

BOPA Executive Committee Meeting MINUTES

Monday 22nd May 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 Liz Breen LB,(part) Sophie Harding SH Carl Booth CB Kirstie Wicke KW Penny Daynes PD (part) Rob Duncombe RD Helen Flint HF		
16/17-057	Apologies/Not in Attendance – Jackie Lewis JL		
16/17-058	Minutes of 24th APRIL 2017 a) Reviewed and Agreed	All	
16/17-059	Actions from last minutes – on agenda	All	
16/17-060	Specific Matters Arising Since Last Meeting a) Amgen Study Day : going ahead 29/6/17 Sheffield, info sent out to members b) Workforce Survey –awaiting update from Mark Evans c) Constitution - on-going d) UK Oncology forum open meeting – going ahead 17 th June with BOPA committee, E and T committee and A & R Committee invited e) Cancer drug interactions website: To launch soon SW to keep liaising with Liverpool and publicise to BOAP members f) Next newsletter – in development, committee leads asked for updates g) ESOPP Quality Standards – SW to contact Klaus and decline UK involvement as not relevant to UK practice	SW SW	tbc End May 17
16/17-061	Updates from recent Email correspondence – topics covered in agenda	All	
16/17-062	Membership / Succinct Business a) Technician Committee Member still have technician vacancy discussion on low technician membership and how to increase technician membership by working together with APTUK . SW agreed to include in next newsletter. Wait for next election round to re advertise b) Members Renewal – KW to update at next meeting c) Financial Agreement/ Contract with Succinct - email sent with confirmation of this following meeting d) Update from Succinct. Discussions on-going re contract with succinct- to now included e-learning as well as symposium and secretariat. SW to pursue and sign agreement	SW SW	 ASAP

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16/17-063	<p>Website</p> <p>a) Functionality /Training – training completed on build tools. Website group have met with succinct. Members not receiving forum pings so some lack of engagement</p> <p>b) E-Learning – modules in development, webinars planned</p>	All PD/SP SK	
16/17-064	<p>BOPA 2017 Symposium Planning</p> <ul style="list-style-type: none"> • KW presented slides for Symposia. Registration open, early bird until Friday 18th August • Committee members need to register. Exhibition stands –still awaiting some bookings from pharma • Arranged for Lord Provost of Glasgow to engage on friday • Agenda update 4 Satellites finalised and agenda almost finalised .POP having workstream, some chairs needed to finalise, to go out to members offer opportunity. • Bookings and registrations on progress <p style="text-align: center; background-color: black; color: white; padding: 5px;">REDACTED (CONFERENCE SURPRISE)</p>	KW KW NC/SK	June 17
16/17-065	<p>Education and Training Sub Committee update</p> <p>Oncology Study day plans in progress</p>	ALL	
16/17-066	<p>Audit and Research Sub Committee Update</p> <p>Two applications for the PRUK award received. Abstract marking plans in progress, Abstract submission date well-advertised. Marking team set up in progress CB stated JOPP publication this year to encourage research.</p>	CB/MC	June/July
16/17-067	<p>Community Pharmacy Sub Committee Update</p> <p>JL liaising with CPPE and Macmillan to organise evening events</p>	JL/SW	
16/17-068	<p>Publications & Consultations Sub Committee Update</p> <p>Work in progress. Need to link to strategy and vision for educational/ training support materials. SW to include in newsletter and advertise for members. Aim to be ready and have first meeting prior to conference.</p>	SW/All	
16/17-069	<p>Partnership and Representation</p> <p>a) <u>RPS</u> Geoff attended minutes attached and update circulated</p> <p>b) <u>RPS accreditation task and finish group</u> SP updated on progress, application nearly ready, Action to send CVs to SP.</p> <p>c) ESOP / ISSOP/ HOPA / SOPPG /POP SW noted that it should be intention of BOPA to build closer links and work more closely with UK groups, disregarding any historical differences and making new partnerships. SW indicated that as chair he wished to focus on UK partnerships in first 18months of tenure, and then focus on building relations with Europe /US in second half of his tenure. POP links being made, attending BOPA in Glasgow to have own stream, discussions on-going re membership.</p>	GS/SP SP ALL	1 st June 17

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	<p>Committee agreed with principle that people should not be financially disadvantaged by joining both POP and BOPA, i.e. POP members currently pay NPPG @£45 and BOPA@£70 = total £115. SW & SK proposed that BOPA offer special rate if already paid NPPG, i.e. £35, so in total is £70, i.e. not disadvantaged by joining both? Agreed can put proposal to POP.</p>	SW/SK	June 17
16/17-070	<p>Chemo CRG and Chemo Board</p> <p>a) CRG 25.04.17 & 10.05.17 – SW attended. CRG looking at acute oncology, algorithms, working with SACT, potential review of chemotherapy service specification, development of compassionate use and/or top up policy.</p> <p>b) NCB 16.05.17 HF and Mark Evans attended – working on national chemo consent forms and vanguards SP working on chemotherapy patient held book</p>	HF/SW HF/SP	
16/17-071	<p>Dates of Next Meetings</p> <p>Thursday 15th June 10.15**- 1.00pm Birmingham F-2-F Monday 17th July T-CON 12-2pm Monday 21th Aug T-CON 12-2pm Monday 11th Sept T-CON 12-2pm</p>		