

BOPA AI Specialist Advisory Group Terms of Reference



Chairperson:	Bastiaan Buijtenhuijs, Head of product and lead Oncology pharmacist, iQ HealthTech Dr Pinkie Chambers, SACT Applied Health Research Lead, University College London Hospital NHS Trust
Purpose:	<p>The group aims to harness the benefits of Artificial Intelligence (AI) in oncology and haematology pharmacy while ensuring its safe and effective integration into clinical practice.</p> <p>Objectives:</p> <p>Reviewing Current Literature:</p> <p>Examine evidence and emerging trends in AI applications relevant to oncology and haematology pharmacy.</p> <p>Evaluating AI Technologies:</p> <p>Assess potential benefits, risks, and challenges associated with AI adoption in pharmacy practice.</p> <p>Developing Guidelines:</p> <p>Formulate best practices and recommendations for ethical and responsible AI use in pharmacy, focusing on patient safety and data security.</p> <p>Advising Regulatory Bodies:</p> <p>Provide guidance to regulatory bodies, professional organizations, and healthcare institutions on AI implementation policies and standards.</p> <p>Facilitating Education:</p> <p>Promote education, training, and awareness to enhance understanding and proficiency in AI applications among pharmacists and stakeholders.</p>
Membership	<p>The Specialist Advisory Group comprises multidisciplinary experts, including but not limited to:</p> <ul style="list-style-type: none"> • Clinical pharmacists specializing in oncology and haematology. • Pharmacy informaticists with AI experience. • Oncologists and haematologists interested in AI applications. • Data scientists specializing in healthcare analytics and machine learning. • Ethicists and legal experts on AI ethics, privacy, and regulatory compliance. • Representatives from regulatory agencies, professional associations, and industry stakeholders.
Role Of group	Active Participation:

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- Engage in meetings, discussions, and collaborative activities to achieve objectives.
- Attend at least 50% of meetings annually and actively contribute to the group's progress.

Expert Recommendations:

- Provide subject matter expertise and insights based on the latest evidence-based practices and ethical principles.
- Offer recommendations for integrating AI into clinical practice, ensuring patient safety and data security.

Collaborative Development:

- Work with stakeholders to develop comprehensive guidelines, best practices, and tools for AI integration in oncology and haematology pharmacy.
- Create educational resources and organize training sessions to support the professional development of pharmacists and healthcare providers in AI applications.

Review of AI Technologies:

- Critically evaluate emerging AI technologies, algorithms, and applications relevant to pharmacy practice.
- Identify opportunities for innovation as well as potential risks and challenges, ensuring that AI tools are safe, effective, and ethically sound.

Communication of Findings:

- Disseminate findings, recommendations, and best practices through various channels such as publications, presentations, and educational materials.
- Communicate regularly with relevant stakeholders, including pharmacists, healthcare providers, policymakers, and the public, to keep them informed about the group's activities and advancements in AI technology.

Policy and Standards Development:

- Advise regulatory bodies, professional organizations, and healthcare institutions on the development of policies and standards related to AI implementation in pharmacy practice.
- Ensure that these policies and standards promote the ethical and responsible use of AI technologies, protecting patient privacy and data security.

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	<p>Facilitating Research and Innovation:</p> <ul style="list-style-type: none"> Promote and support research initiatives that explore the application of AI in oncology and haematology pharmacy. Encourage collaboration between pharmacists, data scientists, and other healthcare professionals to foster innovation and improve patient outcomes through AI. <p>Monitoring and Evaluation:</p> <ul style="list-style-type: none"> Continuously monitor the impact of AI technologies on clinical practice and patient outcomes. Evaluate the effectiveness of implemented AI solutions and provide feedback for improvement. <p>Ethical Oversight:</p> <ul style="list-style-type: none"> Ensure that the integration of AI in oncology and haematology pharmacy adheres to high ethical standards. Address ethical concerns related to AI, such as bias, transparency, and accountability, and develop strategies to mitigate these issues.
Accountability	<ul style="list-style-type: none"> <input type="checkbox"/> The Chairperson ensures meetings are properly documented, with minutes presented to the BOPA Executive Committee. <input type="checkbox"/> Members must attend at least 50% of meetings annually and actively contribute to the group's progress. <input type="checkbox"/> The group reports to and is accountable to the BOPA Executive Committee, which reviews and approves the work plan annually.
Frequency of Meetings:	<ul style="list-style-type: none"> <input type="checkbox"/> Meetings held regularly, with one face-to-face meeting per year. <input type="checkbox"/> Teleconference and email discussions for interim communication. <input type="checkbox"/> Formal decisions ratified and documented in meetings.
Quorum:	A minimum requirement for quorate to be achieved is attendance by 75% of core members.
Ownership of Group Projects and Initiatives	All projects, initiatives and outcomes will be owned by BOPA.
Reimbursement and financial management	<p>BOPA will not re-imburse Group members for their time but will pay travel expenses and venue hire for the annual face to face meeting as appropriate. If additional face to face meeting are planned the executive committee must agree if travel expenses can be funded.</p> <p>The group will prepare an annual estimated budget covering proposed projects, travel and other expenses for submission to treasurer to enter into annual financial prioritisation process for approval by Exec Committee.</p> <p>The group is not profit generating in line with the BOPA and its charitable status.</p>
Communication Arrangements:	<ul style="list-style-type: none"> <input type="checkbox"/> Minutes forwarded within three weeks, agendas and minutes posted online. <input type="checkbox"/> Agenda items submitted seven days before meetings. <input type="checkbox"/> Inter-meeting communication via email by the Chairperson or Secretary.

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Declaration of Interest:	All potential or perceived conflicts of interest should be declared.
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Document Control

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