

Terms of Reference

COSA

Cancer Pharmacists Group



Background

The Clinical Oncology Society of Australia (COSA) is the peak national body representing health professionals from all disciplines whose work involves the care of cancer patients. COSA is recognised as an activist organisation whose views are valued in all aspects of cancer care. We are allied with, and provide high-level clinical advice to Cancer Council Australia.

The overarching mission of COSA is to improve cancer care and control through collaboration.

COSA achieves this by:

- supporting the professional and educational needs of cancer health professionals
- enhancing cancer care and control through network development
- advocating for improvements in cancer care and control
- facilitating research across the spectrum of cancer

COSA members with a common interest in a discipline, disease type or area of need form groups to discuss issues and develop solutions to shared problems in cancer care. COSA Groups provide an opportunity for COSA members to be actively involved with important issues. COSA Council approves the formation of each Group providing it aligns with the interests and objectives of COSA.

The objects of COSA as defined in the Constitution (approved 10 November 2014) are:

- to promote excellence in the multidisciplinary care and research relating to cancer – from prevention, diagnosis and treatment to follow-up, palliation and survivorship;
- to encourage multidisciplinary collaboration of all professionals involved in cancer care and research; and
- to foster and promote cancer research.

1. Title of Committee or Group

Cancer Pharmacists Group (CPG)

2. Aims and Objectives

The CPG is a national group developed to support pharmacists working in all areas of cancer care within Australia.

Support for members covers many areas including:

- Working with the organising committee of the COSA ASM to ensure the program of the annual symposium offers quality content for pharmacists and others
- Provide educational opportunities to further continuing professional development of the membership
- Facilitate access to like-minded pharmacy professionals for clinical support and guidance

Responsibilities of the CPG Chair

Responsibilities of the Chair to COSA

- To be a member of the COSA Council and contribute to the activities of COSA.
- Attend COSA Council meetings 3 times yearly as planned
- Provide a report on the Group's activities for the Marryalyan 4 times a year as requested by COSA
- To arrange an Annual Meeting for the Group and provide a copy of the minutes to COSA
- To provide a summary of the Group's activities and achievements for the COSA Annual Report
- To be a member of the Annual Scientific Meeting (ASM) convening committee, or to nominate and support an appropriate member. This includes advising on topics and content for the ASM, speaker suggestions and abstract review
- To participate in, or nominate an appropriate person, to participate in COSA activities and projects as requested by the President and Executive Officer of COSA and deemed appropriate to the objectives of the CPG
- To respond to requests for information from the President and Executive Officer of COSA or other groups where relevant to the aims of the groups and COSA
- To provide advice to COSA on pharmaceutical/medication related issues
- To provide updates to the website manager on the Group's webpage

Responsibilities of the Chair to the CPG

- To lead and support the CPG committee and members
- To represent the CPG on the COSA Council
- To ensure CPG activities adequately reflect the needs of the membership
- To communicate and disseminate COSA related issues /activities to the CPG membership as appropriate
- To communicate pharmacy related activities and issues to the COSA President, COSA Board and COSA Council where relevant to the aims and objectives of the society
- To ensure that the content of the ASM reflects CPG educational needs in terms of topics, speakers and content
- To ensure an appropriate CPG committee exists to undertake duties required by COSA

3. Proceedings of COSA Groups

As defined in the COSA Constitution (approved 10 November 2014) Clause 11.3:

- (a) Each COSA Group will have terms of reference approved by COSA Council. Such terms of reference will include agreed objectives, the establishment of an Executive Committee voted by the Group membership.
- (b) Groups and their activities will be based primarily on the objects of COSA as prescribed in sub-clause 2.1 (*see background above*).
- (c) The Group Chair will sit on COSA Council during their elected term.
- (d) Groups must hold an annual general meeting, preferably at the COSA Annual Scientific Meeting.
- (e) Each Group is responsible to, and may be directed by the Board or their delegate as set out in accordance with the terms of reference.
- (f) Groups are required to submit to the COSA Council an annual plan outlining their planned activities and/or priorities, and support or resourcing requests from the COSA office.
- (g) An annual review of COSA Group activities and structure will be conducted as a part of good governance and Groups that are in abeyance may be dissolved at the discretion of the Board on the advice of Council.
- (h) COSA Council may disband a Group if the registered membership falls below thirty (30) members.

4. Membership

4.1. Composition

The membership requirements of the committee are set out in detail in the COSA Constitution (approved 10 November 2014). The committee must consist of a Chair, Deputy Chair and at least one other member as a minimum requirement.

The minimum number of members for the CPG committee is 6 with a maximum of 8 members; this is to include Chair, Deputy Chair and 4 to 6 others whom may have defined responsibilities.

The Deputy Chair will take over the duties of the Chair should they be unavailable for a period of time.

If more than 8 people are nominated for committee membership a vote will be held prior to the CPG Annual General Meeting held during the COSA ASM (annually in November).

Suggested areas of responsibility

Who	Area of responsibility	Suggested activities	
	Membership	Recruitment of new members, ensuring strategies in place to retain members, advertising, developing new members pack	
	Website	Monitoring forum and ensuring appropriate usage Updating and developing website content for CPG Liaison with the website manager on issues	
	Training & Education	ASM representation/advice Coordinate CPG course program development, manage	With assistance from sub group

		speaker recruitment, review CPD needs, assist with sponsor recruitment	
	Professional Practice	Leading the development of the guidelines for pharmacy practice Monoclonals and safe handling Reviewing and developing guidelines for safe prescribing etc (separate working group has now been set up under COSA) Respond to queries from COSA that may involve aspects of pharmacy practice	With assistance from sub group
	Special projects	Drug accessibility project ICSP Others as identified by COSA or the CPG membership	With assistance from sub group
	Pharmacy grants and funding	Initiate a CPG directed pharmacist grant process Assist COSA to award grants Maintain a library of completed grant projects/ outcomes as required by the grant process	

4.2. Appointment and Term of the Chair

Once every two years the COSA Executive Officer, acting upon the direction of the Group Chair, shall conduct an election for the position of Chair by:

- Calling for nominations from the COSA membership
- Each nomination must be signed by the nominee, proposer and seconder, all of whom must be COSA members
- In the event of there being more than one nomination for the Chair, the Executive Officer shall conduct a ballot at which all Group members may vote
- In the event of there being no nominations, the COSA Council may appoint a Chair
- The Chair will hold office for an initial term of two years, and be eligible for re-election for a further two terms of two years each

4.3. Appointment and Term of Committee members

Each Committee member shall hold office for two years, and be eligible for re-election for a further two years, or a tenure determined appropriate by the Committee.

It is expected that committee members will actively participate in the committee and work being done for the members.

4.4. Current Composition

- Chair: Gail Rowan
- Deputy Chair: Daniel McKavanagh

5. Committee Support and Secretariat

As supported by COSA secretariat

6. Conduct of Meetings

6.1. Frequency of Meetings

The committee shall meet (either in person or via teleconference) once every month. The committee shall also meet prior to and at the CPS AGM held in conjunction with the COSA ASM.

6.2. Quorum

A minimum of 4 members (which must include at least the chair or deputy chair) is required for a meeting to be held or for any decision to be ratified.

6.3. Agenda

An agenda will be circulated to the committee prior to each monthly meeting. An agenda will be distributed to all members prior to the AGM being held.

6.4. Minutes

Minutes of all meetings will be prepared by the Committee Secretariat, and approved by the Chair prior to circulation to all members.

Draft minutes should be circulated to the Committee within 10 working days of the meeting for comment. Written comments will be provided via email to the Chair and Secretary.

Draft minutes will be ratified at the next meeting.

All meeting minutes should be made available to COSA Council on request.

If approved by the Committee, meeting minutes may be available in the members' area of the COSA website.

6.5. Confidentiality and Conflict of Interest

All Committee business remains confidential unless otherwise advised by the Chair.

6.6. Reporting

The Committee reports to the COSA Council via the Executive Officer.

Regular reports should be provided by the Chair for inclusion in the Marryalyan and Annual Report.

Other reports may be requested at the discretion of the COSA President or Executive Officer.

7. Subcommittees

The Committee may appoint Subcommittees to deal with specific issues on a needs basis. Such Subcommittees must report to the main Committee, and adhere to these terms of reference.

8. Evaluation and Review

- All members agree to adhere to these terms of reference and the supporting documents listed at item 10.
- The performance of the Committee will be evaluated by adherence to these terms of reference which will be reviewed every two years.

9. Terms of Reference Approval History

Approved by Committee: 9 January 2015

Approved by COSA Council: 6 March 2015

10. Supporting Documents

COSA Constitution

COSA Board and Committees Code of Conduct