

# BOPA Executive Committee Meeting MINUTES

## Monday 21<sup>st</sup> August 2017 T-Conference



**T-Con Dial In UK: 0800 051 6353**  
**Meeting number (access code): 951 404 210**  
**Meeting password: 23kKs7XS**

Item Number	Agenda Item	Lead	Deadline
16/17-086	<p><b>Apologies/Not in Attendance</b></p> <p><b>In Attendance</b> – Steve Williamson (SW) Netty Wood (NW) , Carl Booth (CB) Man-chie Chow (MC) Penny Daynes (PD) , Rob Duncombe( RD)</p> <p><b>Apologies</b> – Kirstie Wicke (KW) , Sophie Harding (SH) , Liz Breen (EB),Bryn Thomas (BT) ,Jackie Lewis (JL) , Stephen Kelly (SK)</p>		
16/17-087	<p><b>Minutes of 17 July 2017</b></p> <p>a) Accuracy check &amp; Sign Off – deferred until September meeting</p>	PD	
16/17-088	<p><b>ACTION LOG REVIEW</b></p> <p><b>Items Outstanding / Ongoing / Completed Since last meeting</b></p> <p>004 – Develop website automatic newsletter - Succinct still to deliver this functionality</p> <p>006 – Review of constitution – circulated and to review at AGM</p> <p>010 – Mentoring scheme – still in progress</p> <p>012 – CRUK JL delivered training sessions to agree next steps with JL</p> <p>013 –CPPE – still in progress</p> <p>014 – RPS Oral chemo – due by Feb 2018</p> <p>015 – Cancer Vanguard Some work still ongoing .Scheme to end by March 2018</p> <p>016 – Set up documentation /consultation sub committee – still outstanding SW to communicate Sep 17</p> <p>020 – Renal And Hepatic Dosing – UCH progressing this</p> <p>022 – LCA website – useful training information on here –could partnership in the future as they were experiencing some website issues</p> <p>029 – Workforce survey – submitted to Symposium as a poster</p> <p>031 – RPS Portfolio reviewing – HF to feedback</p> <p>035 – RPS SP did excellent work submitting application but more info/work needed to prove educational governance</p> <p>040 –SW asked to present biosimilar talk at UKCPA day 1<sup>st</sup> Nov but happy for others to do this if they would like the opportunity</p> <p>042- Bursary scheme see agenda 091</p> <p>044 – Website functionality and maintenance contract –discussions ongoing with succinct and their performance . SW to meet with Rob from Succinct in September</p> <p>045 HPE – discussions ongoing regarding partnership action PD</p>	All	
16/17-089	<p><b>Specific Matters Arising Since Last Meeting</b></p> <p>a) Workforce Survey – see 029 action log</p> <p>b) Newsletters – SW produced</p>	All SW	(on website)



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<b>16/17-094</b>	<p><b>BOPA 2017 Symposium Planning</b></p> <p>a) Planning Update – Registration going well. World record attempt to change as current care package idea is already being performed in the US in September. Coin collecting suggestion put forward instead – NW to progress</p> <p>b) Agenda Update- deferred</p> <p>c) Logistics' / Succinct Update - deferred</p> <p>d) Exhibitors Stand Sessions – Some companies having meet the Expert Session on the stand as a formal educational session. BOPA supported this as a new format but needed oversight of the content to ensure quality</p>	NW/SK  SW	
<b>16/17-095</b>	<p><b>Education and Training Sub Committee update</b></p> <p>a) Recent Activity &amp; Future plans Face to Face meeting in July – minutes circulated. Webinar held but issues with uploading to website and issues with Succinct not communicating changes//timeline of Breast Module. Advanced Oncology Study Day planned- BT and IE from Royal Marsden organising NMP forum suggested at BOPA Saturday morning session – BT to email members</p>	SP	
<b>16/17-096</b>	<p><b>Audit and Research Sub Committee Update</b></p> <p>a) Abstract marking went well – 75 accepted .JOPP abstract publication required formatting which was a lot of work for Kirstie and team . Need to have abstract submission deadline brought forward next year to ensure compliance with JOPP</p> <p>b) JOPP free issues – circulated</p>	CB/MC CB	
<b>16/17-097</b>	<p><b>Community Pharmacy Sub Committee Update</b></p> <p>c) Recent Activity &amp; Future plans - still ongoing .JL to step away from committee so future resourced to be agreed</p>	JL/SW	
<b>16/17-098</b>	<p><b>Publications &amp; Consultations Sub Committee Update</b></p> <p>a) Formation of group and chair - still ongoing</p>	SW	
<b>16/17-099</b>	<p><b>Partnership and Representation</b></p> <p>a) Agreement for reciprocal attendance/ stands etc.</p> <p>b) POP - no update</p> <p>c) RPS Partners meeting 9<sup>th</sup> August - no update RPS Accreditation task and finish group – see action log 035</p> <p>d) Irish Group –no update</p> <p>e) ESOP / ISSOP/ HOPA / SOPPG / - MC attending conference In Madrid – Spanish oncology Pharmacist group</p>	All	
<b>16/17-100</b>	<p><b>Chemo CRG and Chemo Board</b></p> <p>a) SP requested a volunteer to take over Chemo Board after election.</p>		
	<p><b>Dates of Next Meetings</b></p> <p>Monday 11<sup>th</sup> Sept T-CON 12-2pm</p> <p>TWO DAY Face to Face: 2017/18 new committee</p> <p>Sunday 2/12 &amp; Monday 3/12: Hotel Du Vin- Newcastle</p>	KW/All	