

**BOPA Executive Committee Meeting
Minutes of Monday 5th March 2018**



Number	Agenda Item	Lead
17/18-040	<p>Formal start of meeting In Attendance Steve Williamson (Chair) SW Richard Allen RA Netty Cracknell NC Olga Crehan OC Robert Duncombe RD Fiona MacLean FM Islam Elkonaissi IE Emma Foreman EF Bryn Thomas BT Seonaid McLachlan SM</p> <p>Apologies Carl Booth CB Pinkie Chambers PC Susanna Daniels SD Emma Groves EG</p>	
17/18-041	<p>Minutes of 8th January Minutes of 5th February Were accepted as accurate record. (SW thanks committee for support & PC for chairing for previous meeting on Feb following withdrawal from last meeting due to family illness.) SW to publish minutes on website.</p>	
17/18-042	<p>Specific Matters Arising from Email conversations a) <i>Oncology Forum Liverpool (face to face)</i> Agreed to have committee meeting at OF but that needed to arrive wed night as only have meeting room 8.30-12noon Action SW/PC to co-ordinate with OF</p> <p>b) <i>Potential CAR-T position statement</i> Discussed and agreed to early yet and need to ensure training as needed provided by BOPA or signpost BOPA members to third party. FM declared an interest as her employer will be marketing CAR-T. ACTION E&T group to look at what E&T resource needed for CAR-T</p> <p>c) <i>Potential medicine shortages position statement</i> Greed an important subject and BOPA needed to been seen to support NHS procurement, RD expressed view for caution as this was area of political sensitivity so be limited to practical advice on dealing with shortages. Action RD to lead on statement and liaise with New publications group</p> <p>d) <i>Workforce Strategy</i> Deferred till next meeting. PC, SW arranging T-con with Geoff Saunders</p> <p>e) <i>Interventions Audit</i> Potential joint piece of work between EF Christie and Marsden. ACTION EF to link with Sue Spence.</p> <p>f) <i>Macmillan Support</i> NC received request to review Macmillan Chemo regimen info sheets to pass on tom membership as opportunity</p>	<p>SW/PC</p> <p>E&T</p> <p>RD</p> <p>PC</p> <p>EF</p> <p>NC</p>

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17/18-043	2017/18 Log and Review of Actions Reviewed Action log updated.	ALL
17/18-044	Membership / Succinct Secretariat Business a) 2017 Renewals Fee's (POP fees structure) Update on progress given b) Corporate members new agreement Corporate ToR not agreed, SD/FM to check one or two points the report back to YB	ALL SD/FM
17/18-045	Treasurer & Financial Business a) Update on account handover SW to take forms to local Natwest branch (signed by RD) RD to chase b) SFI's Deferred till June face to face	RD
17/18-046	Symposium a) 2018 Planning Committee No updated received	KW/SD
17/18-047	ISOPP 2019 a) Update on Actions ISOPP graphic Committee to vote and RD to inform ISOPP of winner b) Video Blogging Training received from WhyHealth form EF & RD	RD
17/18-048	Education and Training Sub Committee update a) <i>Actions and recent activity</i> b) <i>Advance Practice Day</i> BT identified provider of filming and digital content creation c) <i>Intro to oncology digitalising - WhyHealth proposal</i> Agreed scrap previous film (May 2017) of Into course and go with plan of re-filming as will cost £3500 to make good the poor quality videos from past Intro course – so decided to scrap and just film again at cost of £5.5k Agree plan to test both providers for two courses Intro/ Advanced <ul style="list-style-type: none"> • Whyhealth for one • Marsden contact for other d) RPS Accreditation task and finish group On-going e) CPC Congress April 2018 IE & EG presenting. Stand to be manned to co-ordinate with Penny Danes from previous committee	BT/OC BT/SW All
17/18-049	Audit and Research Sub Committee Update a) Actions and Minutes of recent meeting b) JOPP and Abstract Submission c) PRUK	CB
17/18-050	Community Pharmacy Sub Committee Update a) Update on formation new group – 1st meeting date 18 th Feb, FM gave brief update, minutes to follow b) Workplan for Group To follow	FM

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17/18-051	<p>Advocacy & Publications & Consultations Sub Committee</p> <p>a) Update on formation new group – membership/workplan Meeting planned for April / May</p> <p>b) NMP Guidelines Noted SW put call for volunteers to review updated guidelines on website- publications group to take forward.</p> <p>c) Consultations None noted</p> <p>d) RPS partnership group IK attending on behalf BOPA</p>	RA/IK/SW
17/18-052	<p>Bursary Sub Committee</p> <p>a) Applicants & Judging Update on Judging process and need for tie break to separate candidates all with very similar scores. EG/OC to send draft email out to tie-break candidates for committee approval</p> <p>b) Project plan update: Noted</p> <p>c) North East Pilot digital bite size video pilot: To be arranged post Bursary trip Bursary sub committee to work with Calum P& Bursary winners to pilot afternoon of digital content building Steve to prepare paper for committee approval</p> <p>d) Sponsorship money SW noted have commitment for 100K but yes to receive majority of funds</p>	EG/SW/OF SW SW SW
17/18-053	<p>Digital Sub Committee</p> <p>a) <i>Membership/ Objectives etc.</i> Netty & Olga to seek members from each of sub groups –and set up TOR etc as per other groups</p> <p>b) <i>Digital Education Membership Survey</i> Results presented to committee</p> <p>c) <i>Digital Assets Account Management (twitter, you tube etc)</i></p> <p>d) <i>Update on handover website and outstanding tasks</i> All to co-ordinate with NC priorities list of work for brandcast – to agree at next exec-committee</p>	OC/NC SW/EF
17/18-054	<p>Improving committee governance</p> <p>a) Committee SOP's List</p> <p>b) Business Development Not discussed</p>	NW RD/FM
17/18-055	<p>Partnership and Representation (All)</p> <p>a) POP</p> <p>b) ESOP / HOPA /</p> <p>c) SOPPG /IPHOS -</p> <p>d) NHS England Chemo CRG</p> <p>e) UK Chemo Board:</p>	All All SM SW PC/SW
17/18-056	<p>Dates for 2018 Meetings Mondays 12-2pm (T-Con unless stated)</p> <p>16/04/18</p> <p>14/05/17</p> <p>ASCO 18 30/05 to 06/06</p> <p>14/06 & 15/06 Face to Face at Oncology Forum Liverpool (Arrive wed evening 13/2 then 8.30am till 12.00 14/06/18)</p>	
	Wrap up and Meeting close	