

# BOPA Executive Committee Meeting MINUTES

## Monday 27<sup>th</sup> February 2017 (T-Con)



Item Number	Agenda Item	Lead	Deadline
	<b>Attendees</b> Steve Williamson SW Man-Chie Chow MC Rob Duncombe RD Penny Daynes PD Bryn Thomas BT Simon Purcell SP Netty Cracknell NC Stephen Kelly SK Liz Breen LB Jackie Lewis JL Sophie Harding SH Helen Flint HF Yvonne Blake YB		
16/17-029	<b>Apologies/Not in Attendance –</b> Carl Booth CB, Kirstie Wicke KW		
16/17-030	<b>Minutes of 23<sup>rd</sup> January 2017</b> <ul style="list-style-type: none"> <li>• Accuracy checked &amp; signed off by committee and chair during meeting with no amendments</li> <li>• One succinct set of minutes to be produced for future meetings to be published on BOPA website for members only access, SW to check access.</li> <li>• Numbering system of agenda/minutes to be piloted to enable easy to tracking back especially for chair.</li> <li>• A minutes physical sign off is agreed not required by committee</li> </ul>	All	
16/17-031	<b>Action Log (including actions from minutes)</b> <ul style="list-style-type: none"> <li>• SW to produce action log template before next meetings to ensure slick preparation for future meetings.</li> <li>• Standard Agenda template agreed by committee except 'Treasurer and Finance' section to be added.</li> </ul>	SW ALL	End Mar
16/17-032	<b>Matters Arising Since Last Meeting (inc chairs actions)</b> <p>a) <u>Next Steps on Biosimilars: E&amp;T module</u></p> <ul style="list-style-type: none"> <li>• Biosimilar document published and good publicity</li> <li>• PD discussed E&amp;T module content/funding with pharma companies</li> <li>• BOPA potential to be involved in National study day – with educational material can be used for module</li> <li>• Awaiting information produced by pharma companies to establish recommendation needed by BOPA on biosimilars and possible needs of module. So watch and wait.</li> </ul> <p>b) <u>NHS conflicts of interest guidelines</u></p> <ul style="list-style-type: none"> <li>• Draft NHS England discussion paper tabled to look at transparency with payments and how this applies to BOPA to members for who undertake work for BOPA outside of NHS employment</li> <li>• Discussion around BOPA transparency to ensure presenters aware that they need to declare honorarium especially if NHS</li> </ul>	SW  SW	



# BOPA Executive Committee Meeting MINUTES

## Monday 27<sup>th</sup> February 2017 (T-Con)



	<p>b) <u>Membership Location lists</u> YB produced membership locations for information/ survey issue</p> <p>c) <u>RPS FCP list crosscheck</u></p> <ul style="list-style-type: none"> <li>• BOPA member who wishes to submit to faculty but no suitable assessors of expert practice, SP/HF reached out to BOPA faculty members to become assessors</li> <li>• Committee members also to submit to faculty soon</li> <li>• Encourage RPS faculty members to submit themselves</li> <li>• Committee to support SP to complete this in 2017</li> <li>• Task and finish group already set up and volunteers identified (link to 040)</li> </ul>	SP	
		SP/HF	April 17
16/17-034	<p><b>Website</b></p> <p>a) <u>Functionality/Training</u></p> <ul style="list-style-type: none"> <li>• Change the way we request registration details to capture required patient details of job role etc.</li> <li>• Alerts from the forum not coming through</li> <li>• IT subgroup meetings continuing monthly– SK to chair</li> <li>• Second website training meeting 20<sup>th</sup> March for committee members(to be recorded for future reference)</li> </ul> <p>b) <u>Symposium videos</u> To chase up with Succinct as symposium videos incomplete</p> <p>c) <u>E-learning</u></p> <ul style="list-style-type: none"> <li>• SP states the first website training meeting showed easy to build own modules</li> <li>• Possible modules in development: Immunotherapy/ targeted therapy</li> </ul> <p>d) <u>Financial Agreement/ Contract with Succinct</u> SW to chase up with KW the contract between BOPA and succinct. MC believes that BOPA waiting to hear from succinct as 'draft only' contract received. YB to chase up.</p>	SK/YB	ASAP
		SP	
		SW	April 17
16/17-035	<p><b>BOPA 2017 Symposium Planning</b></p> <p>a) <u>Feedback from planning meeting</u></p> <ul style="list-style-type: none"> <li>• KW to collate minutes from discussions</li> <li>• Use of wristbands to improve communication in symposium</li> </ul> <p>b) Alternative plan to motivational speaker discussed-</p> <p>c) <u>Agenda Update</u> nil</p> <p>d) <u>Logistics'/Succinct Update</u> KW absent</p> <p>e) <u>Chairs email</u> KW needs help with working to promote symposium for 20<sup>th</sup> year. Sw to do email to members to generate interest, then each committee member to do same at regular intervals</p>	NC	
		SW ALL	April 17 ongoing
16/17-036	<p><b>Education and Training Sub Committee update</b></p> <p><u>Recent activity &amp; future plans</u></p> <ul style="list-style-type: none"> <li>• CPC stand in April planned.</li> <li>• PD organising and to coordinate manning the stand.</li> <li>• Some committee members attending CPC to man stand also</li> </ul>	PD/SP	

# BOPA Executive Committee Meeting MINUTES

## Monday 27<sup>th</sup> February 2017 (T-Con)



16/17-037	<p><b>Audit and Research Sub Committee Update</b>  <u>Recent activity &amp; future plans</u></p> <ul style="list-style-type: none"> <li>BOPA A&amp;R signed up to 'Journal of Oncology Practice' to publish abstracts.</li> <li>RPS Roadmap of Evidence for Oncology Pharmacy submitted</li> <li>Hints and tips to applicants for BOPA PRUK award</li> </ul>	CB	
16/17-038	<p><b>Community Pharmacy Sub Committee Update</b>  <u>Recent activity &amp; future plans</u></p> <p>Not up and running, still to be taken forward          JL reviewing PJ article for publishing          First CP meeting in July 2017 planned          JL has had meeting with cancer research/Macmillan/CPPE to put on a community pharmacy evening. NC lead on producing a community pharmacy document with CPPE</p>	JL	
16/17-039	<p><b>Publications &amp; Consultations Sub Committee Update</b></p> <ul style="list-style-type: none"> <li>SW to set group up in near future</li> <li>Key documents on website but needs updating</li> <li>More to report on next meeting</li> </ul>	SW	
16/17-040	<p><b>Partnership and Representation</b></p> <p>a) <u>RPS affiliation agreement</u></p> <ul style="list-style-type: none"> <li>As an affiliated agreement, we signed this off</li> <li>Only to change how they communicate to us by email</li> </ul> <p>b) <u>RPS accreditation task and finish group</u></p> <ul style="list-style-type: none"> <li>SP plans to lead on faculty RPS accreditation for BOPA</li> <li>To discuss process with UKCPA – to provide evidence needed as portfolio of evidence</li> <li>Deadline of end of BOPA year to get BOPA education accredited</li> <li>Top priority for BOPA 2017 to be accredited by RPS</li> <li>SP to request CVs and more information</li> </ul> <p>c) <u>ESOP/ ISSOP/HOPA</u>          ESOP          ISSOP – MC attended and feedback          HOPA – HOPA reps offering coming to symposium as speakers</p> <p>d) <u>Scottish PPG 10<sup>th</sup> April</u></p> <ul style="list-style-type: none"> <li>Invited SW as BOPA chair to attend annual meeting</li> <li>Need to invite Scottish attendance at BOPA meeting? To consider inviting Scottish chair. Need to share documents with Scotland to ensure no duplication</li> </ul> <p>e) <u>POP</u></p> <ul style="list-style-type: none"> <li>SK stated that he had been approached to add more POP topics to symposium this year.</li> <li>Discussion around where POP pharmacists like to be categorised regarding membership fees</li> <li>To consider possibly a discounted BOPA fee for POP members?</li> </ul>	SW/SP	SW
		SK/ SW	May 17

# BOPA Executive Committee Meeting MINUTES

## Monday 27<sup>th</sup> February 2017 (T-Con)



16/17-041	<p><b>Chemo CRG and Chemo Board</b></p> <p>a) <u>CRG update</u></p> <ul style="list-style-type: none"> <li>• Feedback by SW that chemotherapy algorithms are being worked on and hopefully coming in 2017/18</li> <li>• SACT data: Good outputs from SACT planned but at the moment still limited access. Potentially can see how compliant you are with dose banding etc. Watch this space.</li> </ul> <p><u>NCB update</u></p> <ul style="list-style-type: none"> <li>• Developed a good work plan and terms of reference</li> <li>• Work plan on Red patient held book</li> </ul> <p><u>Medicines Optimisation</u></p> <ul style="list-style-type: none"> <li>• Biosimilars: BOPA needs to give support on biosimilar issues</li> <li>• Possible nationalised anti-emetics policies needed across country as anti-emetic generics available soon. RD to feedback progress</li> </ul>	SW	
16/17-042	<p><b>Dates of next meetings</b></p> <p>Monday 28<sup>th</sup> March T-CON 12-2pm  Monday 24<sup>th</sup> April T-CON 12-2pm  (NB: 25<sup>th</sup> April F-2-F defer to June 15<sup>th</sup>)  Monday 22<sup>nd</sup> May T-CON 12-2pm  Thursday 15<sup>th</sup> June 10-1pm Birmingham F2F  Monday 17<sup>th</sup> July T-CON 12-2pm  Monday 21<sup>st</sup> Aug T-CON 12-2pm  Monday 11<sup>th</sup> Sept T-CON 12-2pm</p>		
16/17-043	<p><b>Any Other Business</b></p>		
	<p><b>Date of Next Meeting</b></p> <p><i>Monday 28<sup>th</sup> March T-CON 12-2pm</i></p>		