



ISOPP

International Society of Oncology Pharmacy Practitioners

Information

Manual

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International Society of Oncology Pharmacy Practitioners

ISOPP Information Manual Foreword

The field of Oncology Pharmacy practice has witnessed impressive changes and growth over the last decade and pharmacists working in this specialty have undertaken and/or delivered specialised education, clinical practice, and research. A growing need for collaborative relationships, professional communication, and support was the catalyst for initiating international symposia on Oncology Pharmacy Practice in New Zealand in 1988. Subsequently, the International Society of Oncology Pharmacy Practitioners (ISOPP) was formed on May 6, 1995 at the Fourth International Symposium on Oncology Pharmacy Practice in Hamburg, Germany. Helen McKinnon, from Hamilton, New Zealand, the founder of ISOPP, was the first president.

This information manual has been developed with the aim of informing new ISOPP members and other interested personnel about ISOPP's purpose, mission, and vision. It includes the Mission Statement, Goals, Constitution and Rules of the society. The current officers are identified. Please feel free to contact them for further information.

Welcome to ISOPP!

International Society of Oncology Pharmacy Practitioners

SECRETARIAT

2008/2010

(Effective JUNE 2008)

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International Society of Oncology Pharmacy Practitioners

MISSION

The International Society of Oncology Pharmacy Practitioners will promote and enhance oncology pharmacy practice worldwide in order to improve cancer patient care.

GOALS

- To facilitate professional communication within oncology pharmacy.
- To develop international standards of oncology pharmacy practice.
- To organise ISOPP Symposia.
- To promote oncology pharmacy education.
- To maintain and expand an international membership and global community of oncology pharmacy practice.
- To encourage the establishment and support the activities of ISOPP chapters.
- To continuously develop and raise awareness of the Journal of Oncology Pharmacy Practice as the official publication of ISOPP.
- To establish collaborative relationships as appropriate.
- To support and endorse research in oncology pharmacy.
- To represent professional interests of oncology pharmacy at an international level.
- To promote oncology pharmacists as vital members of the cancer care team.

International Society of Oncology Pharmacy Practitioners

CONSTITUTION

1. NAME

The name of the society shall be the "International Society of Oncology Pharmacy Practitioners", otherwise known as ISOPP. It shall be registered as: Internationale Gesellschaft Fur Onkologisch Pharmazeutische Praxis e.V.

2. REGISTERED OFFICE

The registered office of the Society shall have its seat in Hamburg, Germany.

3. ORGANISATION and FINANCIAL YEAR

The Society shall be registered as a non-profit organisation. The financial year shall be the calendar year.

4. AIM

The aim of the society will be to determine the optimal medical treatment for cancer patients, thereby improving their quality of life.

5. OBJECTIVES

- 5.1. To promote clinical practice, research and development in drug use and administration for the treatment of cancer patients.
 - 5.1.1. Research projects shall run for a defined period.
 - 5.1.2. Research results shall be made available to the public by publications, lectures and seminars.

The Society shall encourage the publication of developments in clinical practice through professional activities.

6. MEMBERSHIP

- 6.1. Membership can be granted to oncology pharmacy practitioners and others, willing to pursue the Mission and Goals of the society.
- 6.2. Membership will be considered upon application, with the secretariat members reserving the right to refuse any application.
- 6.3. Membership ends by resignation, expulsion or death.

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- 6.4. A member may resign his or her membership by giving the secretariat notice in writing to that effect.
- 6.5. A member may be expelled from the society if he or she deliberately and unlawfully infringes the rules of the society

7. FEES

The annual fees shall be fixed at the general meeting of the society.

8. THE GENERAL MEETING

- 8.1. A general meeting of the society shall be held at least every three years, with the secretariat deciding the exact date.
- 8.2. Notice in writing of the date, together with an agenda of the general meeting, shall be sent to all members not less than thirty days prior to the date fixed for the meeting.
- 8.3. A Special General Meeting of the Society may be called within one month:
 - (i) By virtue of resolution of members at a general meeting.
 - (ii) By virtue of resolution of the secretariat.
 - (iii) Upon a requisition signed by at least 20% of the members and submitted to the secretariat.
- 8.4. The members of the general meeting shall make decisions by majority rule.
- 8.5. Elections for senior officers will be held by mailed ballots to the members.

9. FINANCE

The financial statements shall be audited annually by an auditor appointed by the secretariat. The auditor's report shall be submitted with the annual accounts.

10. THE SECRETARIAT

10. 1. The secretariat shall consist of eight persons, as follows:
 - (i) a President.
 - (ii) a President-Elect.
 - (iii) a Treasurer.
 - (iv) a Secretary.
 - (v) four secretariat members.

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- 10.2. The committee shall be represented judicially and non-judicially by the president and the president-elect, according to clause 10. 1 (i) and (ii), forming the members of the secretariat according to 26BGB.
- 10.3. Decisions of the secretariat shall be by 75% majority vote.
- 10.4. The secretariat shall be responsible for the management of the society and shall carry out decisions made at the general meeting.
- 10.5. The secretariat shall be responsible for the financial accounts of the society.

11. ALTERATIONS OF CONSTITUTION

- 11.1. The Constitution of the Society may be altered by a 75% majority of those present at a general meeting.
- 11.2. Alterations to the Constitution must be reported to the Ministry of Finance.
- 11.3. Alterations which question the purpose of the society require the permission of the Ministry of Finance.

12. DISSOLUTION

- 12.1. The Society may be dissolved by a three-quarter majority of all members of the society.
- 12.2. In the event of the Society being dissolved, any surplus funds will be donated to a charitable organisation. This shall be the "Deutsche Krebsgesellschaft e V.

13. LIQUIDATION

The members of the secretariat shall carry out the liquidation.

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RULES

Members of the International Society of Oncology Pharmacy Practitioners, shall pursue the Mission, Goals and Objectives of the society and abide by the following Rules:

1. MEMBERSHIP

- 1.1. There will be two categories of membership:
 - (i) **FULL MEMBERS**, who are pharmacy practitioners, including pharmacists, technicians and support personnel, with full benefits including voting rights.
 - (ii) **HONORARY MEMBERS**, who shall be determined by the secretariat.
- 1.2. Those eligible and desiring to become members of the Society shall complete and submit to the Secretariat an application form to be made available by the Secretary. The Secretariat reserves the right to refuse any application.
- 1.3. The payment of annual fees is a requirement of membership for Full and Associate members.

2. FINANCE

Payment of accounts shall be by cheque signed by either of any two designated signees, at least one of whom shall be an elected member of the Secretariat.

3. THE SECRETARIAT

- 3.1. The secretariat shall consist of a President, President- Elect, Secretary, Treasurer and four other members, all of whom, except for the President, shall be elected by the membership of the society. This shall be done by mailed ballots to the general membership at least two months in advance of the *General Meeting*, or at the *General Meeting*.
- 3.2. The officers shall be elected for a term of two years and may be re-elected in the same position for one further term, with the exception of the President- Elect, who shall hold office for one or two years only as President-Elect and two years as President.

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- 3.3. To allow for alternating changes of officers, two representatives shall retire at the first *General Meeting* following the inaugural meeting. The others shall retire at the second *General Meeting* following the inaugural meeting and so on.
- 3.4. The Treasurer of the Society shall be responsible for:
 - 3.4.1. Lodging monies received with the Society's bank and keeping an accurate account of all financial transactions.
 - 3.4.2. Debiting members for subscriptions.
 - 3.4.3. Authorising disbursements.
 - 3.4.4. Having the accounts audited at the end of each financial year and preparing a statement of the Society's financial accounts as at 31 December.
- 3.5. The Secretary of the Society shall be responsible for:
 - 3.5.1. Keeping a register of members.
 - 3.5.2. Answering correspondence in accordance with the wishes of the Secretariat.
 - 3.5.3. Summoning and attending *General* and *Secretariat* meetings of the Society and recording names of those persons present and taking *Minutes* of the proceedings.
- 3.6. At the annual meeting of the *Secretariat*, the quorum shall be a majority of the officers of the Society.
- 3.7. The *Secretariat* will set up relevant committees and appoint Chairs for each one who will assemble members for their own committees.
- 3.8. The *Secretariat* shall select a *Nomination Committee*, no member of which shall be nominated to office and who shall be responsible for the election process.

4. THE GENERAL MEETING

- 4.1. At any *General Meeting*, 15% of the membership of the Society shall be considered a quorum.
- 4.2. At all *General Meetings* the President in Office at the commencement of the meeting shall take the chair. In the absence of the President, another secretariat member shall be elected to the Chair by the *Secretariat*.
- 4.3. Every question submitted to the meeting shall be determined by a majority of votes.
- 4.4. Voting shall be by voice or a show of hands by those present at the meeting. There will be no proxy votes accepted.
- 4.5. Members of the *Secretariat* shall be installed at the *General Meeting*.

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5. COMMITTEES

5.1. There will be standing committees of ISOPP as follows:

5.1.1. The **ONCOLOGY PHARMACY EDUCATION COMMITTEE** will:

- (a) Organise the ISOPP Symposia, in co-operation with the host nation's organising committee.
- (b) Support and endorse other oncology pharmacy educational events as appropriate.

5.1.2. The **ONCOLOGY PHARMACY STANDARDS OF PRACTICE COMMITTEE** will:

- (a) Develop and maintain a comprehensive set of international standards for professional and technical oncology pharmacy practice.
- (b) Investigate standards and regulations in each country/region on the safe handling of hazardous cytotoxic agents.

5.1.3. The **MEMBERSHIP AND FINANCE COMMITTEE** will:

- (a) Develop and maintain the membership of the Society, ensuring adequate national/regional representation.
- (b) Determine the language needs of non-English speaking members and the means of meeting such needs.
- (c) Include the secretary and treasurer of the Society in its membership.

5.1.4. The **PUBLICATIONS COMMITTEE** will:

- (a) Establish appropriate publications for communication to Society members.
- (b) Ensure publication and printing of written materials prepared by any other committees of the Society.
- (c) Interact with the Editorial Board and publishers of the Journal of Oncology Pharmacy Practice, to ensure that the objectives of the Society are achieved.

5.1.5. The **RESEARCH COMMITTEE** will:

- (a) Investigate and develop pharmacy-based research projects and research in oncology pharmacy practice.

5.2. There will be AD-HOC committees established by the secretariat when necessary

6. ALTERATION OF CONSTITUTION

The purpose of any proposed alteration of the Constitution shall be given in writing to members along with the notice of a General Meeting, not less than thirty days before the meeting

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ISOPP FEES by SALARY BANDING

ISOPP ANNUAL Membership fees

Salary per month (Euros), before tax	Yearly ISOPP fee (Euros)	Yearly ISOPP fee (USD)
0 – 2,000	30	40
2,000 – 4,000	55	75
4,000 – 6,000	75	100
>6,000	95	125

ISOPP Member Benefits

- High quality biennial international symposia which help oncology pharmacists keep up to date with international developments in the field of oncology pharmacy practice
- Networking opportunities with oncology pharmacists from around the world
- Regional educational events
- Subscription to the quarterly *Journal of Oncology Pharmacy Practice* (full members)
- Eligibility for ISOPP awards and research grants (full members)
- Subscription to the quarterly ISOPP Newsletter
- Access to the Members Only Area on the ISOPP Website
- Reduced registration fees for the biennial ISOPP symposium and regional ISOPP meetings
- Eligibility for Travel Grants
- Opportunity to participate in ISOPP Committees
- Eligibility for nomination for election to the ISOPP Secretariat
- Voting rights

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▪ ISOPP Grants and Awards

ISOPP Research Grants

ISOPP members can apply for substantial grants for the purpose of research

The Helen McKinnon Award and

The ISOPP Achievement Award

These awards recognize ISOPP members for their achievements, contributions to oncology pharmacy practice and to ISOPP.

ISOPP Travel Grants

These grants give members from developing countries the opportunity to attend ISOPP Symposia

The ISOPP Fellowship Program

To recognize excellence in oncology pharmacy practice, research or management in members who have made a sustained contribution to ISOPP

The ISOPP Membership Scholarship Program

A scholarship fund to support members who cannot afford all or part of their membership fees.

See www.isopp.org for details.

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The ISOPP Website

www.isopp.org

Home Page

The Home Page has a Menu for the website, Login for Members which allows access to members-only areas, and latest NEWS

Members Area

This allows access to a Members List; Chat Room; Discussion Groups; the Education Centre, which provides educational resources for members, including symposia presentations in powerpoint format, informational and educational links etc.; the current Newsletter in website format.

What is ISOPP

Describes our society and members.

Newsletter

Past editions of the newsletter are posted here in PDF format.

History

The history of ISOPP since the first Symposium in 1988.

Officers

ISOPP Secretariat and Committee Chairs & members- photos, biography and contact details

Membership Info

Downloadable application forms, the Mission, Goals, Constitution and Rules of ISOPP, and information about scholarships for assistance with membership.

Grants & Awards

Details, application forms, closing dates are listed here.

Symposia

Information on future ISOPP Symposia and other meetings, links to the Program, Registration Forms, Housing etc. Contributed abstracts can be downloaded here. Photos of past Symposia for members to view.

Contact

Allows Internet surfers to contact ISOPP

Links

There are links to many useful Society sites.