

# BOPA Executive Committee Meeting MINUTES

## Thursday 15<sup>th</sup> June 2017 (face to face)



Item Number	Agenda Item	Lead	Deadline																		
	Open Meeting at Oncology Forum: committee & subcommittee members and BOPA member attending Oncology Forum																				
	<table style="width: 100%; border: none;"> <tr> <td style="width: 50%;">Carl, Booth</td> <td style="width: 50%;">Bryn, Thomas</td> </tr> <tr> <td>Elizabeth, Breen</td> <td>Penny, Thursfield</td> </tr> <tr> <td>Man-Chie, Chow</td> <td>Steve, williamson</td> </tr> <tr> <td>Penny, Daynes</td> <td>Sophie, Harding</td> </tr> <tr> <td>rob, duncombe</td> <td>Stephen, Kelly</td> </tr> <tr> <td>Elizabeth, Hodgkinson</td> <td>Sanjeev, Kaushal</td> </tr> <tr> <td>Jennifer, Laskey</td> <td><b><i>In Attendance</i></b></td> </tr> <tr> <td>Sam, Malton</td> <td>Riyad, Karim</td> </tr> <tr> <td>Nicola, Stoner</td> <td></td> </tr> </table>	Carl, Booth	Bryn, Thomas	Elizabeth, Breen	Penny, Thursfield	Man-Chie, Chow	Steve, williamson	Penny, Daynes	Sophie, Harding	rob, duncombe	Stephen, Kelly	Elizabeth, Hodgkinson	Sanjeev, Kaushal	Jennifer, Laskey	<b><i>In Attendance</i></b>	Sam, Malton	Riyad, Karim	Nicola, Stoner			
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16/17-072	<b>Apologies/Not in Attendance</b> <i>Simon Purcell, Jackie Lewis, Man-Chie Chow, Netty Cracknell</i>																				
16/17-073	<b>Minutes of 22<sup>nd</sup> May 2017</b> a) Accuracy check & Sign Off <i>Not yet completed at time of meeting</i>	All																			
16/17-074	<b>Actions from last minutes</b> <i>(last minutes not available at time of meeting)</i>	All																			
16/17-075	<p><b>Specific Matters Arising Since Last Meeting</b></p> <p>a) <u>BOPA Conflicts of interest Statement &amp; ABPI declaration</u> Plan to find out other charities position on this? BOPA needs to be registered and transparent on where we receive money. SW to write BOPA declaration for next meeting</p> <p>b) <u>Workforce Survey</u> Awaiting feedback from Royal Marsden Pharmacist via BT</p> <p>c) <u>Constitution</u> Revised constitution document post comments by exec committee prior to meeting. Main amendments as follows:</p> <ul style="list-style-type: none"> <li>• BOPA being an 'advocate for challenges members face'</li> <li>• Fellowship/honorary membership added</li> <li>• If no member rep on committee i.e. technician. Then vacancy noted. No less than one individual member from each group and no more than one industry on committee.</li> <li>• Industry committee member has to be a member as an individual</li> <li>• Conflicts of interest added</li> <li>• Chair needs to be an NHS employee</li> <li>• For each committee member, 50% of meetings must be attended in one annual period</li> <li>• Term of committee membership runs from 1<sup>st</sup> Nov to 31<sup>st</sup> Oct.</li> </ul> <p>Final document to be ratified in AGM at symposium 2017. Any further comments needed before conference. Draft document to be distributed for consultation.</p>	All  SW	Jul 17																		
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	<p>d) <u>Next Newsletter</u> On to-do list</p> <p>e) <u>BBA meeting</u> Attended by SW, started workstream to encourage manufacturers of biosimilars to solve challenges of updating biosimilars on electronic prescribing. CIS Oncology (chemocare vendor) has a faster way to update regimen scripts for biosimilars. Various companies software need to be standardised to reduce duplication/repetition when updating SACT data</p>		Aug 17
16/17-076	<p><b>Updates from recent Email correspondence</b></p> <p>a) <u>Logo for BOPA Birmingham 18</u> Committee chose image number 7</p> <p>b) <u>Hospital Pharmacist Europe (HPE)</u> Conference in November 2018, London. Asked for BOPA to be involved. Committee agree as has conference has a general pharmacy audience (as opposed to BOPA). Need to develop discussion with HPE. Chair to pass to E&amp;T committee to continue discussion.</p> <p>c) <u>Interactions website</u> Previously asked BOPA to be partner and agreed by committee. BOPA provided letter of endorsements</p> <p>d) <u>Astellas Welsh Training endorsement</u> (SK abstained from discussion) BOPA asked to endorse webinar. Webinar already produced by Astellas. Committee needs to produced standard guidance on endorsements – for E&amp;T member to write</p> <p>e) <u>Kidney Cancer UK</u> To be updated by chair</p> <p>f) <u>RSP Rep Elderly Cancer Group Representative</u> Nicola Stoner already attends, volunteered to represent BOPA also</p> <p>g) <u>IFR BOPA guidance</u> Janssen asked if BOPA have guidance. Janssen directed to NHS England for further guidance</p>	All  PD/SP  E&T	
16/17-077	<p><b>Membership / Succinct Business</b></p> <p>a) <u>Technician Committee Member</u> Post still vacant</p> <p>b) <u>Members Renewal</u> Nothing to comment</p> <p>c) <u>Financial Agreement/ Contract with Succinct</u> Gentlemen's agreement so far. To be chased.</p> <p>d) <u>Financial Report (reviewed in meeting)</u> Treasurer questions?</p> <ul style="list-style-type: none"> <li>• Are there any further amendments to website needed before payment? Such as 'alerts' issue?</li> <li>• Succinct asking for further payment to develop functionality of Breast Cancer Module. SW to discuss website funding / contract with Succinct.</li> <li>• Need to decide if we pay for videos of talks in symposium and do we pay upfront? Pass to Symposium subcommittee</li> </ul>	SW  SW Sympo	Jul 17  Aug 17

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	<ul style="list-style-type: none"> <li>Is there a need to pay for external work as a locum to update renal/hepatic document? SW to Chase with Pinkie Chamber</li> <li>Do we need to hire an accountant to review BOPA accounts? Agreed good idea</li> <li>Membership fees to stay the same? Needs further discussion following review of potential outgoings and final costs for website, desire to reduce if possible</li> </ul> <p>e) Update from Succinct * Not in attendance, via email correspondence</p>	SW	Jul 17
16/17-078	<p><b>Website</b></p> <p>a) Functionality /Training SK updated the committee on the low number of hits to website. BOPA committee members need to be more involved with website. Option to 'congregate news' discussed. Option of personalised news/ads not favourable</p> <p>b) E-Learning</p> <p>c) SEO Impact: SK briefed group</p>	All PD/SP	
16/17-079	<p><b>BOPA 2017 Symposium Planning</b></p> <p>a) <u>Planning Update</u></p> <ul style="list-style-type: none"> <li>Low registration at this point for symposium. Committee members to send info to KW on why we are deciding to go to BOPA?</li> <li>RD to send out to Chief Pharmacists' group.</li> <li>Abstracts deadline extended to 11am Monday 19<sup>th</sup> June 2017 to increase submission numbers</li> </ul> <p>b) <u>Agenda Update</u></p> <ul style="list-style-type: none"> <li>All Pharma satellites filled at this point</li> <li>Committee members linked to certain pharma satellites to chair. Rob to Tesaro, Man-Chie to Takeda, Bryn to Roche and SW to biosimilar pharma amalgamation session. This will ensure committee has oversight of these sessions and ensure they are appropriate and fit BOPA spirit</li> <li>90% of agenda locked down</li> <li>Sunday morning for sub-committee meetings</li> <li>Acute Oncology session not filled, need pharmacy perspective. To contact Jane Davidson for help</li> </ul> <p>c) Logistics' / Succinct Update</p>	NW/SK	
16/17-080	<p><b>Education and Training Sub Committee update</b></p> <p>a) Recent Activity &amp; Future plans</p> <ul style="list-style-type: none"> <li>SP working on accreditation to become RPS provider</li> <li>CPC delivered 2 sessions</li> <li>Amgen study day June 29<sup>th</sup> in Sheffield</li> <li>Immunotherapy webinar planned</li> <li>Breast Cancer module needs reviewing</li> <li>Drug interactions and Gut toxicity modules in pipeline</li> <li>Modules being updated within the sub-committee but 10 modules are now live on website</li> </ul>	SP LB	

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	<ul style="list-style-type: none"> <li>• Standard training package needed for BOPA including competencies. Agreed survey to establish packages already available needed via surveymonkey. Link to intro course by maybe advise doing 3 modules online before attending.</li> <li>• Set up a departmental annual subscription for education package possible</li> <li>• Verification competencies need updating</li> </ul> <p>b) Survey results &amp; new members Current sub-committee members to be asked if still want to participate and refresh members if needed.</p> <p>c) Roche offer of mutual review of interests</p>	SW	
16/17-081	<p><b>Audit and Research Sub Committee Update</b></p> <p>a) Recent Activity &amp; Future plans</p> <ul style="list-style-type: none"> <li>• JCOP journal to publish abstracts (linked up)</li> <li>• Process of research grant on-going with two applicants</li> <li>• BOPA final year pre-reg joint work</li> </ul> <p>b) Abstracts for conference Low submission, deadline extended</p>	CB/MC	
16/17-082	<p><b>Community Pharmacy Sub Committee Update</b></p> <p>c) Recent Activity &amp; Future plans Nil activity</p>	JL/SW	
16/17-083	<p><b>Publications &amp; Consultations Sub Committee Update</b></p> <p>a) Formation of group and chair Nil activity</p>	SW	
16/17-084	<p><b>Partnership and Representation</b></p> <p>a) Agreement for reciprocal attendance/ stands etc.</p> <ul style="list-style-type: none"> <li>• Need to decide which charity etc. get offered a BOPA stand</li> <li>• Need document on what BOPA endorsement means? E&amp;T to review</li> </ul> <p>b) POP – Links established part of symposium</p> <p>c) RPS &amp; accreditation task and finish group</p> <p>d) ESOP / ISSOP/ HOPA / SOPPG / No new guidance from ESOP or ISOPP. German standards previously asked to be involved in are not related to our practice. NB. 20% of BOPA website hits come from outside UK</p>	All SK/SW SP ALL	
16/17-085	<p><b>Chemo CRG and Chemo Board</b></p> <p>a) Updates since last meeting</p>		
16/17-086	<p><b>Dates of Next Meetings</b></p> <p>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>		