

## BSACI Registry for Immunotherapy (BRIT) Committee Terms of Reference

### **Our mission:**

The British Society for Allergy & Clinical Immunology (BSACI) is the national, professional and academic society which represents the specialty of allergy at all levels. Its aim is to improve the management of allergies and related diseases of the immune system in the United Kingdom, through education, training and research.

### **Our Values**

#### Trusted

As professionals and practitioners - We demonstrate integrity and independence in our work

As experts - We are qualified to provide expert opinions and we make decisions based on scientific evidence for the benefit of our patients.

As colleagues - We offer a safe, supportive environment for members to share challenges and learn from each other

#### Connected

We provide an interface between professions, disciplines and special interest groups in the field of allergy and clinical immunology.

We are an inclusive, responsive society for our members

We ensure that our work is informed by current research and new thinking in our field

We connect with others to increase our impact and influence to bring about change

#### Forward Thinking

We provide leadership and advocate for change to improve patient care at national, regional and local levels for our specialty

We inspire, develop and implement best practice in our fields of work

We provide specialist education and learning opportunities to support our members' professional development

We drive improvements in clinical management through education, training and research and by collaboration with patient groups, policy makers and other stakeholders.

### **Objective/Purpose**

The aim of the Immunotherapy Registry Committee is to develop and maintain a national registry for patients receiving immunotherapy under the care of the BSACI membership and to oversee the use of the data collected to fulfil the following objectives:

### **Primary Objectives**

To describe the real-world use of immunotherapy for both adults and children in the UK, regarding:

- A. The clinical use of immunotherapy
- B. The safety of immunotherapy
- C. The reasons for stopping of immunotherapy
- D. The effectiveness of immunotherapy both during and after treatment

### **Secondary objectives**

- E. To describe access to immunotherapy across the UK and the effect of location and sociodemographic factors
- F. To improve standards of care for patients treated with immunotherapy in the UK

### **The committee's main roles and responsibilities are to:**

1. Ensure prudent management of the registry, appropriate safety reporting of adverse events and publications arising from the data
2. To develop the registry in light of the changing use of immunotherapy by BSACI membership and to answer specific questions relating to clinical practice that are posed by these changes.
3. Consider applications from third parties for data export of non-identifiable and commercially neutral data for further analysis that meet the specific objectives of the registry

In order to put these objectives into practice, the Immunotherapy Registry Committee will meet 3 times per year, ideally in person at BSACI Headquarters. Under extraordinary circumstances, at the discretion of the Chair, meetings may be held in part or entirely by teleconference or virtually. The BSACI supports the work of Immunotherapy Committee by reimbursement of standard travel expenses.

The membership of the Immunotherapy Committee should consist of:

- The Chair
- Secretary (appointed from the core committee)
- A further six members whose centres are active users of the registry
- One co-opted member from each patient interest group Anaphylaxis Campaign and Allergy UK and one from another non-commercial organisations such as IQAS.

Quoracy is attained when 4 committee members including the Chair are present.

### **Appointment of Chair**

The Chair will be appointed for a term of 3 years. Re-appointment will be possible for a maximum of a further 3 years using the process details below. The Chair will be an ex-officio member of the BSACI council. The person appointed will have a high level of allergy expertise and possess excellent leadership skills. The process of appointing a new Chair will begin with an email to the membership inviting 'Expressions of Interest'. Applicants will be required to send in a CV and letter detailing their experience/expertise in relation to the position to the BSACI Trustees as well as a completed 'Declarations of Interest' form. If there is only one applicant, and the President and outgoing Chair agree, then that applicant will be appointed to the Immunotherapy Registry Committee Chair. If more than one application is received the trustees will invite applicants to attend an interview which will be conducted by the President, current chair and a BSACI Trustee. If time allows, the Chair-elect will sit on the Immunotherapy Committee and shadow the current chair for 1-2 meetings before taking over.

### **Appointment process of members**

Once a position becomes available on the Immunotherapy Registry Committee or a gap in specific expertise / specialty is identified, an 'Expressions of Interest' email will be sent to the membership by the office inviting volunteers to apply by detailing the experience required in relation to the position. Application is by CV together with a covering letter stating relevant experience, expertise/specialist interest in relation to the vacant position. The Chair and Secretary will appoint based on the applications received, and if there are more applicants than positions the Chair and Secretary will hold interviews of prospective candidates and appoint the most suitable candidate. Should the Chair and Secretary not agree on a candidate then a further interview may be required which will include a BSACI Trustee.

## **Length of Term of Office**

Each committee members' term will be for three years. Given the nature of the committee and the expertise required, members may be appointed for a second consecutive term. The reason for reappointment should be recorded in Immunotherapy Registry Committee minutes. Ideally all members should leave after a maximum of six years' membership. Only in exceptional circumstances should a member continue for a further year. If this is the case this should be minuted and reported to council as to the reasons why this is required.

The BSACI Office will keep a record of all those on the Immunotherapy Registry Committee and the period of time in which they serve.

## **Declarations of Interest**

All Immunotherapy Registry Committee members are required to complete a 'BSACI Declarations of Interest (DOI) Form' prior to joining. Declarations of Interest are a standing item on the agenda at every meeting. It is the responsibility of the Chair to ensure the DOI forms are up to date and reviewed prior to each meeting.

Members will not be added to any email distribution list nor be able to attend meetings until the DOI form is received. The DOI Form shall be updated when necessary at each Immunotherapy Registry Committee Meeting by the Chair. The Chair must not have any conflict of interest in relation to the work that is under consideration. Conflicts of interest declarations will be retained and are available on request.

Members should not accept support from industry to attend meetings in a BSACI official capacity where members are referred to by their BSACI title. However, it is the decision of individual members whether to accept industry support in their individual capacity or not. Industry support must be declared, and permission sought from the Chair in order to be able to contribute to the area where the perceived COI exists.

## **Confidentiality Agreement**

This agreement covers all those who have sight of documents, or are party to discussions, relating to the development of guidelines before public consultation.

## **Immunotherapy Registry Committee Meetings**

The Immunotherapy Registry Committee will meet at the BSACI Headquarters in London or virtually if this is not possible on average three times a year. To ensure a higher turnout of numbers to meetings, no less than 8 weeks' notice should be given of the date the meeting will take place and the day of the week it is held should be rotated. It is preferable for members, for the Chair to agree dates at the start of the year to maximise attendance. Those who are unable to attend a physical meeting may join by teleconference on one occasion throughout the year if physical meetings take place. Members with a poor record of attendance, in the Chair's assessment, may be removed from the Committee.

Members who have to travel some distance to the meetings should book their travel as far in advance as possible to ensure they obtain the cheapest fare. Standard travel expenses will be reimbursed for those attending the meeting by completing a BSACI Travel Expenses form (which can be found in the members areas of the website [www.bsaci.org](http://www.bsaci.org)) and sending their scanned receipts to [accounts@bsaci.org](mailto:accounts@bsaci.org)

The Immunotherapy Registry is supported by the Secretary. One of the roles of the Secretary is to draft agendas with the Chair which will be sent out no less than 2 weeks before each meeting. Further agendas and papers will be circulated no less than one week before the meeting to ensure members have enough time to read these. Papers received after this time (especially detailed papers) may only be tabled at the discretion of the Chair or as an appendix at the end of the minutes.

The Secretary will record and draft minutes at each of the meetings. Minutes and actions will be drafted and sent out within three weeks of the meeting. Committee minutes will be reviewed, corrected, approved and signed at each meeting. Minutes will be stored for a minimum of 10 years at the BSACI Office.

BSACI office staff can help support the work of BSACI committees from an operational level, however it is the responsibility of the Chair to ensure they provide advice and expertise on professional issues and clinical leadership with peers and external organisations when required to do so.

Committee members will be called upon in between meetings to read and submit various documentation as and when necessary and to respond to requests, this must be undertaken within the timeframe given.

Chair of committees/groups serve on BSACI Council as the link between the two, executing the society's strategic objectives.

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