

BOPA Executive Committee Meeting AGENDA

Monday 24rd April 2017 (Teleconference)



Item Number	Agenda Item	Lead	Deadline
	Attendees Steve Williamson SW Man-Chie Chow MC Bryn Thomas BT Simon Purcell SP Netty Cracknell NC Stephen Kelly SK Jackie Lewis JL Liz Breen LB Sophie Harding SH Yvonne Blake YB Carl Booth CB Kirstie Wicke KW Emma (Succinct), Shaun (Succinct)		
16/17-043	Apologies/Not in Attendance: Penny Daynes PD, Rob Duncombe RD		
16/17-044	Minutes of 27th Feb 2017 Accuracy checked & signed off by committee & chair Note: planned meeting of 27 th March was cancelled due to high number of apologies	All	Enc 01
16/17-045	Actions from last minutes <ul style="list-style-type: none"> • Conflicts of interest paper (on-going not urgent- not on this agenda) • PJ profile – no further action needed • Patient group links – see “partnership and representation” section • All other actions documented on this meeting agenda 	All SW	June 17
16/17-046	Specific Matters Arising Since Last Meeting <ol style="list-style-type: none"> a) Amgen Study Day – Elaine Vickers to present. Open to BOPA and UKCONS member. Commercially lead. E&T committee have not been involved in organising. Except BT asked to chair study day. BOPA only involved as promotion to members. BOPA to be more involved in the future. b) Biosimilars, Webinar, conference sessions - No progress with webinars but given cancer vanguard material need to avoid duplication SW and RD to speak at CPC concerning biosimilars. (Further discussion around logistics of manning stand at CPC conference and BOPA promotion.) c) BOPA Conflicts of interest Statement – see above d) Workforce Survey – coming back to chemo board in May 17. No further information from Mark. SP to email Mark for info. e) Constitution – on to-do-list, to be reviewed in Birmingham meeting in June meeting before distribution to members f) UK Oncology forum open meeting – 15/16th June 2017 – BOPA committee travel funded by conference organisers. Sub-committee funded by BOPA fund. 	SW SW/ RD SW SW	

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16/17-047	<p>Updates from recent Email correspondence</p> <ul style="list-style-type: none"> • London Cancer Commissioning meeting to be hosted by BOPA/ UKCONS/ACP in future as part of the NCB. Currently supported by Succinct. Committee supports this in principle. To be discussed further at CRG and SW to feedback. • Pinkie Chambers requested to send out survey about models of care and service models. The survey ties in with NHS England work and to combine with more questions before distributing. • Geoff Saunders attended RPS partnership meeting, no feedback. Request for next meeting • Cancer drug interactions website. Contact from Liverpool University wishing to work in partnership with BOPA and requested possible sponsorship. SW asked committee if BOPA would be interested in partnering with the University. SP suggested that BOPA could be involved in design and content more-so than financial input. Committee agree that BOPA could help more with content and cancer experience. Launch at ESMO Sept '17. Suggested Royal Marsden could have more input to this subject as they have previously been involved. Action SW to agree partnership with Liverpool uni • Klaus (chair of ESOPP) contacted NC regarding quality standards of oncology pharmacy service version six, asked if BOPA is interested in being involved with ESOP. SW asked to find out more before committing to BOPA involvement. 	<p>All</p> <p>SW/SP/HF</p> <p>SW</p> <p>GS</p> <p>SW</p> <p>SW</p> <p>SW</p>	<p>June 17</p> <p>May 17</p> <p>May 17</p> <p>May 17</p>
16/17-048	<p>Membership / Succinct Business</p> <p>a) <u>Technician Committee Member</u> One candidate technician applied to become a committee member but concerns from employer regarding time to deliver. To discuss re-advertising to hopefully obtain more interest from technician members</p> <p>b) <u>Members Renewal</u> Completed documents for succinct. Standard renewal for corporate membership suggested that they will obtain quite some time from committee members over the course of the year. SW has amended this.</p> <p>c) <u>Financial Agreement/ Contract with Succinct – Feedback from T con on 13/4/17</u> 'Succinct Partnership Structure' document presented to meeting following previous meeting with SW, SP and SK. Agreeing funding between BOPA and succinct for e-learning website. Aim to improve e-learning content to increase membership etc. Agreement to be reviewed regularly and E&T to decide approach to website changes/updates. Committee agreed that this way forward and accepted agreement.</p> <p>d) <u>Update from Succinct</u> No further update from secretariat</p>	<p>PD/All</p> <p>SW</p>	<p>ENC 02</p> <p>April 17</p>

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16/17-049	<p>Website</p> <p>a) <u>Functionality /Training</u> Updates now functioning from forum. To pay invoice for website</p> <p>b) <u>E-Learning</u> Breast module to go live around 1st May 2017</p> <p>c) <u>SEO Impact</u> Website 'News' page not as visible as the home page. SK to ask if this is of significance and how it can be resolved for June meeting</p>	All PD/SP SK	
16/17-050	<p>BOPA 2017 Symposium Planning</p> <p>a) <u>Planning Update</u></p> <ul style="list-style-type: none"> • 50% conference fee reduction is only available for early bird registration • Abstract submission deadline is now middle of June • Wristbands for conference attendees to promote networking. Cost £400 approx. Committee agreed but Shaun suggested that industry may need to check if any issues with ABPI rules <i>that may concern them.</i> <p>b) <u>Agenda Update</u></p> <ul style="list-style-type: none"> • SK ran through the agenda and ideas/reasons behind agenda choices, i.e. four work streams, past BOPA chair session <p>c) <u>Logistics' / Succinct Update</u></p> <ul style="list-style-type: none"> • Satellites within agenda – 6 satellites proposed and 5 slots in agenda. Three proposals were around biosimilars and SW suggested that BOPA offers a combined satellite session and chaired by BOPA. Positive feedback from companies. Need to devise a new cost for a combined session. Committee agreed idea and accepted all other satellites. SW to approach companies. • REDACTED (CONFERENCE SURPRISE) 	KW SK/NC SW	June 17 June 17
16/17-051	<p>Education and Training Sub Committee update</p> <p>a) <u>Recent Activity & Future plans</u> <i>Breast module to go live around 1st May 2017</i></p> <p>b) Survey results</p>	SP	
16/17-052	<p>Audit and Research Sub Committee Update</p> <p>a) <u>Recent Activity & Future plans</u> <i>Setup abstract marking group for end of June to feedback the end of July</i> <i>BOPA research award – no applicants so far. CB to chase</i></p>	CB/MC	
16/17-053	<p>Community Pharmacy Sub Committee Update</p> <p>b) Recent Activity & Future plans <i>Not formally set up yet – deadline by symposium 2017</i></p>	JL/SW	
16/17-054	<p>Publications & Consultations Sub Committee Update</p> <p>a) LCA website and docs <i>Not formally set up yet – discuss at June meeting</i></p>	SW	

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16/17-043	<p>Partnership and Representation</p> <p>a) RPS – attended by Geoff Sanuders– to update next meeting</p> <p>b) RPS accreditation task and finish group – Simon to update next meeting</p> <p>c) ESOP / ISSOP/ HOPA / SOPPG /POP – HOPA members coming to symposium. SW did not attend SOPPG meeting but hopes to attend in the future. SK to discuss membership with POP, no response so far.</p>	<p>GS/SP SP</p> <p>ALL</p>	
16/17-042	<p>Chemo CRG and Chemo Board</p> <p>a) Red patient Held Book - update at next meeting</p> <p>b) CRG Chemo review – update at next meeting</p>	<p>SP/SW</p>	
	<p>Dates of Next Meetings</p> <p><i>(Note: 25th April F-2 F defer to June 15th)</i></p> <p>Monday 22nd May T-CON 12-2pm</p> <p>Thursday 15th June 10.00**- 1.00pm Birmingham</p> <p>Monday 17th July T-CON 12-2pm</p> <p>Monday 21th Aug T-CON 12-2pm</p> <p>Monday 11th Sept T-CON 12-2pm</p>		