominee, Quarterly Oversight call
April	Quarterly committee call
May	Committee review of content, Year-end committee reports, Goal Setting

- **Estimated volunteer hours (monthly/annually):** 4-6 hours per week during peak activity

## Accomplishments from 2022 – 2023

- Collaborated with HOPA staff to quickly create a new question tracking system for the 2022 release
- Released a new Prep/Recert product in Fall 2022
- Recruited new authors for the 2023 release
- Created written instructions for chapter reviews in collaboration with HOPA staff
- Created and executed new training sessions for authors and reviewers targeting onboarding and question writing.

## Purpose

The purpose of the BCOP Self-Study Subcommittee is to develop and review programming for the BCOP Self-Study educational product. The subcommittee reports directly to the BCOP Oversight Committee under the Education Council.

## Scope of Work

The BCOP Self-Study Subcommittee aims to complete the following scope of work:

- Conduct an analysis of the Self-Study within the first quarter after release, as well as periodically thereafter, and report results to the next BCOP Oversight meeting
- Coordinate item writing and field testing of the BCOP questions
- Provide authors with results of needs assessment. In the event the speaker volunteers to speak or present at a HOPA educational event, s/he will complete and submit a needs assessment form
- Provide user experience (UX) feedback for online learning as needed
- After reviewing recent years' presentations, the outgoing committee generates ideas for topics and makes recommendations to the incoming committee
- Report updates to the Oversight Committee

## Composition of the Committee

The Subcommittee shall consist of a chair, vice chair, past chair, and up to 17 members.

- **Ideal committee size:** minimum of 17 to 20 members

### Committee Member Skill Set:

- To ensure expertise on a variety of topics, committee members are chosen from diverse practice areas. The members of the BCOP Self-Study Sub Committee must:
  - Be BCOP Certified
  - Have experience and familiarity with BCOP recertification process
  - Preferred experience includes previous experience on a BCOP committee, a past BCOP speaker or other BCOP recertification activities
- Due to the credit carrying nature of much of this committee's work, members who work in industry should not apply

## Committee Leadership Terms and Responsibilities

HOPA's Policy Manual outlines specific policies governing chair and vice chair terms, roles, and responsibilities. The past chair, chair, and vice chair terms will be for one-year. The chair will serve one term before rotating off of the committee and vice chair will serve for one term before ascending to chair.

The chair and vice chair serve as members of the BCOP Oversight Committee, manage committee member participation and set committee direction, coordinate calls/meetings with staff, set agendas, and ensure that activities are in alignment with the budget and strategic priorities of HOPA. The vice chair supports the chair in their duties, and fulfills their duties in their absence.

## Committee Members Terms and Responsibilities

HOPA's Policy Manual outlines specific policies governing committee terms. BCOP Self-Study Subcommittee members serve 2-year terms, beginning June 1 and ending May 31. Terms are staggered, with half of the committee turning over annually to allow continuity of work.

Committee members will participate regularly in meetings, maintain membership, and keep their COI's current with HOPA. Members are assigned various roles for modules to be completed including author, leader, and reviewer.

## Staff Liaison Support

HOPA's Policy Manual outlines specific policies governing the roles and responsibilities of a staff liaison.

In general, the staff liaison will work closely with the chairs to coordinate meetings and agendas, monitor compliance with governance and operational policies and procedures, and provide guidance and support. Specifically, the staff liaison will facilitate the educational presentation development and processes, as well communicate to authors and reviewers.

- **Current staff liaison:** Jessica Rasmussen, Manager of Professional Development

## Committee Calendar

*The self-study timeline will be divided into two releases (Release I and Release II).*

### Release I Timeline

Task	Responsible Party	Due Date
Committee module leads and module authors chosen	Committee	August
Release I Kickoff meeting	Staff & Chairs	August
Phase I Materials Due (Includes: Speaker Contract, Non-Compete Form, and W9)	AUTHOR	29 weeks out
Phase II Materials Due (Includes: Presentation outline, Session Description, Learning Objectives, Article Selection)	AUTHOR	25 weeks out
Phase II Review Feedback Due	Leads/Reviewers	23 weeks out
BCOP Question Writing and Support Materials Presentation	Staff	
Phase III Materials Due (Includes: First Draft of BCOP Questions, pretest questions, Case Study (if applicable), permissions form; edits to Phase II materials)	AUTHOR	20 weeks out
Phase III Review Feedback Due	Leads/Reviewers	17 weeks out
Phase IV Materials Due (Includes: 2nd draft of BCOP Questions, pretest questions, Case Study (if applicable) for Item Writing)	AUTHOR	8 weeks out
Phase IV Review Feedback Due	Leads/Reviewers	6 weeks out
Phase V Materials Due (Includes: 3rd draft of BCOP Questions and Case Study for Field Testing)	AUTHOR	5 weeks out
BCOP Questions Sent to Field Testing	Staff	5 weeks out

Field Testing Results due to Speaker	Staff	4 weeks out
Build Courses in LMS	STAFF	3 weeks out
Course launched in LMS	STAFF	May 1

## **Release II Timeline**

<b>Task</b>	<b>Responsible Party</b>	<b>Due Date</b>
Committee module leads and module authors chosen	Committee	August
Phase I Materials Due (Includes: Speaker Contract, Non-Compete Form, and W9)	AUTHOR	50 weeks out
Phase II Materials Due (Includes: Presentation outline, Session Description, Learning Objectives, Article Selections)	AUTHOR	28 weeks out
Phase II Review Feedback Due	Leads/Reviewers	26 weeks out
Phase III Materials Due (Includes: First Draft of BCOP Questions, pretest questions, Case Study (if applicable), permissions form; edits to Phase II materials)	AUTHOR	23 weeks out
Phase III Review Feedback Due	Leads/Reviewers	20 weeks out
Phase IV Materials Due (Includes: 2nd draft of BCOP Questions, pretest questions, Case Study (if applicable) for Item Writing)	AUTHOR	12 weeks out
Phase IV Review Feedback Due	Leads/Reviewers	10 weeks out
Phase V Materials Due (Includes: 3rd draft of BCOP Questions and Case Study for Field Testing)	AUTHOR	8 weeks out
BCOP Questions Sent to Field Testing	Staff	8 weeks out
Field Testing Results due to Speaker	Staff	7 weeks out
Build Courses in LMS	STAFF	5 weeks out
Course launched in LMS	STAFF	September 1

**Estimated volunteer hours (monthly/annually):** 1-2 hours per week during peak activity

## **Accomplishments from 2022 – 2023**

- Standardized and formalized the module and question review process for the 22-23 year
- Encouraged more members that are only in their first year of committee membership to serve as module authors to aid early engagement and also provide authorship experience to committee members earlier in their career
- Over the last two years, expanded self-study module content to go beyond updates in disease-state specific therapeutic management, and worked to add select modules on updates in general oncology practice principles (e.g. use of biomarkers, clinical trial designs, patient reported outcomes, etc.)

## Purpose

The purpose of the BCOP Updates Subcommittee is to ensure the timely development of high-quality continuing education materials focused on recent updates in various areas of oncology. Members are responsible for selecting authors and reviewing the educational content developed for BCOP Updates products that will be published.

## Scope of Work

The BCOP Updates Subcommittee aims to complete the following scope of work:

- Conduct a post-presentation analysis of the BCOP Updates Course recertification program within the first quarter of each release and report results at the next BCOP Oversight meeting
- Coordinate item writing and field testing of the BCOP Updates Course examination questions
- Coordinate with the Education Council to ensure selected BCOP topics are supported by comprehensive needs assessments
- Provide speakers with results of needs assessment. In the event the speaker volunteers to speak or present at a HOPA educational event, s/he will complete and submit a needs assessment form
- Provide user experience (UX) feedback for online learning as needed
- After reviewing recent years' presentations, the outgoing committee generates ideas for topics and makes recommendations to the incoming committee
- Report updates to Oversight committee
- Aid in the development of 8-10 credit hours of oncology pharmacy education material annually by identifying hot topics in oncology, having a call for speakers, selecting well qualified reputable speakers, and reviewing multiple pieces of educational content (e.g., slide decks, ACPE and BCOP questions) developed by the speakers throughout the year

## Composition of the Committee

The Subcommittee shall consist of a chair, vice chair, past chair, and up to 12 members.

- **Ideal committee size:** 12 members in addition to chair and vice chair  
**Committee Member Skill Set:**
  - To ensure expertise on a variety of topics, committee members are chosen from diverse practice areas. They must have:
    - BCOP Certification
    - Experience and familiarity with the BCOP recertification process
  - Preferred experience includes previous experience on the BCOP Conference Programming, Field Testing Subcommittee, BCOP Self-Study & Webinar Courses, or as a past speaker, in addition to item writing experience with the PSAP modules or other BCOP recertification activities.
  - Due to the credit carrying nature of much of this committee's work, members who work in industry should not apply

## Committee Leadership Terms and Responsibilities

HOPA's Policy Manual outlines specific policies governing chair and vice chair terms, roles, and responsibilities. The past chair, chair, and vice chair terms will be for one-year. The chair will serve one term before rotating off of the committee and vice chair will serve for one term before ascending to chair.

The chair and vice chair serves as members of the BCOP Oversight Committee, manage committee member participation and set committee direction, coordinate calls/meetings with staff, set agendas, and ensure that activities are in alignment with

the budget and strategic priorities of HOPA. The vice chair supports the chair in their duties and fulfills their duties in their absence.

### Committee Members Terms and Responsibilities

HOPA's Policy Manual outlines specific policies governing committee terms. BCOP Updates Subcommittee members serve 2-year terms, beginning June 1 and ending May 31. Terms are staggered, with half of the committee turning over annually to allow continuity of work.

Committee members will participate regularly in meetings, maintain membership, and keep their COI's current with HOPA.

### Staff Liaison Support

HOPA's Policy Manual outlines specific policies governing the roles and responsibilities of a staff liaison.

In general, the staff liaison will work closely with the chairs to coordinate meetings and agendas, monitor compliance with governance and operational policies and procedures, and provide guidance and support. Specifically, the staff liaison will facilitate the educational presentation development and processes, as well communicate to authors and reviewers.

- **Current staff liaison:** Jessica Rasmussen, Manager of Professional Development

### Committee Calendar

Task	Responsible Party	Deliverable	Due Date
Call for authors launch	STAFF		61 weeks out
Call for authors closes	STAFF		57 weeks out
CMT Call to determine final authors	CMT		55 weeks out
Invitations to authors	STAFF		52 weeks out
Phase II Materials Due (Includes: objectives, headshot, session description, outline)	AUTHOR	2 – week turn around for CMT review	38 weeks out
Phase II Review Feedback Due	Committee		36 weeks out
Phase III Materials Due (Includes: First draft of slides, permission request form, Phase II edits)	AUTHOR	1-week turn around for CMT review 1-week turn around for Chair/Vice-Chair to compile reviews (2 weeks total)	33 weeks out
Phase III Review Feedback Due	Committee		31 weeks out
Phase IV Materials Due (Includes: 1st draft of ACPE pretest and BCOP questions)	AUTHOR  STAFF	1-week turn around for CMT to review slides 1-week turn around for Chair/Vice-Chair to compile reviews (2 weeks total)	25 weeks out
Phase IV Review Feedback Due	Committee		24 weeks
Phase V Materials Due (Includes: 2 <sup>nd</sup> draft of slides, pretest ACPE and BCOP Questions)	AUTHOR		22 weeks out

Phase V Feedback	Committee		21 weeks out
Phase VI Materials Due (Includes: Final slides, Final Pretest ACPE and 3 <sup>rd</sup> draft BCOP Questions)	SPEAKER	Chair/ Vice Chair Final Review	20 weeks out
BCOP Questions sent to Field Testing	Staff		19 weeks out
Field Testing Results to Experts	Staff		17 weeks out
BCOP Question Recommendations/Revisions (if needed)	AUTHOR		15 weeks out
Record BCOP Updates Presentation	AUTHOR		6-8 weeks out
Build Courses in LMS	STAFF		4 weeks out
Course launched in LMS	STAFF		July

- **Estimated volunteer hours (monthly/annually):** 1-2 hours per phased activity or committee meeting; Roughly 6-12 hours annually for committee members

### Accomplishments from 2022 – 2023

- 10 BCOP Updates CE programs in the works, covering hot topics in oncology, created with the spirit of collaboration and hard work of many brilliant minds!
- Worked phenomenally together under the pressure of "Great Migration" as multiple authors and a reviewer accepted new positions that no longer allowed committee participation. Here we were able to pivot and find new authors with HOPA's amazing support!
- Authors and reviews had challenges meeting deadlines, some expressing increased pressures at work, including working short-staffed, as a contributing factor. The BCOP Updates team worked closely together to adjust author/reviewer due dates to accommodate a condensed timeline.

## Purpose

The purpose of the Diversity, Equity and Inclusion (DEI) Advisory Group is to bring together dedicated volunteer-members with a specific interest or expertise in DEI to provide guidance, support, feedback, and recommendations to the Board of Directors and other stakeholders on an ad-hoc basis to support this important strategic priority for the organization.

## Scope of the Advisory Group:

The scope of the Advisory Committee includes, but is not limited to, offering guidance, support, recommendations and feedback as appropriate on:

- How to improve diversity among HOPA membership, committee participation and in leadership
- How HOPA can foster a culture of transparency and continual growth as it relates to diversity, equity and inclusion
- Ways that HOPA can increase visibility and acknowledgement of DEI initiatives and supporters within the organization, with a goal to attract and retain diverse membership
- Ongoing maintenance of the DEI webpage, tools, and resources (including the toolkit) on HOPA's website for members
- Suggestions for tracking and analyzing demographic data to ensure diverse representation in faculty/speakers, inclusive of experience, practice setting, and topic area
- Advocating for funding from the HOPA Research Fund for research support specifically aimed at DEI and Health Equity projects
- How the Board can work with HOPA's Industry Relations Council (IRC) partners to encourage support for DEI-sponsored grants
- Ensuring that HOPA stakeholders (committees, staff, Board, etc.) have made DEI considerations throughout the various materials, projects, and/or initiatives of the organization
- Leveraging internal and external partnerships to support activities that help to address disparities in cancer care and representation in oncology pharmacy

The Advisory Group will report to the Board of Directors.

## Composition of the Advisory Group

The DEI Advisory Group shall consist of a past chair, chair, and vice chair. Membership in this group will consist of at least 10 members, up to a maximum of 30 members, selected from the Volunteer Activity Center (VAC) each year.

**Ideal advisory group size:** 10-30 members

## Advisory Group Leadership Terms and Responsibilities

The DEI Advisory Group will consist of a past chair, chair, and vice chair with a term of 1-year. The chair ascends to past chair, and vice chair ascends to chair. The Board will approve the slate of vice chairs annually. The seated chair along with the current past chair and vice chair will suggest the incoming vice chair annually from the current list of members. HOPA's Policy Manual outlines specific policies governing chair, past chair, and vice chair terms, roles, and responsibilities.

The chair serves as a member of the DEI Advisory Group coordinates member participation and sets group direction, coordinates calls/meetings, agendas, and correspondence as needed. The chair will liaise with the staff contact assigned to the group. The vice chair supports the chair in their duties, and fulfills their duties in their absence. The past chair is encouraged to help provide advice and mentorship to the current chair and vice chair, and help to engage the group in strategic thinking and with succession planning.



## Advisory Group Members Terms and Responsibilities

HOPA's Policy Manual outlines specific policies governing group member terms. Advisory Group members serve 2-year terms, beginning June 1 and ending May 31. Group membership is limited to a maximum of two years for a single advisory group, unless otherwise noted. Terms are staggered, with half of the group turning over annually to allow continuity of work. Group members will maintain membership and keep their conflict of interest (COI) and disclosure forms current with HOPA. Members will choose between serving on a committee or serving on an advisory group to avoid duplication and offer opportunities to as many members as possible, unless otherwise approved by the President.

## Staff Contact Support

HOPA's Policy Manual outlines specific policies governing the roles and responsibilities of a staff contact. In general, the staff contact is responsible for sharing requests and communications on behalf of the organization, and able to respond to questions that arise from the group. They will provide access to an established method within HOPA's system(s) to foster group messaging, collaboration, shared documents, meetings, etc. that can be run independently by the volunteers. They will help to share proposals from the group with the organization, and disseminate requests from the Board or other groups to the Advisory Group for review.

- **Current staff contact:** Allison Winkler, Administrative Manager
- **Additional staff support:** Rosanne Stelpflug, Director of Administration

## Annual Calendar

The Advisory Group terms begin on June 1 and end on May 31. Since groups meet on an ad-hoc basis; volunteer hours are flexible throughout the year.

## Accomplishments in 2022-2023

- Developed and implemented a DEI Toolkit for publication on HOPA's website.
- "Diversity" and "Inclusion" embedded into HOPA's Core Values.
- Diversity recommendations included into committee charges across the organization.
- Worked with representatives from the Membership Committee to embed a DEI Attestation Statement into member application/renewal as well as Annual Conference registration.
- Submitted a DEI Manuscript on Diversity to the Journal for Hematology/Oncology Publication (JHOP).
- Representatives from the DEI Committee provided feedback and guidance on various initiatives and projects including the Time to Talk campaign, HOPA's statement on Roe V. Wade, the Dashboard Focus Group, the conference buddy application, Board diversity, and the election application and rubric.

### Purpose

The purpose of the Education Development Committee is to develop non-BCOP educational programming outside of the annual conference. Programs will be determined annually based on strategic initiatives and ongoing education

### Scope of Work

The Education Development Committee aims to complete the following scope of work:

- Contribute to collaborative ACPE education programs/projects as needed
- Oversee HOPA's Journal Club program and any other similar non-BCOP educational programs as appropriate
- In collaboration with HOPA staff, recommend and/or develop innovative non-BCOP education programs.
- Report to the Education Council

### Composition of the Committee

The Committee shall consist of a chair, vice chair, past chair and up to 12 members. The membership should include at least two new practitioners and two residents.

- **Ideal committee size:** 12 members

Members of this committee should have experience developing, implementing and evaluating continuing education programs for pharmacists as well as knowledge of online and other electronic learning options.

Qualifications for committee members include:

- 3 + years clinical experience OR 3 + years practice management experience; up to 2 positions will be reserved for newer practitioners and up to 2 for residents
- Experience developing, implementing and evaluating continuing education programs for pharmacists.
- Knowledge of online and other electronic learning options.

### Committee Leadership Terms and Responsibilities

HOPA's Policy Manual outlines specific policies governing chair and vice chair terms, roles, and responsibilities. The past chair, chair, and vice chair terms will be for one-year. The past chair will serve for one term before rotating off the committee, the chair will serve one term and ascend to past chair and the vice chair will serve for one term before ascending to chair, then past chair. The chair cycle will be a total of three years of the committee.

The chair manages committee member participation and sets committee direction, coordinates calls/meetings with staff, sets agendas, and ensures that activities are in alignment with the budget and strategic priorities of HOPA. The vice chair supports the chair in their duties and fulfills their duties in their absence. The past chair will provide mentorship and guidance.

### Committee Members Terms and Responsibilities

HOPA's Policy Manual outlines specific policies governing committee terms. Members serve 2-year terms, beginning June 1 and ending May 31. Terms are staggered, with half of the committee turning over annually to allow continuity of work.

Committee members will participate regularly in meetings, maintain membership, and keep their COI's current with HOPA.

### Staff Liaison Support

HOPA's Policy Manual outlines specific policies governing the roles and responsibilities of a staff liaison. In general, the staff liaison will work closely with the chairs to coordinate meetings and agendas, monitor compliance with governance and operational policies and procedures, and provide guidance and support. Specifically, the staff liaison will carry out action items assigned to staff.

- **Current staff liaison:** Lisa Stanek, Director of Education and Professional Development

### Committee Calendar

There is not a predictable peak time of effort for this committee.

- **Estimated volunteer hours (monthly/annually):** 1-3 hours/month

### Accomplishments from 2022 – 2023

- Core Competency Redesign Task Force charges drafted, members selected, and work begun
- Pediatrics toolkit collaboration with Ped SIG
- Review of presentation content for AC 23, DPYD, Virtual Rotations
- FDA Project Livin' Label SME identification
- Maintained and Executed Journal Club
- Reviewed Research Grant Award Presentation for AC 23

## Purpose

The purpose of the External Affairs Committee (EAC) is to strengthen and maintain HOPA's reputation among both internal and external audiences. This includes presenting a cohesive HOPA message through published content and partner collaborations, as well as by serving as subject matter experts in professional and consumer-facing materials.

## Scope of Work

The scope of the committee will include, but is not limited to, the following:

- **Oversee Published Content**
  - Serve as the Editorial Board for HOPA's quarterly publication, HOPA News
  - Provide topic ideas, identify authors, and serve as editors for HOPA News articles
    - Generate, solicit, and/or curate content for online member resources, including but not limited to:
      - Allied organization meeting summaries
      - Drug updates and FDA alerts
      - Pharmacists' Applications to Practice (PAPs)
      - Member Spotlights
  - In coordination with HOPA's Marketing & Communications staff, perform an annual content audit of hoparx.org to identify content that needs to be revised, replaced, or archived
  - Also in coordination with Marketing & Communications staff, recommend content from the *Journal of Hematology/Oncology Pharmacy* (JHOP) and other relevant journals/publications to be featured on hoparx.org
- **Assist in Strategic Partnerships**
  - In coordination with HOPA's Director of Strategic Partnerships, analyze the potential benefits of working with specific partners in the fields of hematology, oncology, and pharmacy
  - Maintain HOPA's collaborations ecosystem by identifying and ranking partners from most-valued to most-needed-to-nurture
  - In tandem with Advocacy & Awareness, identify opportunities for HOPAmbassadors to share the story of HOPA and the value of oncology pharmacists
- **Serve as Subject Matter Experts**
  - In coordination with HOPA's Marketing & Communications staff:
    - Write, review, or edit patient-facing educational content
    - Serve as SMEs for video, audio, and written website content
    - Raise awareness of HOPA Research Grant
  - On an ad-hoc basis, provide feedback on research, resources, or tools created by other committees to ensure consistency across all HOPA's deliverables
- **Estimated volunteer hours:**
  - 2 hours/month

## Composition of the Committee

The External Affairs Committee reports to the Board of Directors and ladders up to the new strategic pillar, Organizational Excellence.

- External Affairs Committee leadership shall consist of a past chair, chair, and vice chair
- Committee membership should consist of at least 20 members who have the following skill sets:
  - Exceptional knowledge of hematology/oncology pharmacy, including new developments within the field
  - Understanding of the hematology/oncology pharmacy landscape, including similar and/or competitive associations
  - Writing, editing, and publications experience
  - Interest in creating patient education materials

## Committee Leadership Terms and Responsibilities

HOPA's Policy Manual outlines specific policies governing committee leadership roles and responsibilities.

- The chair, vice chair, and past chair terms are 1 year
  - The chair will serve for one term before rotating to past chair
  - The vice chair will serve for one term before ascending to chair
  - Each year, the past chair, chair, and vice chair will identify a committee member to ask to ascend to Vice Chair for the next term

The chair serves as a member of the External Affairs Committee, manages committee member participation and sets committee direction, coordinates calls/meetings with staff, sets agendas, and ensures that activities are in alignment with the budget and strategic priorities of HOPA. The vice chair supports the chair in their duties and fulfills their duties in their absence. The past chair is encouraged to provide advice and mentorship to the chair and vice chair and help to engage the committee in strategic thinking and succession planning.

## Committee Member Terms and Responsibilities

HOPA's Policy Manual outlines specific policies governing committee terms. Committee members serve 2-year terms, beginning June 1 and ending May 31. Terms are staggered, with half of the committee turning over annually to allow continuity of work.

Committee members will participate regularly in meetings, maintain membership, and keep their conflict of interest (COI) and disclosure forms current with HOPA.

## Staff Liaison Support

HOPA's Policy Manual outlines specific policies governing the roles and responsibilities of staff liaisons.

In general, a staff liaison will work closely with the chairs to coordinate meetings and agendas, monitor compliance with governance and operational policies and procedures, and provide guidance and support.

Staff liaisons are responsible for evaluations, notifications, and project management, including keeping leadership aware of important deadlines. They are responsible for facilitating communication between committee leadership and the Board of Directors.

Specifically, a staff liaison will:

- Serve as the managing editor for HOPA News and work to develop the editorial timeline, as well as execute the distribution of HOPA News
- Strategize, create, launch, and track marketing campaigns
- Facilitate strategic partnerships from the awareness-raising stage all the way through identifying specific partnerships for HOPA and/or external-org volunteer opportunities for members

## Staff Liaisons:

- Michelle Sieg, Director of Marketing
- Nicole Watts, Director of Strategic Partnerships
- Additional Staff Support: Anne Krolikowski, Executive Director and Joan Dadian, Marketing Manager

## Committee Calendar\*

Month	HOPA News Editors	All External Affairs Volunteers
June 2023	HOPA News 20.2 is published	Committee Orientation Kick-Off Call Determine Committee Work Plans
July	HOPA News 20.3 is written/edited	
August		Help create patient-facing materials
September	HOPA News 20.3 is published	Hill Day
October	HOPA News 20.4 is written/edited	American Pharmacists Month
November		Conduct HOPA External Partnership Ecosystem audit
December	HOPA News 20.4 is published	Help create patient-facing materials
January 2024	HOPA News 21.1 is written/edited	
February		Conduct annual website content audit
March	HOPA News 21.1 is published	Help create patient-facing materials
April	HOPA News 21.2 is written/edited	
May		Virtual Hill Day
June	HOPA News 21.2 is published	

\*Sample timeline of activities until committee work plan is developed

## Purpose

The HOPA Bylaws call for the establishment of the Finance Committee for the organization. The purpose of the Finance Committee is to provide fiduciary oversight by working with the staff and other Board members to develop and review fiscal procedures, financial plans, and the annual budget.

## Scope of Work

The scope of the committee will include, but is not limited to the following:

- Ensuring that staff and other financial bodies involved with HOPA submit the required annual reports to the Board showing income, expenditures, and pending income
- Recommending new or updated financial policies for approval by the Board of Directors as needed
- Assuming the authority delegated by the Board review investment portfolios, which includes:
  - Supervising the short-term and long-term reserve accounts
  - Ensuring compliance with HOPA policies
  - Monitoring the investment performance of HOPA's accounts quarterly
  - Conducting an annual evaluation of the financial consultant
- Acting in an advisory capacity to the Board, which includes serving as a resource to Board members in interpreting the budget on an ongoing basis
- Reviewing the annual audit, 990 tax return, and the draft budget in order to provide a final recommendation to the Board for approval
- Reviewing monthly financials provided by the management company
- Reporting to the Board

## Composition of the Committee

The Finance Committee shall consist of a chair (Treasurer) vice chair (President), and three additional members; one of which must be the President-Elect and the remaining members must be from the general membership not currently holding a seat on the Board of Directors.

Members should have the following skills:

- General knowledge of budgeting for organizations.
- A broad understanding of HOPA, its programs, and the needs of its members.
- Strong organizational skills.

**Ideal committee size:** Five members.

## Committee Leadership Terms and Responsibilities

The current Treasurer serves as the chair of the Finance Committee and the current President serves as the vice chair. HOPA's Bylaws indicate the terms for officer positions of the Board. Individuals elected to serve in the positions of Treasurer and President will comprise the leadership of the Finance Committee during their terms as indicated. HOPA's Policy Manual outlines specific policies governing chair and vice chair roles and responsibilities. Terms for the officer members on the Finance Committee coincide with Board terms and not the annual committee turnover timeline.

The chair manages committee member participation and sets committee direction, coordinates calls/meetings with staff, sets agendas, and ensures that activities are in alignment with the budget and strategic priorities of HOPA. The chair will also review and approve the budget timeline created by staff, lead the draft review calls, and the presentation of the draft budget to the Board. The vice chair supports the chair in their duties, and fulfills their duties in their absence.

## Committee Members Terms and Responsibilities

Individuals elected to serve in the role of President-Elect are automatically a member of the Finance Committee throughout the duration of their term on the Board. HOPA's Bylaws indicate the terms for officer positions of the Board. Terms for the officer members on the Finance Committee coincide with Board terms and not the annual committee turnover timeline.

HOPA's Policy Manual outlines specific policies governing committee terms. General committee members serve 2-year terms, beginning June 1 and ending May 31. Terms are staggered, with half of the committee turning over annually to allow continuity of work.

Members will participate regularly in meetings, maintain membership, and keep their conflict of interest (COI) and disclosure forms current with HOPA. They will review all program areas in the draft budget as well as supporting materials prior to the budget review meeting. They will prepare questions, test assumptions, and discuss rationale for numbers presented. They will recommend revisions to the draft budget as agreed upon by the Finance Committee.

## Staff Liaison Support

HOPA's Policy Manual outlines specific policies governing the roles and responsibilities of a staff liaison. In general, the staff liaison will work closely with the chairs to coordinate meetings and agendas, monitor compliance with governance and operational policies and procedures, and provide guidance and support. Specifically, the staff liaison will create a budget timeline to allow for final budget approval prior to the end of the previous fiscal year, when possible. They will collect information on existing programs and strategic initiatives to create a draft budget, prepare the draft budget and supporting materials for committee review, and they will prepare the final draft budget for Board review and approval.

- **Current staff liaison:** Anne Krolikowski, Executive Director
- **Additional staff support:** Rosanne Stelpflug, Director of Administration & Allison Winkler, Administrative Manager

## Committee Meetings

The Finance meets monthly for 1 hour. The Finance Committee will turn over the vice chair and Board member roles after the Annual Conference, and turn over committee members on June 1.

March/April	Turn over committee members in officer positions
	Treasurer's report at the Annual Conference
May	Year-end Committee Reports Due
June	Turn over committee members (general)
July	Establish standing calls
	Annual meeting with Financial Advisor Firm
August	Review year end budget projections
September	Review/approve final audit and 990 tax forms
November	Review first draft of the budget
December	Review budget drafts
January	Final budget approval
February	Financial advisor evaluation



- **Estimated volunteer hours (monthly/annually):** 1-2 hours per month, including meetings and prep time

#### Accomplishments from 2022-2023

- Suggested ongoing updates to the monthly financial dashboard
- Reviewed Practice Management financial history
- Conducted ongoing review and evaluation of the financial advisor firm
- Conducted a RFP for a new auditing firm

#### Purpose

The HOPA Bylaws call for the establishment of the Governance Committee for the organization. The purpose of the Governance Committee is to assist HOPA's Board of Directors in fulfilling its responsibilities to the HOPA membership.

#### Scope of Work

The scope of the committee will include, but is not limited to the following:

- Reviewing the HOPA Bylaws as needed (or at least every 3 years) and recommend needed changes to the Board
  - If necessary, oversee any amendment voting processes of the membership
- Evaluating and/or recommending orientation and training programs for Board Members
- Evaluating of Board and organization's policies and procedures and making recommendations for revision as necessary
- Recommending revisions to the Board on committee charters, responsibilities, or member qualifications as needed
- Conducting a Board self-assessment with corresponding action plan (if needed) annually
- Oversee and support the Nominations Subcommittee by:
  - Reviewing minutes and/or receiving a report of the minutes/activities of the Subcommittee
  - Providing input as needed
  - Supporting the implementation of the strategic plan and monitoring it's success
- Ensuring a governance and nominations culture that encourages diversity, equity, and inclusion
- Carrying out any other responsibilities delegated by the HOPA Board of Directors
- Remain available to HOPA stakeholders (Board, committees, staff) to ensure that HOPA's Conflict of Interest (COI) and Disclosure policies and practices have been communicated, understood, applied and documented
- Regularly review the Board of Directors Conflicts of Interest (COI) and Disclosures and provide insight on questions regarding how to resolve potential conflicts as they arise
- Report to the Board of Directors by way of Governance's minutes, and by way of an oral report from the Chair or designee at the request of the President

#### Composition of the Committee

The Committee leadership shall consist of a past chair, chair and vice chair. The current chair of the Nominations Subcommittee will automatically be a member of the Governance Committee throughout their term. The Committee membership should consist of at least two At-Large members who meet the following criteria:

- Each Member must satisfy 'Independence' established by the HOPA's Board under its Conflict of Interest Policy. In the case member must vacate their position, HOPA's President in consultation with the chair of the Governance Committee will recommend a replacement for the Board's consideration.
- The individual served as a previous member of HOPA's Board of Directors and/or;
- The individual served as a former committee chair.

#### **Ideal committee size:** 6 members

- Past Chair, Chair, Vice Chair
- Chair of the Nominations Subcommittee
- 2 additional members; former Board members and/or former HOPA Committee Chairs

## Committee Leadership Terms and Responsibilities

HOPA's Policy Manual outlines specific policies governing chair and vice chair terms, roles, and responsibilities. The chair and vice chair terms will be for 1-year. The chair will serve for one term before rotating off the committee, and the vice chair will serve for one term before ascending to chair.

The chair serves as a member of the Governance Committee, manages committee member participation and sets committee direction, coordinates calls/meetings with staff, sets agendas, and ensures that activities are in alignment with the budget and strategic priorities of HOPA. The vice chair supports the chair in their duties, and fulfills their duties in their absence. The past chair is encouraged to help provide advice and mentorship to the current chair and vice chair, and help to engage the committee in strategic thinking and with succession planning.

## Committee Members Terms and Responsibilities

HOPA's Policy Manual outlines specific policies governing committee terms. Committee members serve 2-year terms, beginning June 1 and ending May 31. Terms are staggered, with half of the committee turning over annually to allow continuity of work. Committee members will participate regularly in meetings, maintain membership, and keep their conflict of interest (COI) and disclosure forms current with HOPA.

## Staff Liaison Support

HOPA's Policy Manual outlines specific policies governing the roles and responsibilities of a staff liaison. In general, the staff liaison will work closely with the chairs to coordinate meetings and agendas, monitor compliance with governance and operational policies and procedures, and provide guidance and support. Specifically, the staff liaison will facilitate any voting processes, as well as any voting and/or application processes. They will help to carry out evaluations and notifications, and keep the leadership aware of any important deadlines, administrative responsibilities, and communications from the Board or any project management updates needed.

- **Current staff liaison:** Rosanne Stelpflug, Director of Administration
- **Additional staff support:** Anne Krolkowski, Executive Director

## Committee Calendar

This committee traditionally meets once per quarter. The group schedules additional meetings to facilitate committee projects or activities as needed.

June	Annual Committee Turnover Committee Orientation
July	Kick-Off Call + Determine Committee Work Plans(Q1 Meeting)
November	Annual Board Self-Assessment Period
December	Q2 Meeting
March	Q3 Meeting
May	Q4 Meeting Year-end Committee Reports Due

- **Estimated volunteer hours (monthly/annually):** 1 hour per quarter.

## Accomplishments from 2022-2023

- Adjusted the timing of the Board-Self Assessment to allow more opportunities to make changes before the Board turns over at the end of the Annual Conference.

- Implemented final changes to the onboarding process and orientation meeting from 2022 for the incoming Board members in 2023.
- Reviewed and updated the Bylaws with the intention of adding clarity, removing procedural items, and establishing an ongoing process for how to manage bylaw amendment requests in the future. The intention is to carry this project into 2023-2024.

## Purpose

The purpose of the Industry Advisory Group is to develop and strategically assist with implementation of HOPA's Industry Relations Council (IRC) partnerships; conference (Annual Conference and Practice Management) sponsorship, exhibits, symposia and advertising, and provide expertise and guidance from HOPA's industry members on various organizational activities.

## Scope of Work

The Industry Advisory Group aims to complete the following scope of work:

- Collaborate with HOPA's Senior Development Manager to review development opportunities and benefit guidelines.
- Plan and attend the IRC Summit (fall) and IRC Reception (Annual Conference)
- Engage with IRC partners to identify future opportunities and topics of mutual interest
- Work with HOPA Senior Development Manager to identify future industry prospects
- Provide suggestions on programming and other activities for industry members
- Ensure aspects related to HOPA industry members' needs are addressed throughout the organization

## Composition of the Advisory Group

The Advisory Group shall consist of a chair, vice chair, and past chair. The Chair and Vice-Chair should have a minimum of 5 years of experience following completion of their terminal training program and have with experience interacting with industry.

The HOPA President, HOPA President-Elect chair, vice chair, and past chair, and up to five members who do not work in industry will serve as the liaisons to the Industry Relations Council and inform the planning of the annual IRC Summit. These individuals should have an interest in or understanding of the business of pharmacy and will attend HOPA's Annual Conference and the IRC Summit in the Fall, if possible.

All other Advisory Group members should have a minimum of 5 years of experience following completion of their terminal training program and have experience and interest in working within HOPA to enhance the industry member experience.

- **Ideal advisory group size: 10-30 members**

## Committee Leadership Terms and Responsibilities

HOPA's Policy Manual outlines specific policies governing chair and vice chair terms, roles, and responsibilities. The chair and vice chair terms will be for one year. The chair will serve for one term and then become past chair. The past chair will serve a one-year term before rotating off the advisory group, and the vice chair will serve for one term before ascending to chair.

The chair will attend the ASCO Annual Meeting with HOPA's President, President-Elect, and Past President to meet with IRC partners and Annual Conference sponsors. Travel expenses will be covered by HOPA.

## Committee Members Terms and Responsibilities

HOPA's Policy Manual outlines specific policies governing advisory group terms. Industry Advisory Group members serve 2-year terms, beginning June 1 and ending May 31. Terms are staggered, with half of the group turning over annually to allow continuity of work.

Advisory Group members will participate regularly in meetings, maintain membership, and keep their COI's current with HOPA.

### Staff Liaison Support

HOPA's Policy Manual outlines specific policies governing the roles and responsibilities of a staff liaison. In general, the staff liaison will work closely with the chairs to coordinate meetings and agendas, monitor compliance with governance and operational policies and procedures, and provide guidance and support. Specifically, the staff liaison will lead prospecting and partnership meetings, promote development opportunities with HOPA and, along with the HOPA Development Team, implement partnership agreements.

- **Current staff liaison:** Laurie Rappa, Senior Development Manager

### Committee Calendar

Peak activity time each year is August through early November.

- **Estimated volunteer hours (monthly/annually):** 1-2 hours per month plus participation in meetings with industry partners (where applicable) and attending HOPA conferences.

### Accomplishments from 2022-2023

- Planned and executed the 2023 IRC Summit
- Reviewed all industry sponsorship opportunities
- Created onboarding and training opportunities for members
- Developed and implemented a plan for committee members to meet with IRC Partners

### Specific Goals for 2023-2024

- TBD
- TBD
- TBD

## Purpose

The purpose of the Leadership Development Committee is to establish and maintain a process for developing an inclusive leadership pipeline, leadership resources, oversee Mentorship Subcommittee, and create means to identify and develop emerging leaders from diverse areas of membership.

## Objectives

The Leadership Development Committee aims to achieve the following objectives:

- Develop strategies to identify learning gaps and educational delivery methods for evolving leaders in pharmacy
- Integrate targeted education for evolving leaders in pharmacy into HOPA educational programming
- Recommend potential/rising leaders to leadership and provide them resources to grow within HOPA
- Create mentorship opportunities across the organization

## Composition of the Committee

The committee shall consist of a chair, vice chair, past chair and at least five members in practice. The chair and vice chair must have served in a leadership role within HOPA, other organization, or own institution. Mentorship Subcommittee chair and vice chair will be part of this committee as a voting member and to keep the committee up-to-date. Residents are invited to apply for committee membership through the Volunteer Activity Center.

- **Ideal committee size:** 10-11 members

## Committee Leadership Terms and Responsibilities

HOPA's Policy Manual outlines specific policies governing chair and vice chair terms, roles, and responsibilities. The chair and vice chair terms will be for one-year. The chair will serve for one term before rotating off the committee, and the vice chair will serve for one term before ascending to chair. The past chair will serve for one term before rotating off the committee, the chair will serve one term and ascend to past chair and the vice chair will serve for one term before ascending to chair, then past chair. The chair cycle will be a total of three years of the committee.

The chair manages committee member participation and sets committee direction, coordinates calls/meetings with staff, sets agendas, and ensures that activities are in alignment with the budget and strategic priorities of HOPA. The vice chair supports the chair in their duties and fulfills their duties in their absence. The past chair will provide mentorship and guidance.

## Committee Members Terms and Responsibilities

HOPA's Policy Manual outlines specific policies governing committee terms. Leadership Development Committee members serve 2-year terms, beginning June 1 and ending May 31. Terms are staggered, with half of the committee turning over annually to allow continuity of work.

Committee members will participate regularly in meetings, maintain membership, and keep their COIs current with HOPA.

## Staff Liaison Support

HOPA's Policy Manual outlines specific policies governing the roles and responsibilities of a staff liaison.

In general, the staff liaison will work closely with the chairs to coordinate meetings and agendas, monitor compliance with governance and operational policies and procedures, and provide guidance and support.

- **Current staff liaison:** Kristin Adler, Senior Manager of Professional Development

## Committee Calendar

June	Annual turnover; Kick off call
July	Committee call, proposals due for Annual Conference
August	Committee call
September	Committee call
October	Committee call, budget request for funding needs
November	Committee call
December	Committee call
January	Committee call
February	Committee call
March	Committee call, proposals due for Practice Management, Vice Chair nominee
April	Committee call, Goal setting
May	Year-end committee reports, Goal setting

- **Estimated volunteer hours (monthly/annually):** 1-2 hours per week during peak activity

## Accomplishments from 2022 – 2023

- The 2023 Mentorship Program applications increased this year and the program expanded to 7 matched pairings, bringing the total number of HOPA mentees to 50, since the program's pilot in 2019!
- In conjunction with the Recognition Committee, LDS drafted a proposal for a new mentorship award to recognize members who have dedicated time, knowledge, and energy to guide and support mentees.
- Began process of developing mentorship guidelines to support HOPA committee leadership in facilitating effective and valuable mentor-mentee opportunities.



## Purpose

The Membership Committee administers the welcome emails each month, coordinates SIGs, monitors HOPA Central, and awards the travel grants for Practice Management meeting and Annual Conference. Committee members shall consider the specific discussions related to nominees/applicants to be confidential. Committee members are prohibited from disclosing any nominee/applicant to the membership.

## Scope of Work

The scope of the committee will include, but is not limited to the following:

- Survey membership to identify resource needs annually
- Send welcoming communication for new members
- Monitor HOPA Central as a forum for information that is timely and relevant to the practice of oncology pharmacy
- Organize Oncology Special Interest Groups and provide a mechanism for feedback to the Board and membership.
- Evaluate and approve requests for generation of new SIGs as outlined in HOPA Policies and Procedures
- Identify a facilitator for each Special Interest Group (SIG) and coordinate with the Annual Conference to facilitate SIG meetings during the Annual Conference
- Oversee annual meeting travel grant program
- Serve as a resource to staff on issues related to membership marketing and recruitment
- Identify any potential external partnerships and make them known at the Council level
- Ensure membership culture that encourages diversity, equity, and inclusion
- Report to Professional Practice Council

## Composition of the Committee

The Committee leadership shall consist of a past chair, chair and vice chair. The Committee membership should consist of up to 12 members who meet the following criteria:

- Ideal Committee size: **12 members**, including past chair, chair and vice chair.
- Committee member composition should include members with the following qualifications:
  - Knowledge of the field of hematology / oncology pharmacy.
  - General knowledge of HOPA and its membership benefits and programs.

**Ideal committee size:** 12 members

## Committee Leadership Terms and Responsibilities

HOPA's Policy Manual outlines specific policies governing chair and vice chair terms, roles, and responsibilities. The past chair, chair, and vice chair terms will be for one-year. The past chair will serve for one term before rotating off the committee, the chair will serve one term and ascend to past chair and the vice chair will serve for one term before ascending to chair, then past chair. The chair cycle will be a total of three years of the committee.

The chair manages committee member participation and sets committee direction, coordinates calls/meetings with staff, sets agendas, and ensures that activities are in alignment with the budget and strategic priorities of HOPA. The vice chair supports the chair in their duties and fulfills their duties in their absence. The past chair is encouraged to help provide advice and mentorship to the current chair and vice chair, and help to engage the committee in strategic thinking and with succession planning.

## Committee Members Terms and Responsibilities

HOPA's Policy Manual outlines specific policies governing committee terms. Committee members serve 2-year terms, beginning June 1 and ending May 31. Terms are staggered, with half of the committee turning over annually to allow continuity of work. Committee members will participate regularly in meetings, maintain membership, and keep their conflict of interest (COI) and disclosure forms current with HOPA.

### Travel Grants Work Group

The Travel Grant Work Group is responsible for the annual application, review, and award process for grants available to support travel costs to the annual conference, and for completing any additional charges from the Board of Directors. The work group reviews applications and decides how to award grant funds allocated for travel, lodging, or registration. At the conclusion of the annual process, the work group makes recommendations and/or changes for the following year based on its experience and the results of a post-conference survey of applicants.

### Staff Liaison Support

HOPA's Policy Manual outlines specific policies governing the roles and responsibilities of a staff liaison. In general, the staff liaison will work closely with the chairs to coordinate meetings and agendas, monitor compliance with governance and operational policies and procedures, and provide guidance and support. Specifically, the staff liaison will facilitate any voting processes, as well as any nominations and/or application processes. They will help to carry out evaluations and notifications, and keep the leadership aware of any important deadlines, administrative responsibilities, and communications from the Board or any project management updates needed.

- **Current staff liaison:** Dana Doyle, Membership Manager
- **Additional staff support:** Amanda Reavey, Membership Coordinator

## Committee Calendar

### Travel Grants

Peak activity time each year is April through the end of February. Committee members can expect the heaviest workload to occur in late-October through January when evaluating candidates.

### Travel Grant Award Timeline (Dates updated annually in September/October)

Date	Task	Responsible
April/May	During the first conference call of the Membership Committee, members are asked to volunteer to serve on the Travel Grants Work Group.	Work Group Leader
2 <sup>nd</sup> week of October	Update timeline and set up online application. Send link to the application to the travel grants work group for review and testing.	Staff
	Send comments on the application to staff.	Work Group members
4 <sup>th</sup> week of October	Finalize travel grant application, scoring template, and timeline.	Staff
4 <sup>th</sup> week of November	Open online application with document upload feature in conjunction with opening of online registration for the annual meeting.  Announce travel grants via e-blast and on website, social media, HOPA Central, etc.	Staff
During the month of December	Alert PGY2 fellow directors about travel grant opportunities Send first reminder via e-blast and on website Send second reminder via e-blast and on website Send final reminder via e-blast and on website	Staff

	Send last minute reminder e-blast Include in all HOPA Update's throughout travel grant process	
<b>1<sup>st</sup> week of January</b>	<b>Deadline for submission of travel grant applications</b>  <b>Secure list of poster applicants to assist with scoring travel grant applicants</b>	Staff
2 <sup>nd</sup> week of January	Send applications and scoring forms to work group	Staff
3 <sup>rd</sup> week of January	Score applications and email to staff	Work group members
4 <sup>th</sup> week of January (early in week)	Work group conference call • Review rankings and determine awardees	Work group members
4 <sup>th</sup> week of January (later in week)	Work group conference call • if necessary, meet again to make final grant decisions	Work group members
4 <sup>th</sup> week of January (after committee decisions finalized)	Submit list of grant decisions to the Board for affirmation via live meeting or email vote	Staff
1 <sup>st</sup> week of February	Notify recipients of travel grants	Staff
1 <sup>st</sup> of February	Notify applicants who did not receive grants before Early Bird Registration Deadline	Staff
<b>Around 2<sup>nd</sup> week of February</b>	<b>Early Bird Registration Deadline</b>	
4 <sup>th</sup> week of February	Create post-conference survey and send to work group for review	Staff
4 <sup>th</sup> week of February	Email comments on the survey to staff	Work group members
1 <sup>st</sup> week of March	Cut checks for travel grants and bring to meeting	Staff
1 <sup>st</sup> -2 <sup>nd</sup> week of April	Send post-conference survey to all applicants Send survey reminder	Staff
4 <sup>th</sup> week of April	Compile survey results and send to the work group for review and comment	Staff
1 <sup>st</sup> week of May	Work group conference call • reviews survey results • make recommendations for change to be implemented by the incoming work group and staff	Work group members Staff

- **Estimated volunteer hours (monthly/annually):** 1-2 hours per week during peak activity

## Accomplishments from 2022-2023

- Emeritus Membership
  - Developed an application for HOPA members to apply for emeritus membership if they meet the appropriate criteria.

- Joint Memberships
  - Developed an application for joint membership with other oncology organizations to provide mutual financial and clinical benefits to both organizations.
  - We are currently reviewing joint membership opportunities with ISOPP & ASTCT.
- DEI
  - Diversity in Pharmacy Travel Grant
  - Awarded two \$1500 Diversity in Pharmacy grants to applicants
  - Collaborated with DEI Committee and added a DEI attestation requirement to becoming a HOPA member
  - Member Spotlight
    - Increasing representation from underrepresented minority groups (2 per year)
- SIG
  - Added a Specialty Pharmacy SIG and Trainee SIG. We now have a total of 13 SIGSs!
  - Re-Engagement Proposal for SIGs
- Travel Grants
  - Practice Management: 5 awards
  - Annual Conference: 66 awards
- New Member Emails
  - From June 2022 through February 2023, the membership committee has sent a total of 646 new member emails.
- Membership Committee Guidebook
  - Guidebook to provide direction on the approval workflow of various committee proposals, policies, etc.

## Purpose

The purpose of the Mentorship Subcommittee is to direct the HOPA Mentorship Program and events pertaining to the program and additional mentorship objectives as directed by the Leadership Development Committee

## Objectives

The Mentorship Subcommittee aims to achieve the following objectives:

- Offer annually the opportunity for promising, early-career professionals in the hematology oncology pharmacy field to be mentored by HOPA Leadership
- Allow practitioners to improve their professional competency and leadership skills through the identification of areas of development and continued growth in areas of personal strength and organizational leadership

## Composition of the Subcommittee

The Subcommittee shall consist of a chair, vice chair, and at least four members. Past mentorship participants are invited to apply for committee membership through the Volunteer Activity Center.

- **Ideal committee size:** 7 members

## Subcommittee Leadership Terms and Responsibilities

HOPA's Policy Manual outlines specific policies governing chair and vice chair terms, roles, and responsibilities. The past chair, chair, and vice chair terms will be for one-year. The chair will serve one term before rotating off of the committee and vice chair will serve for one term before ascending to chair.

The chair and vice chair serve as members of the Leadership Development Committee, manages committee member participation and sets committee direction, coordinates calls/meetings with staff, sets agendas, and ensures that activities are in alignment with the budget and strategic priorities of HOPA. The vice chair supports the chair in their duties and fulfills their duties in their absence.

## Subcommittee Members Terms and Responsibilities

HOPA's Policy Manual outlines specific policies governing committee terms. Mentorship Subcommittee members serve 2-year terms, beginning June 1 and ending May 31. Terms are staggered, with half of the committee turning over annually to allow continuity of work.

Committee members will participate regularly in meetings, maintain membership, and keep their COI's current with HOPA.

## Staff Liaison Support

HOPA's Policy Manual outlines specific policies governing the roles and responsibilities of a staff liaison.

In general, the staff liaison will work closely with the chairs to coordinate meetings and agendas, monitor compliance with governance and operational policies and procedures, and provide guidance and support.

- **Current staff liaison:** Kristin Adler, Senior Manager of Professional Development

## Subcommittee Calendar

Month	Current Cohort	New Cohort	Operational
June	Continue programming		Annual committee turnover; kick off call, goal setting
July	Continue programming		
August	Continue programming	Prep for new Mentorship Program cohort	
September	Continue programming	Open mentee application	HOPA budget review
October	Continue programming	Solicit new mentors	
November	End at Practice Management	Review applicants	
December	Survey outgoing cohort	Select mentees	
January		Pair mentors and mentees, Plan AC session for new cohort's orientation	
February		Continue planning AC session	Discuss process improvements, survey feedback
March		Map out program plan, host AC session	Vice Chair nominee
April		Launch new cohort	Goal setting
May			Year-end committee reports, Goal setting

- **Estimated volunteer hours (monthly/annually):** 1-2 hours per week during peak activity

## Purpose

The purpose of the Nominations Subcommittee is to evaluate and recommend the candidates for the Board, determine the appropriate skills, qualifications and characteristics required for becoming a board candidate for HOPA, and to direct the nominations and election process annually on behalf of the organization.

## Scope of Work

The scope of the committee will include, but is not limited to the following:

- Directing the nomination and election processes annually
- Identifying potential candidates for Board nomination, including those from diverse backgrounds
- Working with staff liaison(s) to execute the election
- Recommending the official election ballot to the Board for final approval
- Ensuring a nominations culture that encourages diversity, equity, and inclusion
  - Includes evaluation of the current systems for nominations and the election against best practices and making updates as needed
- Carrying out any other responsibilities delegated by the Governance Committee or the organization.

This Subcommittee reports directly to the Governance Committee to avoid any conflict of interest or appearance of interference in the election process.

## Composition of the Committee

The Committee leadership shall consist of a chair and vice chair. The Committee membership should consist of at least 5 members who meet the following criteria:

- Committee member composition should include up to **2 former committee chairs**:
  - a. 5 years or more of practice experience.
  - b. Previous HOPA committee chair.
  - c. A good working knowledge of the HOPA strategic plan.
  - d. Previous training in leadership development (preferred).
- Committee member composition should include up to **2 at-large members**:
  - a. 2 years or more as a previous HOPA committee member.
  - b. A good working knowledge of the HOPA strategic plan.
  - c. Someone who has served in a leadership role within HOPA, another organization, or his or her own institution.
  - d. Previous training in leadership development (preferred).
- Committee member composition should include at least **1 new practitioner**:
  - a. 5 years or less of practice experience.
  - b. 1 year as a previous HOPA committee member.

### **Ideal committee size:** 7 members

- 2 committee leaders: Chair, Vice Chair
- 5 committee members: 2 past committee chairs; 1 new practitioner; 2 at-large members

Committee Leadership Terms and Responsibilities

HOPA’s Policy Manual outlines specific policies governing chair and vice chair terms, roles, and responsibilities. The chair and vice chair terms will be for 1-year. The chair will serve for one term before rotating off the committee, and the vice chair will serve for one term before ascending to chair. The chair serves as a member of the Governance Committee throughout the duration of their term. Additionally, the chair manages committee member participation and sets committee direction, coordinates calls/meetings with staff, sets agendas, and ensures that activities are in alignment with the budget and strategic priorities of HOPA. The vice chair supports the chair in their duties, and fulfills their duties in their absence.

Committee Members Terms and Responsibilities

HOPA’s Policy Manual outlines specific policies governing committee terms. Committee members serve 2-year terms, beginning June 1 and ending May 31. Terms are staggered, with half of the committee turning over annually to allow continuity of work. Committee members will participate regularly in meetings, maintain membership, and keep their conflict of interest (COI) and disclosure forms current with HOPA. Members are responsible for completing evaluations for each Board application during their term.

Staff Liaison Support

HOPA’s Policy Manual outlines specific policies governing the roles and responsibilities of a staff liaison. In general, the staff liaison will work closely with the chairs to coordinate meetings and agendas, monitor compliance with governance and operational policies and procedures, and provide guidance and support. Specifically, the staff liaison will facilitate any voting processes, as well as any nominations and/or application processes. They will help to carry out evaluations and notifications, and keep the leadership aware of any important deadlines, administrative responsibilities, and communications from the Board or any project management updates needed.

- **Current staff liaison:** Rosanne Stelpflug, Director of Administration
- **Additional staff support:** Allison Winkler, Administrative Manager

Committee Calendar

Peak activity time each year is during August through the end of October. Committee members can expect the heaviest workload to occur in late-September/early-October when evaluating candidates.

June	Annual Committee Turnover Committee Orientation Kick-Off Call + Determine Committee Work Plans
July	Finalize Nomination + Election Forms Finalize Annual Timeline
August	Nomination Period
September	Application Period
October	Evaluation Period Determine Final Slate
November	Election Opens Application Period Debrief
December	Election Closes + Announcement of Winners



January	Election Debrief + Review Feedback
February	Discuss Process Improvements (if needed)
March	Discuss/implement process improvements (if needed)
April	Discuss/implement process improvements (if needed)
May	Year-end Committee Reports Due

- **Estimated volunteer hours (monthly/annually):** 2+ hours per week during peak activity

### Accomplishments from 2022-2023

- Worked on developing a separate application and rubric for the President-Elect position to be deployed in fall 2023
- Worked with the DEI Committee to revamp the diversity question on the application(s) for the 2023 election
- Increased promotion of the Board positions, nominations, and election during the 2023 Annual Conference
- Reported on election and diversity data to the Nominations Subcommittee, DEI Committee, and the Board
- Reviewed potential tie-breaking policies to recommend to the Board for ratification
- Implemented final changes to the onboarding process from 2022 for the incoming Board members in 2023

### Purpose

The purpose of the Oral Chemotherapy Collaborative™ is to 1) provide guidance and promote oral chemotherapy best practices within the organization, and 2) identify and develop opportunities for the HOPA membership to participate in education, training, and research focused on oral chemotherapy best practices. This committee reports to the Research & Quality Council.

### Scope of Work

The Oral Chemotherapy Collaborative™ aims to complete the following scope of work:

- Create and maintain tools and resources to support oral chemotherapy best practices
- Foster and prioritize collaborative relationships with external organizations to promote best practices of oral chemotherapy in the education, research, and advocacy space
- Incorporate the quality and value of the oncology pharmacist in their management of oral chemotherapy within HOPA's current and future strategic initiatives
- Maintain HOPA's Oral Oncolytic Practice Standards
- Ensure a committee culture that encourages diversity, equity, and inclusion of members with different experiences, practice settings, and topic areas

### Composition of the Committee

The Committee shall consist of a chair, vice chair, past chair, and up to 14 voting members. One of the voting members may be a patient receiving oral chemotherapy as part of their treatment. In addition, the Committee will include up to two trainee members (residents and/or students), who will hold non-voting positions. Ideally, the trainee members will be from the chairs' institutions so that they may work closely together to further the work of the Committee.

- **Ideal Committee Size:** 17-19 members

Committee members will have diverse expertise with a focus on the following:

- Oral oncolytic therapy experience
- Experience conducting research with a track record of publications
- Understanding of managing oral oncolytic therapy in terms of medication access, patient education, & patient/clinic monitoring and outcomes
- Understanding of dispensing and reimbursement complexities related to oral oncolytic therapy
- 3+ years of practice experience (except for trainee members)

### Committee Leadership Terms and Responsibilities

HOPA's Policy Manual outlines specific policies governing chair terms, roles, and responsibilities for the organization, however, this charter specifies special terms for the Oral Chemotherapy Collaborative leadership.

The committee's leadership will consist of a chair, vice chair, and past chair, who will each serve a two-year term. The past chair will serve for one term before rotating off the Committee, the chair will serve one term and ascend to past chair, and the vice chair will serve for one term before ascending to chair, then past chair. The chair cycle will span several years

before commencing. The seated chair along with the current past chair and vice chair will suggest the incoming vice chair from the current list of members, with final approval coming from the Board of Directors.

The chair and vice chair will possess experience in the management of patients receiving oral chemotherapy within their practice setting. They will serve as members of the Research & Quality Council. The chair manages Committee member participation and sets Committee direction, coordinates calls/meetings with staff, works with staff to set agendas, and ensures that activities are in alignment with the budget and strategic priorities of HOPA. The vice chair supports the chair in their duties and fulfills their duties in their absence. The past chair is encouraged to help provide advice and mentorship to the current chair and vice chair, and help to engage the group in strategic thinking and with succession planning.

### Committee Members Terms and Responsibilities

HOPA's Policy Manual outlines specific policies governing committee terms. Oral Chemotherapy Collaborative™ voting members serve 2-year terms, beginning June 1 and ending May 31. Terms are staggered, with half of the Committee turning over annually to allow continuity of work. Committee members will participate regularly in meetings, maintain membership, and keep their conflict of interest (COI) disclosure forms current with HOPA.

If assigned, trainee members serve 1-year terms and their work may be under the supervision of a mentor (i.e., voting member).

### Staff Liaison Support

HOPA's Policy Manual outlines specific policies governing the roles and responsibilities of a staff liaison. In general, the staff liaisons will work closely with the chairs to coordinate meetings and agendas, monitor compliance with governance and operational policies and procedures, and provide guidance and support. The staff liaisons will ensure the work of the Committee ties back to HOPA's strategic goals. Staff liaisons may also provide Committee members with additional context for the projects and initiatives occurring in other Councils, and help facilitate collaboration between committees when needed.

- **Current Staff Liaisons:**

- Brooke Boring, Senior Manager of Health Policy & Advocacy
- Jessica Rasmussen, Manager of Professional Development
- Kristin Adler, Senior Manager of Professional Development
- Lisa Stanek, Director of Education & Professional Development

### Committee Calendar

The Oral Chemotherapy Collaborative meets monthly for 1 hour, with workgroup meetings held in-between as needed.

- **Estimated Volunteer Hours:** 3-7 hours per month

### Accomplishments from 2022-2023

- Developed quality tools and resources based on oral chemotherapy best practices and tested them with the cohort from the HOPA/ASCO QTP 6-Month Program
- Interviewed pharmacists at clinical and specialty practice sites, and used results from interviews to develop an Oral Oncolytics Landscape Survey
- Developed ROI models to demonstrate the economic value of clinical pharmacy services in a community oncology clinic
- Chair began meeting regularly with the Chairs from the BTS, POPBC, and Quality Oversight Committees to identify areas of overlap and discuss opportunities for collaboration

## Purpose

The purpose of the Patient Education (OCE & IVE) Sheets Group is to manage the creation of Oral Chemotherapy (OCE) and IV Chemotherapy (IVE) Education Sheets in partnership with NCODA and ONS.

## Scope of Work

The Patient Education Sheets Group aims to complete the following scope of work:

- Draft new and maintain existing Oral Chemotherapy and IV Chemotherapy Education Sheets based on the process agreed upon by the collaborative partners
- Maintain a working relationship with NCODA and ONS
- Ensure Education Sheets are accessible to diverse audiences

## Composition of the Group

The Group shall consist of a chair, vice chair, and past chair. Membership in this group will consist of at least 18 members, up to a maximum of 30 members, selected from the Volunteer Activity Center (VAC) each year.

- **Ideal Group Size:** 18-30 members

## Group Leadership Terms and Responsibilities

HOPA's Policy Manual outlines specific policies governing chair terms, roles, and responsibilities. The Group's leadership will consist of a chair, vice chair, and past chair, who will each serve a one-year term. The past chair will serve for one term before rotating off the Group, the chair will serve one term and ascend to past chair, and the vice chair will serve for one term before ascending to chair, then past chair. The chair cycle will be a total of three years on the Group. The seated chair along with the current past chair and vice chair will select the incoming vice chair annually from the current list of members, with final approval coming from the Board of Directors.

The chair and vice chair will serve as HOPA's representatives on the Education Sheets Core Leadership Team, consisting of project leads from HOPA, NCODA, and ONS. They will attend regular meetings of the Core Leadership Team and provide updates on the project from HOPA's perspective. They will also be responsible for ensuring all OCE and IVE Education Sheets move through the proper drafting, review, and maintenance processes outlined by the Core Leadership Team.

The chair and vice chair will split responsibilities for the Education Sheets project, with one overseeing the OCE Sheets workgroup, and the other overseeing the IVE sheets workgroup. Chairs will send monthly assignments to their workgroup members via email. The past chair and chair will be responsible for onboarding the vice chair to the education sheets processes outlined by the Core Leadership Team at the beginning of their term.

The chair manages Group member participation, sets group direction, and coordinates calls/meetings, agendas, and correspondence with staff as needed. The chair will liaise with the staff contact assigned to the group. The vice chair supports the chair in their duties, and fulfills their duties in their absence. The past chair is encouraged to help provide advice and mentorship to the current chair and vice chair, and help to engage the group in strategic thinking and with succession planning.

## Advisory Group Members Terms and Responsibilities

HOPA's Policy Manual outlines specific policies governing Group member terms. Group members serve 2-year terms, beginning June 1 and ending May 31. Group membership is limited to a maximum of two years. Terms are staggered, with half of the group turning over annually to allow continuity of work. Group members will be assigned to either the OCE Sheets

or IVE sheets workgroup, with cross-collaboration as needed. Group members will maintain membership and keep their conflict of interest (COI) disclosure forms current with HOPA.

Members will choose between serving on a committee or serving on an advisory group to avoid duplication and offer opportunities to as many members as possible, unless otherwise approved by the President.

### Staff Contact Support

HOPA's Policy Manual outlines specific policies governing the roles and responsibilities of a staff contact. In general, the staff contact is responsible for sharing requests and communications on behalf of the organization, and able to respond to questions that arise from the group. They will provide access to an established method within HOPA's system(s) to foster group messaging, collaboration, shared documents, meetings, etc. that can be run independently by the volunteers. They will help to share proposals from the group with the organization, and disseminate requests from the Board or other groups to the Advisory Group for review.

- **Current Staff Contacts:**
  - Brooke Boring, Senior Manager of Health Policy & Advocacy
  - Jessica Rasmussen, Manager of Professional Development

### Advisory Group Calendar

The Group terms begin on June 1 and ends on May 31. The chair will convene a Group meeting on an ad-hoc basis, when updates or important information needs to be communicated to the group. Group members are expected to complete their assigned sheets each month, which the chair and vice chair will send to their respective workgroup via email.

- **Estimated Volunteer Hours:** 1-5 hours per month

### Accomplishments from 2022 – 2023

- In conjunction with NCODA and ONS has worked diligently on creating more oral and IV chemotherapy education sheets
- Currently more than 120 oral chemotherapy sheets and 85 IV education sheets are available to oncology professionals and patients and the websites see over 150,000 downloads every month
- The group has also begun developing resources for patients on IV and oral combination treatments

## Purpose

The purpose of the Patient Outreach & Education Committee is to 1) develop materials to highlight the value of hematology/oncology pharmacists in patient care, and 2) initiate and maintain relationships with external partners in the patient advocacy space. This Committee reports to the Advocacy & Awareness Council.

## Scope of Work

The Patient Outreach & Education Committee aims to complete the following scope of work:

- Create content highlighting the value of hematology/oncology pharmacists in patient care
- Develop and maintain patient education materials and resources with input from the Patient Advisory Panel
- Establish and cultivate partnerships with cancer-related patient advocacy organizations and develop a plan for ongoing relationship maintenance
- Submit a quarterly article to the HOPA News publication focused on the patient perspective
- Collaborate on patient/caregiver-friendly materials to support the advocacy agenda
- Collaborate with groups to diversify the patient perspective
- Identify potential patient partners (or caregivers) to assist with advocacy goals (e.g. HOPA Hill Day)
- Support and carry out HOPA-endorsed patient advocacy awareness campaigns
- Ensure patient education materials are equitable and inclusive to a diverse array of audiences

## Composition of the Committee

The Committee shall consist of a chair, vice chair, past chair, and up to 16 voting members. In addition, the Committee may include one trainee members (resident or student), who will hold a non-voting position.

- **Ideal Committee Size:** 15-19 members

Committee members should demonstrate a willingness to work and collaborate with external patient advocacy organizations, patients/caregivers, and other external advocacy partners.

## Committee Leadership Terms and Responsibilities

HOPA's Policy Manual outlines specific policies governing chair terms, roles, and responsibilities. The Committee's leadership will consist of a chair, vice chair, and past chair, who will each serve a one-year term. The past chair will serve for one term before rotating off the Committee, the chair will serve one term and ascend to past chair, and the vice chair will serve for one term before ascending to chair, then past chair. The chair cycle will be a total of three years on the Committee. The seated chair along with the current past chair and vice chair will suggest the incoming vice chair annually from the current list of members, with final approval coming from the Board of Directors.

The chair manages Committee member participation and sets Committee direction, coordinates calls/meetings with staff, works with staff to set agendas, and ensures that activities are in alignment with the budget and strategic priorities of HOPA. The vice chair supports the chair in their duties and fulfills their duties in their absence. The past chair is encouraged to help provide advice and mentorship to the current chair and vice chair, and help to engage the group in strategic thinking and with succession planning.

## Committee Members Terms and Responsibilities

HOPA's Policy Manual outlines specific policies governing committee terms. Patient Outreach & Education Committee voting members serve 2-year terms, beginning June 1 and ending May 31. Terms are staggered, with half of the Committee turning

over annually to allow continuity of work. Committee members will participate regularly in meetings, maintain membership, and keep their conflict of interest (COI) disclosure forms current with HOPA.

Trainee members serve 1-year terms and may be assigned Committee work under the supervision of a mentor (i.e., voting member).

### Staff Liaison Support

HOPA's Policy Manual outlines specific policies governing the roles and responsibilities of a staff liaison. In general, the staff liaisons will work closely with the chairs to coordinate meetings and agendas, monitor compliance with governance and operational policies and procedures, and provide guidance and support. The staff liaisons will ensure the work of the Committee ties back to HOPA's strategic goals. Staff liaisons may also provide Committee members with additional context for the projects and initiatives occurring in other Councils, and help facilitate collaboration between committees when needed.

- **Current Staff Liaison:** Tom Harrington, Program Manager – Policy & Advocacy
- **Additional Staff Support:** Brooke Boring, Senior Manager of Health Policy & Advocacy

### Committee Calendar

The Patient Outreach & Education Committee meets monthly for 1 hour, with workgroup meetings held in-between as needed.

- **Estimated Volunteer Hours:** 1-5 hours per month

### Accomplishments from 2022-2023

- Developed session for AC23 focused on how to empower patients to be self-advocates.
- Second year of HOPA's Patient Advisory Panel. Members of the Patient Advisory Panel participated in HOPA's 2022 Hill Day, offering a patients' unique perspective, and highlighting their meetings with individual stories.
- Published four HOPA News articles, focusing on patients' perspectives.

## Purpose

The purpose of the Practice Outcomes & Professional Benchmarking Committee (POPBC) is to support HOPA's research initiatives by demonstrating the value of hematology / oncology pharmacy professionals through the identification, development, evaluation, and dissemination of benchmark metrics, standards of practice, value-based programs, and professional advancement for hematology / oncology pharmacy practice and workforce.

## Scope of Work

The POPBC aims to complete the following scope of work:

- Develop a research framework that demonstrates the value of hematology / oncology pharmacy professionals
- Foster collaborative outcomes based research that demonstrates the utility and effectiveness of hematology / oncology pharmacy professionals
- Define benchmark metrics and identify metric gaps to establish standards for hematology / oncology pharmacy professionals' staffing requirements, and workload units
- Assess benchmark metrics and gaps within the workforce and professional practice, development, and growth to identify strategies to address professional needs and embrace opportunities for its advancement
- Integrate benchmarking data into the process of guidelines and practice standards development

## Composition of the Committee

The Committee reports to the Research Council and shall consist of a Chair, Vice Chair, past Chair, and at least five members. POPBC encourages members in both frontline pharmacy practice and in leadership positions at their institutions to apply through the Volunteer Activity Center. Pharmacists from all practice settings are encouraged to apply. Student / resident trainee members are welcome to apply (as a non-voting member) through the Volunteer Activity Center.

- **Ideal committee size:** 9 members (at least 2 members with practice management experience)

## Committee Leadership Terms and Responsibilities

HOPA's Policy Manual outlines specific policies governing chair and vice chair terms, roles, and responsibilities. The Chair, Vice Chair, and Past Chair terms are 1 year. The Chair will serve for one term before rotating to Past Chair. The Vice Chair will serve for one term before ascending to Chair. Each year, the Past Chair, Chair, and Vice Chair will identify a committee member to ask to ascend to Vice Chair for the next term.

The Chair possesses a background of demonstrated scholarship and/or practice advancement, serves as a member of the Research Council, manages committee member participation, and sets committee direction, coordinates calls/meetings with staff, sets agendas, and ensures that activities are in alignment with the budget and strategic priorities of HOPA. The Vice Chair supports the Chair in their duties, fulfills their duties in their absence, and serves as a member of the Research Council. The past Chair will provide mentorship and guidance.

## Committee Members Terms and Responsibilities

HOPA's Policy Manual outlines specific policies governing committee terms. POPBC members serve 2-year terms, beginning June 1 and ending May 31. Terms are staggered, with half of the committee turning over annually to allow continuity of work.

Committee members will participate regularly in meetings, maintain membership, and keep their COIs current with HOPA.



Qualifications of committee members include practice management experience, particularly experience justifying new hematology/oncology, pharmacy professional's positions and establishing new programs, must have experience with hematology /oncology pharmacy research, knowledge of sound research practices, knowledge of current trends and needs of hematology / oncology pharmacy research, at least one member should have health-services or health outcomes research experience; student/resident trainee may participate within committee calls as a non-voting member

## Staff Liaison Support

HOPA's Policy Manual outlines specific policies governing the roles and responsibilities of a staff liaison. In general, the staff liaison will work closely with the chairs to coordinate meetings and agendas, monitor compliance with governance and operational policies and procedures, provides input from a staff and operational perspective on issues under discussion, solicit information or input from other staff members as appropriate, and provide guidance and support.

- **Current Staff Liaison:** Kristin Adler, Senior Manager of Professional Development

## Committee Calendar

June	Annual Committee Turnover; Kick off call
July	Committee Call, Presentation Proposals due for Annual Conference (as applicable)
August	Committee Call
September	Committee Call, Annual HOPA Budget Process
October	Committee Call
November	Committee Call
December	Committee Call
January	Committee Call
February	Committee Call
March	Committee Call, Presentation proposals due for Practice Management Conference (as applicable), Vice Chair Nominee Selection
April	Committee Call, Next Year Goal Setting, VAC opens for new committee members
May	Year-end Committee Report, Next Year Goal Setting

- **Estimated volunteer hours (monthly/annually):** 1-2 hours per week during peak activity

## Accomplishments in 2022-2023

- POPBC completed the first nationwide, comprehensive survey of oncology pharmacy practice and are sharing the results through a presentation at AC23 and a planned peer-reviewed publication.
- POPBC compiled a list of lessons learned about the survey process and collaborated with POPBC Staffing Taskforce and OCC to share the information
- POPBC submitted a board proposal for a new project, assigning workload units to oncology pharmacy practice tasks with the hope of aiding clinicians and leaders with productivity and FTE planning.
- POPBC participated in meetings with OCC-BTS-QOC to share updates and brainstorm ways to collaborate including research efforts

#### Purpose

The purpose of the Practice Management Programming Committee is to plan and develop programming for the HOPA Practice Management Program conference. Programs will be determined annually based on strategic initiatives and ongoing education. This committee reports to Education Council.

#### Scope of Work

The Practice Management Programming Committee aims to complete the following scope of work:

- Plan and develop the educational programming for the HOPA Practice Management Program including identifying sessions and speakers
- Identify and recommend a Keynote speaker to the Education Council
- Provide speakers with results of needs assessment, if applicable. In the event the speaker volunteers to speak or present at a HOPA educational event, s/he will complete and submit a needs assessment form
- Plan and develop the educational programming for a Practice Management Track and potentially one Pre-Conference session at HOPA Annual Conference
- Develop and deliver timely practice management education between conference offerings, as needed.
- Advise HOPA leadership and other committees and subcommittees as appropriate/requested on matters relating to practice management best practices and opportunities
- Identify any potential external partnerships and make them known at the Council level
- Include a health equity topic in Practice Management programming

#### Composition of the Committee

The Committee shall consist of:

- chair, vice chair, past chair,
- board liaison, staff liaison,
- 8 members.

Qualifications for committee members include:

- 2+ years pharmacy practice management experience in a hospital system or community-based setting are required (oncology pharmacy practice management experience preferred).
- Experience in identification/analysis of practice gaps and/or the development of educational programming.

To ensure consistency, a portion of committee members should have previous experience serving on this committee. Members from industry cannot serve on education-related committees

#### Committee Leadership Terms and Responsibilities

HOPA's Policy Manual outlines specific policies governing chair and vice chair terms, roles, and responsibilities. The past chair, chair, and vice chair terms will be for one-year. The past chair will serve for one term before rotating off the committee, the chair will serve one term and ascend to past chair and the vice chair will serve for one term before ascending to chair, then past chair. The chair cycle will be a total of three years of the committee.

The chair manages committee member participation and sets committee direction, coordinates calls/meetings with staff, sets agendas, and ensures that activities are in alignment with the budget and strategic priorities of HOPA. The vice chair supports the chair in their duties and fulfills their duties in their absence. The past chair will provide mentorship and guidance.

## Chair

- Serves as the liaison to the Education Council Committee
- Aids Staff in development of conference call agendas
- Leads Committee conference calls
- Reviews and approves minutes from conference calls
- Encourages Committee members to provide thoughts, knowledge/expertise, meet deadlines
- Provides leadership to assure that committee charges are met
- Communicates with designated Board Liaison as needed
- Trains vice chair for future chair role

## Vice Chair

- Coordinate activities of committee members including assignments

## Committee Members Terms and Responsibilities

HOPA's Policy Manual outlines specific policies governing committee terms. Annual Conference Committee members serve 2-year terms, beginning June 1 and ending May 31. Terms are staggered, with half of the committee turning over annually to allow continuity of work.

Committee members will participate regularly in meetings, perform the work indicated under "scope of work", maintain membership, and keep their COI's current with HOPA.

## Staff Liaison Support

HOPA's Policy Manual outlines specific policies governing the roles and responsibilities of a staff liaison. In general, the staff liaison will work closely with the chairs to coordinate meetings and agendas, monitor compliance with policies and procedures, and provide guidance and support.

- **Current staff liaison:** Judy Baeten, Senior Program Manager

## Committee Calendar

Peak activity time each year is October through February.

### Practice Management Program Committee Timeline

Date	Task	Responsible
October	Review evaluation summaries and topic recommendations from September course to begin next year's planning; Obtain topic ideas from Subcommittee members; Update policy and procedures; Review/update scoring tool	Staff, Committee
Early November	Discuss schedule and potential topics; Develops program goals; Review needs assessments; Obtain and review submissions from general open call	Committee
Late November	Finalize topics and specific direction for objective development for call for speakers by Subcommittee; Finalize schedule	Committee
January	Launch call for topic speakers with specific objectives	Staff, Subcommittee
January	Review/update contents of guidance handbook	Committee
Late February	Speaker selection (joint discussion with Subcommittee)	Committee, Subcommittee
March	Finalize/modify objectives based on submissions; Invite speakers and send guidance handbook	Committee, Staff

March	Finalize session titles, objectives, and short summary for website launch	Committee
April	Submit grants	Staff
1 <sup>st</sup> week in June	Launch website, begin email blasts, communicate information regarding travel grants, and open registration	Staff
June	Initiate Committee/Subcommittee member outreach advertising to selected organizations and list-serves (state organizations, Vizient list-serve, etc; obtain list from staff)	All
Early July	Slides due from speakers	Speakers
August	Final slide review by Chair and Vice Chair; Assign moderators for Committee and Subcommittee members attending the meeting	Chair, Vice Chair
September	Live course	All

- **Estimated volunteer hours (monthly/annually):** 1-3 hours per week during peak activity

### Accomplishments from 2022 – 2023

- Executing the 2022 Practice Management conference
- Review of Practice Management content for 2023 Annual Conference
- Reimagining Practice Management programming for 2023 and beyond

## Purpose

The purpose of the Public Policy Committee is to 1) provide guidance on HOPA's public policy priorities, and 2) identify and develop opportunities for HOPA membership to participate in public policy-related advocacy activities. This committee reports to the Advocacy & Awareness Council.

## Scope of Work

The Public Policy Committee aims to complete the following scope of work:

- Work with Government Relations Consultant to develop HOPA's Public Policy Agenda
- Serve as a resource to provide information and support for priorities identified in the HOPA Public Policy Agenda
- Identify and promote opportunities for membership to engage in federal advocacy initiatives
- Develop, maintain, and promote an Advocacy Toolkit and other policy-related advocacy resources to support HOPA membership in advocacy engagement
- Work with Government Relations Consultant to plan and execute Annual Hill Day(s) with a specific strategy and intended outcomes
- Promote HOPA's work and achievements in the policy space to HOPA membership and other stakeholders
- Review and recommend coalitions for HOPA participation
- Ensure a public policy culture that encourages diversity, equity, and inclusion

## Composition of the Committee

The Committee shall consist of a chair, vice chair, past chair, and up to 9 voting members. The President, President Elect, and Immediate Past President will also serve as Committee members. Ideally, one Committee member will have medication use/drug policy experience, and one Committee member will have specialty pharmacy experience. In addition, the Committee may include one resident member, who will hold a non-voting position.

- **Ideal Committee Size:** 8-10 members

Qualifications for Committee members include:

- General knowledge about and interest in the legislative process
- Expertise and knowledge related to priorities outlined in the HOPA Public Policy Agenda
- Ability to speak about HOPA and the profession knowledgeably
- Ability to meet quick deadlines for review

Additional HOPA members with specific subject-matter expertise may be engaged through focused workgroups. Workgroups will be convened ad-hoc to support the initiatives outlined in the HOPA Public Policy Agenda. Non-Committee member subject-matter experts will not be voting members of the Committee and will not be invited to attend Committee calls.

## Committee Leadership Terms and Responsibilities

HOPA's Policy Manual outlines specific policies governing chair terms, roles, and responsibilities. The Committee's leadership will consist of a chair, vice chair, and past chair, who will each serve a one-year term. The past chair will serve for one term before rotating off the Committee, the chair will serve one term and ascend to past chair, and the vice chair will serve for one term before ascending to chair, then past chair. The chair cycle will be a total of three years on the Committee. The seated chair along with the current past chair and vice chair will suggest the incoming vice chair annually from the current list of members, with final approval coming from the Board of Directors.

The chair and vice chair will serve as members of the Advocacy & Awareness Council. The chair manages committee member participation and sets Committee direction, coordinates calls/meetings with staff, works with staff to set agendas, and ensures that activities are in alignment with the budget and strategic priorities of HOPA. The vice chair supports the chair in their duties and fulfills their duties in their absence. The past chair is encouraged to help provide advice and mentorship to the current chair and vice chair, and help to engage the group in strategic thinking and with succession planning.

The chair and vice chair also serve on a Core Leadership Group with the President, President Elect, and Immediate Past President. The Core Leadership Group is responsible for reviewing and responding to requests for sign-on and comment letters. The Government Relations Consultant and HOPA staff will send requests to the Core Leadership Group via email. Unanimous consent is required to approve HOPA's endorsement of a letter.

### Committee Members Terms and Responsibilities

HOPA's Policy Manual outlines specific policies governing committee terms. Public Policy Committee voting members serve 2-year terms, beginning June 1 and ending May 31. Terms are staggered, with half of the Committee turning over annually to allow continuity of work. Committee members will participate regularly in meetings, maintain membership, and keep their conflict of interest (COI) disclosure forms current with HOPA. The resident member serves a 1-year term and may be assigned Committee work under the supervision of a mentor (i.e., voting member).

### Staff Liaison Support

HOPA's Policy Manual outlines specific policies governing the roles and responsibilities of a staff liaison. In general, the staff liaison will work closely with the chairs to coordinate meetings and agendas, monitor compliance with governance and operational policies and procedures, and provide guidance and support. The staff liaison will ensure the work of the Committee ties back to HOPA's strategic goals. HOPA staff may also attend coalition meetings to represent the organization as needed. The staff liaison will work closely with HOPA's Government Relations Consultant to help set and implement HOPA's Public Policy Agenda.

- **Current Staff Liaison:** Brooke Boring, Senior Manager of Health Policy & Advocacy
- **Additional Staff Support:** Tom Harrington, Program Manager – Policy & Advocacy

### Government Relations Consultant Support

HOPA contracts with a Government Relations Consulting Team from a lobbying firm in Washington D.C. This team is responsible for keeping Committee members up-to-date on relevant legislative and regulatory developments, and attend all Committee calls. The Consultant works closely with the Committee and HOPA staff to help set and implement HOPA's Public Policy Agenda, as well as plan and execute HOPA's Annual Hill Day(s). The Government Relations Consultant meets regularly with HOPA staff to ensure progress is made on the committee's and organization's strategic goals. The Consultant serves as HOPA's representative during coalition meetings and activities.

### Committee Calendar

The Public Policy Committee meets monthly for 1 hour, with workgroup meetings held in-between as needed. Peak activity time each year is in the spring and/or fall, prior to HOPA's Annual Hill Day(s).

- **Estimated Volunteer Hours:** 1-5 hours per month

### Accomplishments from 2022-2023

- Presented the HOPA Advocacy Town Hall, highlighting how HOPA members can get involved in advocacy initiatives
- Held largest in-person Hill Day in HOPA history
- Published issue brief on the topics of White Bagging and Site of Care
- Continued work on the Clinical Pharmacist Legislative Initiative, HOPA's first ever attempt at a HOPA-led piece of legislation

## Purpose

The purpose of the Quality Oversight Committee is to 1) serve as a resource within the organization for pharmacy/oncology quality and value-based initiatives and, 2) identify, provide guidance, and promote quality-based oncology and pharmacy opportunities, including education and training, to the organization. This committee reports to the Research & Quality Council.

## Scope of Work

The Quality Oversight Committee aims to complete the following scope of work:

- Maintain and update resources and learning opportunities for membership focused on value and quality-based patient care
- Work with HOPA staff to develop an evolving marketing strategy to emphasize/highlight HOPA's work within quality
- Submit a quarterly article to the HOPA News publication focused on value and quality-based patient care
- Develop and maintain the Quality Resources landing page on the HOPA website, highlighting quality-based resources for members
- Develop and apply criteria for a Quality Research Certificate to be awarded to abstracts presented at the Annual Conference each year
- Develop and implement a plan for quality initiatives/completed work to be published in external oncology and/or quality publications and/or presented at internal/external meetings
- Identify ways to incorporate healthcare quality and value within HOPA's current and future strategic initiatives
- Make recommendations to the Board of Directors for new internal and external value and quality-based opportunities for HOPA membership and the organization at-large
- Work with the Director of Strategic Partnerships to identify and sustain potential external partnerships in the quality space, and make them known at the Council level
- Ensure quality metrics that encourage diversity, equity, and inclusion

## Composition of the Committee

The Committee shall consist of a chair, vice chair, past chair, and up to 15 voting members. In addition, the Committee will include up to two trainee members (resident and student), who will hold non-voting positions. Ideally, the student member will be a P4.

- **Ideal Committee Size:** 15-18 members

Committee members will have diverse experiences and practice settings, and the following qualifications:

- Demonstrated interest in quality
- Quality and value-based experience
- Knowledge of sound research practices
- Knowledge of current trends in healthcare quality and value in oncology and/or pharmacy
- Desire to write about and publish quality work
- 3+ years of practice experience and/or relevant quality training (e.g., formal training during residency, participation in a quality training program) (except for trainee members)

## Committee Leadership Terms and Responsibilities

HOPA's Policy Manual outlines specific policies governing chair terms, roles, and responsibilities. The Committee's leadership will consist of a chair, vice chair, and past chair, who will each serve a one-year term. The past chair will serve for one term before rotating off the Committee, the chair will serve one term and ascend to past chair, and the vice chair will serve for one term before ascending to chair, then past chair. The chair cycle will be a total of three years on the Committee. The seated chair along with the current past chair and vice chair will suggest the incoming vice chair annually from the current list of members, with final approval coming from the Board of Directors.

The chair and vice chair will possess experience in healthcare quality and value-based care, and will have received some form of formal quality training (e.g., have attended one of the HOPA/ASCO QTP One-Day Quality Improvement Workshops). They will serve as members of the Research & Quality Council.

The chair manages committee member participation and sets committee direction, coordinates calls/meetings with staff, works with staff to set agendas, and ensures that activities are in alignment with the budget and strategic priorities of HOPA. The vice chair supports the chair in their duties and fulfills their duties in their absence. The past chair is encouraged to help provide advice and mentorship to the current chair and vice chair, and help to engage the group in strategic thinking and with succession planning.

## Committee Members Terms and Responsibilities

HOPA's Policy Manual outlines specific policies governing committee terms. Quality Oversight Committee voting members serve 2-year terms, beginning June 1 and ending May 31. Terms are staggered, with half of the Committee turning over annually to allow continuity of work. Committee members will participate regularly in meetings, maintain membership, and keep their conflict of interest (COI) disclosure forms current with HOPA.

Trainee members serve 1-year terms and may be assigned Committee work under the supervision of a mentor (i.e., voting member).

## Staff Liaison Support

HOPA's Policy Manual outlines specific policies governing the roles and responsibilities of a staff liaison. In general, the staff liaisons will work closely with the chairs to coordinate meetings and agendas, monitor compliance with governance and operational policies and procedures, and provide guidance and support. The staff liaisons will ensure the work of the Committee ties back to HOPA's strategic goals. Staff liaisons may also provide Committee members with additional context for the projects and initiatives occurring in other Councils, and help facilitate collaboration between committees when needed.

- **Current Staff Liaisons:** Brooke Boring, Senior Manager of Health Policy & Advocacy
- **Additional Staff Support:** Tom Harrington, Program Manager – Policy & Advocacy

## Committee Calendar

The Quality Oversight Committee meets monthly for 1 hour, with workgroup meetings held in-between as needed. Peak activity occurs in the months immediately prior to the Annual Conference,

- **Estimated Volunteer Hours:** 1-5 hours per month, 4-8 hours per month in peak time

## Accomplishments from 2022-2023

- Presented the 4<sup>th</sup> HOPA/ASCO QTP One-Day Quality Improvement Workshop
- Expanded resources for HOPA membership on how to train residents in quality
- Evaluated HOPA-ASCO QTP partnership and value to membership
- Partnered with OCC on successful launch of first HOPA/ASCO QTP 6-Month Program



### Purpose

The Recognition Committee administers the selection of member awards and Fellow of the Hematology/Oncology Pharmacy Association (FHOPA). Committee members shall consider the specific discussions related to nominees/applicants to be confidential. Committee members are prohibited from disclosing any nominee/applicant to the membership.

### Scope of Work

The scope of the committee will include, but is not limited to the following:

- Direct and evaluate the membership awards and Fellow (FHOPA) programs annually and re-evaluate the criteria of all awards each year
- Implement the nominations of HOPA Fellows program; recognize class of Fellows at the Annual Conference
- Provide feedback and recommendations to those not selected for FHOPA and provide recommendations for application improvement
- Identify any potential external partnerships and make them known at the Council level
- Ensure recognition culture that encourages diversity, equity, and inclusion
- Report to Professional Practice Council

### Composition of the Committee

The Committee leadership shall consist of a past chair, chair and vice chair. The Committee membership should consist of up to 8 members who meet the following criteria:

- Committee member composition should include up to **8 members**, including past chair, chair and vice chair.
- Committee member composition should include members with the following qualifications:
  - Knowledge of the field of hematology / oncology pharmacy.
  - Demonstrated leadership ability within HOPA.
  - Experience with fellows programs within the pharmacy profession.

**Ideal committee size:** 8 members

### Committee Leadership Terms and Responsibilities

HOPA's Policy Manual outlines specific policies governing chair and vice chair terms, roles, and responsibilities. The past chair, chair, and vice chair terms will be for one-year. The past chair will serve for one term before rotating off the committee, the chair will serve one term and ascend to past chair and the vice chair will serve for one term before ascending to chair, then past chair. The chair cycle will be a total of three years of the committee.

The chair serves as a member of the Recognition Committee, manages committee member participation and sets committee direction, coordinates calls/meetings with staff, sets agendas, and ensures that activities are in alignment with the strategic priorities of HOPA. The vice chair supports the chair in their duties, and fulfills their duties in their absence. The past chair is encouraged to help provide advice and mentorship to the current chair and vice chair, and help to engage the committee in strategic thinking and with succession planning.

## Committee Members Terms and Responsibilities

HOPA's Policy Manual outlines specific policies governing committee terms. Committee members serve 2-year terms, beginning June 1 and ending May 31. Terms are staggered, with half of the committee turning over annually to allow continuity of work. Committee members will participate regularly in meetings, maintain membership, and keep their conflict of interest (COI) and disclosure forms current with HOPA.

## Staff Liaison Support

HOPA's Policy Manual outlines specific policies governing the roles and responsibilities of a staff liaison. In general, the staff liaison will work closely with the chairs to coordinate meetings and agendas, monitor compliance with governance and operational policies and procedures, and provide guidance and support. Specifically, the staff liaison will facilitate any voting processes, as well as any nominations and/or application processes. They will help to carry out evaluations and notifications, and keep the leadership aware of any important deadlines, administrative responsibilities, and communications from the Board or any project management updates needed.

- **Current staff liaison:** Dana Doyle, Membership Manager
- **Additional staff support:** Amanda Reavey, Membership Coordinator

## Committee Calendar

### Membership Awards

Peak activity time each year is April through the end of February. Committee members can expect the heaviest workload to occur in early-October/November when evaluating candidates.

<b>April</b>	Open Award Nominations (Advocacy Award, New Practitioner Award & Award of Excellence; literature awards are open year-round.) Promote nominations through newsletter, e-blast, web, and listserv
<b>August - October</b>	Promote nominations through newsletter, e-blast, web, and listserv (do not send reminders on Monday or Friday). <b>*Literature Awards Close Sept 30</b>
<b>September</b>	Provide status of nominations to committee.
<b>October</b>	Close Award Nominations. Sample scoring – if needed. Send nominations to committee for review and return scores. Conference call to determine winners
<b>November</b>	Notify selected award winners by phone and letter. Notify nominators of selected winners by letter. Notify non-selected winners and nominators by email.
<b>January</b>	Order award plaques.
<b>February</b>	Request & Issue award checks—Committee provide scripts

### FHOPA Awards

The FHOPA awards timeline may be adjusted as needed. The suggested timeline is as follows:

<b>April</b>	Open Fellow Applications / Nominations. Promote nominations through newsletter, e-blast, web, and listserv. Fellows old and new after conference – email. Member award – separate email.
<b>April - September</b>	Promote applications through newsletter, e-blast, web, and listserv (do not send reminders on Monday or Friday)
<b>August</b>	Notify chair & vice chair of number of applications received. Send deadline reminder to applicants/nominees as appropriate.

<b>September</b>	Close Call for Fellow Nominations. Send nomination applications to committee for review / scoring—schedule sample score call. Return scores for compilation.
------------------	--

- **Estimated volunteer hours (monthly/annually):** 1-2 hours per week during peak activity

### Accomplishments from 2022-2023

1. Selected 11 winners for nine membership awards, including two winners each for the New Practitioner and DEI awards
2. Selected six members to be included in the 2023 FHOPA Class
3. Initiated discussion on revisions to FHOPA nomination scoring process

#### Purpose

The purpose of the Research Grant Reviewers Subcommittee is to 1) develop and review grant opportunities related to oncology/hematology pharmacy research and 2) foster research-related activities and resources for hematology/oncology pharmacists. This subcommittee reports to the Research and Quality Council.

#### Scope of Work

The BTS/Grant Reviewers Subcommittee aims to complete the following scope of work:

- Oversee the application process, selection and award administration for mentored and non-mentored research grant awards and HOPA-funded FIT/MERIT (ACCP) applicants
- Review and recommend **relevant** grant-related policies and implement upon Board approval
- Collaborates with HOPA staff or board to identify and execute external partnerships related to grant or research- activities
- Encourage incorporation of health-equity endpoints as secondary outcomes in grant-funded research projects
- Report committee progress on grant application review, applicant selection, and other research-related activities under committee oversight to Research and Quality Council on a quarterly basis
- Develop ideas for new research-related activities or resources that may help to bolster research or grant writing efforts amongst HOPA members

#### Composition of the Committee

The Subcommittee shall consist of a chair, vice chair, past chair, and up to 10 members.

- **Ideal committee size:** Chair, vice chair, past chair and 6 to 9 committee members

#### Committee Leadership Terms and Responsibilities

HOPA's Policy Manual outlines specific policies governing chair and vice chair terms, roles, and responsibilities. The past chair, chair, and vice chair terms will be for one-year. The past chair will serve for one term before rotating off the committee, the chair will serve one term and ascend to past chair and the vice chair will serve for one term before ascending to chair, then past chair. The chair cycle will be a total of three years of the committee.

The chair serves as a member of Research Council, manages committee member participation and sets committee direction, coordinates calls/meetings with staff, sets agendas, and ensures that activities are in alignment with the budget and strategic priorities of HOPA. The vice chair supports the chair in their duties and fulfills their duties in their absence. The past chair will provide mentorship and guidance.

#### Committee Members Terms and Responsibilities

HOPA's Policy Manual outlines specific policies governing committee terms. Research Grant Reviewers Subcommittee members serve 2-year terms, beginning June 1 and ending May 31. Terms are staggered, with half of the committee turning over annually to allow continuity of work.

Committee members will participate regularly in meetings and committee projects, maintain membership, and keep their COI's current with HOPA.

## Staff Liaison Support

HOPA's Policy Manual outlines specific policies governing the roles and responsibilities of a staff liaison.

In general, the staff liaison will work closely with the chairs to coordinate meetings and agendas, monitor compliance with governance and operational policies and procedures, and provide guidance and support. Specifically, the staff liaison will facilitate the nominations and application processes, as well with carrying out evaluations and notifications. In addition, the staff liaison will facilitate communication with grant winners post-award and track quarterly progress reports.

- **Current staff liaison:** Jessica Rasmussen, Manager of Professional Development

## Committee Calendar

Date	Task	Responsible
June	Committee In-Place; Survey RGR committee to identify areas of expertise to assign to appropriate grant reviews.	Staff/Chairs
June	Call for RFA full applications (No LOIs)	Staff
July/August	Committee Kickoff Call	Staff/Chairs
August - September	Full RFA grant proposals due. Conference calls are organized and finalized depending on the final proposal submissions. Reviews are completed.	Applicants, Committee & Staff
September/October	RFA is awarded	Staff
October	Call for ECRG applications (no LOIs)	Committee & Staff
November Board Meeting	Face sheet is submitted to the Board notifying them of the Committee's Grant Award selection(s)	Board Liaison/Staff
December	Call for ECRG	Staff
January-May	Initiative/task progress meetings (as needed)	Committee & Staff
January	Call for ACCP's FIT/MeRIT LOI and full application	Staff
February	Review FIT/MeRIT applications; notify Feb/March Full ECRG proposals are provided to the appropriate reviewers. Proposal reviews, gather overall impression scores from reviewers during call	Committee & Staff
March	Award ECRG	Staff
May	Year-end committee reports; Goal Setting	Chair
May <i>Term ends May 31<sup>st</sup></i>	Closing meeting	Committee & Staff
Monthly	Committee Meetings for updates and other research committee tasks	Committee & Staff
Varies	(Funds dispersed upon receipt of signed letters of agreement and according to terms in the agreements.)	Staff

- **Estimated volunteer hours (monthly/annually):** 1-2 hours per week; increased requirements during review for ECRG and RFA (up to 5-6 hours per month in September/Oct and March/April)

### Accomplishments from 2022 – 2023

- Awarded two Research Fund Awards in 2022:
  - Dr. Kirollos Hanna for \$34,500
  - Dr. Narendranath Epperla and Dr. Jordan D. Lundberg for \$58,000
- Established a schedule for quarterly reporting and tracking for grantees' research progress
- Removed Letters of Intent (LOIs) from the grant application process in response to ongoing pharmacist burnout
- Expanded our reach for a research needs assessment survey from members

### Purpose

The purpose of the Student Advisory Group to provide guidance and support for efforts aimed at addressing the needs of students at HOPA, to provide suggestions on programming and other activities for students, and to ensure that the organization addresses aspects related to students thoroughly.

### Scope of Work

The scope of the Advisory Group includes, but is not limited to, offering guidance, support, recommendations, and feedback as appropriate on:

- Create student programming and networking opportunities
- Develop strategies to ensure engagement with students of diverse backgrounds, equity, and access
- Evaluate and implement methods to increase student attendance and engagement at conference and HOPA activities
- Explore methods to increase student competence and engagement in research and scholarship

The Advisory Group will report to the Board of Directors.

### Composition of the Advisory Group

The Student Advisory Group shall consist of a past chair, chair, and vice chair. Membership in this group will consist of at least 10 members, up to a maximum of 30 members, selected from the Volunteer Activity Center (VAC) each year with a mix of Student and Full Members.

**Ideal advisory group size:** 10-30 members

### Advisory Group Leadership Terms and Responsibilities

The Student Advisory Group will consist of a past chair, chair, and vice chair with a term of 1-year. The chair ascends to past chair, and vice chair ascends to chair. The Board will approve the slate of vice chairs annually. The seated chair along with the current past chair and vice chair will suggest the incoming vice chair annually from the current list of members. HOPA's Policy Manual outlines specific policies governing chair, past chair, and vice chair terms, roles, and responsibilities.

The chair serves as a member of the Student Advisory Group coordinates member participation and sets group direction, coordinates calls/meetings, agendas, and correspondence as needed. The chair will liaise with the staff contact assigned to the group. The vice chair supports the chair in their duties, and fulfills their duties in their absence. The past chair is encouraged to help provide advice and mentorship to the current chair and vice chair, and help to engage the group in strategic thinking and with succession planning.

### Advisory Group Members Terms and Responsibilities

HOPA's Policy Manual outlines specific policies governing group member terms. Advisory members serve 2-year terms, beginning June 1 and ending May 31. Group membership is limited to a maximum of two years for a single advisory group, unless otherwise noted. Terms are staggered, with half of the group turning over annually to allow continuity of work. Group members will maintain membership and keep their conflict of interest (COI) and disclosure forms current with HOPA. Members will choose between serving on a committee or serving on an advisory group to avoid duplication and offer opportunities to as many members as possible, unless otherwise approved by the President.

## Staff Contact Support

HOPA's Policy Manual outlines specific policies governing the roles and responsibilities of a staff contact. In general, the staff contact is responsible for sharing requests and communications on behalf of the organization, and able to respond to questions that arise from the group. They will provide access to an established method within HOPA's system(s) to foster group messaging, collaboration, shared documents, meetings, etc. that can be run independently by the volunteers. They will help to share proposals from the group with the organization, and disseminate requests from the Board or other groups to the Advisory Group for review.

- **Current staff contact:** Dana Doyle, Membership Manager
- **Additional staff support:** Amanda Reavey, Membership Coordinator

## Annual Calendar

The Advisory Group terms begin on June 1 and end on May 31. Since groups meet on an ad-hoc basis; volunteer hours are flexible throughout the year.

## Accomplishments from 2022 - 2023

- Created a Special Interest Group (SIG) for student members.
- Coordinated with the Program Committee and HOPA staff on various methods to improve the student experience at the HOPA Annual Conference with a student focused panel session on residency and careers, trainee lounge, and re-engaging the buddy program.
- Hosted a 3-day virtual career roundtable with oncology pharmacist panelists in clinical, industry and non-traditional career pathways.
- Conducted a "student take over" of HOPA's twitter account and worked on various student targeted recruitment efforts through social media and email campaigns to colleges/schools of pharmacy.



## Purpose

The purpose of the Well-Being Advisory Group is to bring together dedicated volunteer-members with a specific interest or expertise, in wellness and burnout to provide guidance, support, feedback, and recommendations to the Board of Directors and other stakeholders on an ad-hoc basis to support this important strategic priority for the organization.

## Scope of the Advisory Group:

The scope of the Advisory Committee includes, but is not limited to, offering guidance, support, recommendations and feedback as appropriate on:

- Ways that HOPA can further its commitment to its members to help improve and address their well-being
- How to integrate well-being and resilience topics and frameworks into HOPA committees and programs, and suggesting evaluation methods for them
- How HOPA can develop and implement a wellness communications campaign
- Identifying ways that HOPA can recognize wellness champions
- The ongoing maintenance of resources, information, and tools on the website addressing wellness and burnout (i.e. wellness toolkit)
- Groups that HOPA can collaborate with to explore key metrics associated with reducing workload and job demands, improve work-life integration, and allow for social support and community amongst hematology/oncology pharmacists

The Advisory Group will report to the Board of Directors.

## Composition of the Advisory Group

The Well-Being Advisory Group shall consist of a past chair, chair, and vice chair. Membership in this group will consist of at least 10 members, up to a maximum of 30 members, selected from the Volunteer Activity Center (VAC) each year.

**Ideal committee size:** 10-30 members

## Advisory Group Leadership Terms and Responsibilities

The Well-Being Advisory Group will consist of a past chair, chair, and vice chair with a term of 1-year. The chair ascends to past chair, and vice chair ascends to chair. The Board will approve the slate of vice chairs annually. The seated chair, along with the past chair and vice chair, will suggest the incoming vice chair annually from the current list of members. HOPA's Policy Manual outlines specific policies governing chair, past chair, and vice chair terms, roles, and responsibilities.

The chair serves as a member of the Well-Being Advisory Group, coordinates member participation and sets group direction, coordinates calls/meetings, agendas, and correspondence as needed. The chair will liaise with the staff contact assigned to the group. The vice chair supports the chair in their duties, and fulfills their duties in their absence. The past chair is encouraged to help provide advice and mentorship to the current chair and vice chair, and help to engage the group in strategic thinking and with succession planning.

## Advisory Group Members Terms and Responsibilities

HOPA's Policy Manual outlines specific policies governing group member terms. Advisory members serve 2-year terms, beginning June 1 and ending May 31. Group membership is limited to a maximum of two years for a single advisory group, unless otherwise noted. Terms are staggered, with half of the group turning over annually to allow continuity of work. Group members will maintain membership and keep their conflict of interest (COI) and disclosure forms current with HOPA.

Members will choose between serving on a committee or serving on an Advisory Group to avoid duplication and offer opportunities to as many members as possible, unless otherwise approved by the President.

### Staff Contact Support

HOPA's Policy Manual outlines specific policies governing the roles and responsibilities of a staff contact. In general, the staff contact is responsible for sharing requests and communications on behalf of the organization, and able to respond to questions that arise from the group. They will provide access to an established method within HOPA's system(s) to foster group messaging, collaboration, shared documents, meetings, etc. that can be run independently by the volunteers. They will help to share proposals from the group with the organization, and disseminate requests from the Board or other groups to the Advisory Group for review.

- **Current staff contact:** Allison Winkler, Administrative Manager
- **Additional staff support:** Rosanne Stelpflug, Director of Administration

### Annual Calendar

The Advisory Group terms begin on June 1 and end on May 31. Since groups meet on an ad-hoc basis, volunteer hours are flexible throughout the year.

### Accomplishments from 2022-2023

- Drafted and released a wellness and burnout statement on behalf of the organization for HOPA members.
- Hosted a Town Hall on well-being for HOPA
- Presented on well-being and burnout, as well as the work of the Task Force, at the request of ISOPP, who is a collaborative partner with HOPA
- Developed and published a wellness toolkit on HOPA's website as a resource on well-being and burnout for pharmacists
- Incorporated wellness activities into HOPA's 2023 Annual Conference via a yoga and meditation session in collaboration with the DEI Committee
- Developed a well-being roadmap for wellness