

**BOPA Executive Committee Meeting**  
**Monday 14<sup>th</sup> May 2018 12.00 till 14.00**  
**Teleconference**



Number	Agenda Item	Action																														
	<p><b>Formal start of meeting</b></p> <p><b>In Attendance</b></p> <table style="width: 100%; border: none;"> <tr><td>Steve Williamson (Chair)</td><td style="text-align: right;">SW</td></tr> <tr><td>Richard Allen</td><td style="text-align: right;">RA</td></tr> <tr><td>Netty Cracknell</td><td style="text-align: right;">NC</td></tr> <tr><td>Susanna Daniels</td><td style="text-align: right;">SD</td></tr> <tr><td>Robert Duncombe</td><td style="text-align: right;">RD</td></tr> <tr><td>Fiona MacLean</td><td style="text-align: right;">FM</td></tr> <tr><td>Kirsten Wicke (Succinct)</td><td style="text-align: right;">KW</td></tr> <tr><td>Emma Foreman</td><td style="text-align: right;">EF</td></tr> <tr><td>Bryn Thomas</td><td style="text-align: right;">BT</td></tr> <tr><td>Seonaid McLachlan</td><td style="text-align: right;">SM</td></tr> </table> <p><b>Apologies</b></p> <table style="width: 100%; border: none;"> <tr><td>Pinkie Chambers</td><td style="text-align: right;">PC</td></tr> <tr><td>Carl Booth</td><td style="text-align: right;">CB</td></tr> <tr><td>Olga Crehan</td><td style="text-align: right;">OC</td></tr> <tr><td>Emma Groves</td><td style="text-align: right;">EG</td></tr> <tr><td>Islam Elkonaissi</td><td style="text-align: right;">IE</td></tr> </table>	Steve Williamson (Chair)	SW	Richard Allen	RA	Netty Cracknell	NC	Susanna Daniels	SD	Robert Duncombe	RD	Fiona MacLean	FM	Kirsten Wicke (Succinct)	KW	Emma Foreman	EF	Bryn Thomas	BT	Seonaid McLachlan	SM	Pinkie Chambers	PC	Carl Booth	CB	Olga Crehan	OC	Emma Groves	EG	Islam Elkonaissi	IE	
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17/18 - 074	<p><b>Previous Minutes</b></p> <p>Committee to review minutes from March and April and check for accuracy</p>	All																														
17/18 -075	<p><b>Matter Arising: Outcome from Succinct Discussions</b></p> <ul style="list-style-type: none"> <li>• Agreed that Succinct will provide secretariat at the cost of £15K for next year, 2019, when ISOPP conference replaces BOPA conference.</li> <li>• KW hold onto Liverpool venue Secured Booking for 2020 as long as possible. But when money needs to be paid will then come to BOPA for decision if wish to keep booking at risk.</li> <li>• Look at next 18<sup>th</sup> months what is needed from management of membership to get a better understanding of what we need to pay for and how this will work and going forward.</li> <li>• Will have potentially go out for tender for secretariat and congress separately prior to 2020.</li> </ul> <p><b>Agreement of key topics for F2F</b></p> <p><i>Other topics for face to face discussion</i></p> <ul style="list-style-type: none"> <li>• SOPs needed</li> <li>• Business module</li> <li>• Digital Plan including website and document storage</li> <li>• Endorsement policy at F2F to be signed off</li> <li>• Sign off SFIs</li> </ul>																															
17/18 - 076	<p><b>Audit and Research Sub Committee Update</b></p> <p>a) Actions and minutes of recent meeting. Book token prize question on budget, from BOPA pot or research pot? Came from Medac previously.</p> <p><b>ACTION: SW to check with Medac if able to support this year.</b></p> <p>b) Abstract Submission – Judging posters CB happy to judge the finalists with SW and Bruce Burnett as in past, SW noted with his BOPA chair commitment and Bursary Scheme would not have time to Judge this year</p> <p><b>ACTION: SW/PC/CB to agree replacement judges</b></p>	SW  SW/PC																														

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17/18-077	<p><b>Community Pharmacy Sub Committee Update</b></p> <p>a) To share ToR and agenda and workplan for f2f meeting.</p> <p>b) Action log: Survey for community pharmacists. Start with members of BOPA and then wider circulation. Circulate the survey in Glasgow (community pharmacy links) to pilot it.</p> <p><b>ACTION Group to prepare survey monkey</b></p> <p>c) Locum fees – cannot get community pharmacist engagement unless locum fess covered. Also may need Jacky Lewis (JL) expertise. Discussed if can pay JL for her time? There are several projects that may need locum cover. Noted would cost £25 (approx.) an hour for locum. Committee agreed sub group needs financial support otherwise community pharmacy group will not progress.</p> <p><b>ACTION FM to prepare financial proposal</b></p>	<p>ComPharm</p> <p>FM</p>
17/18-078	<p><b>Education &amp; Training Sub Committee Update</b></p> <p>a) Actions and recent activity F2F before symposium planned.</p> <p>b) Advance Practice Day Feedback Advanced oncology study day went really well. May need to restructure the day – not open with 2 hours of statistics. In general positive feedback. (No commissioning on the day, stats to have more on the end and working on a trial paper and how impact on practice etc.)</p> <p>c) Intro to oncology – Update All finalised. Why health providing the filming. Post meeting survey to compare the two F2F and digital structure. BT to contact CB for advice on survey wording.</p> <p><b>NMP proposal:</b> to approach future meetings as BOPA master classes. Workshop style learning to provided focused help on specific topics across the country. Work on projects collaboratively. NMP is a priority. First masterclass in NMP proposed for late summer.</p> <p><b>ACTION Reply to BT with feedback on proposal by end of the week.</b></p> <p>Webinars planned: David Thompson in May and ‘data data data’ in Sept.</p> <p>ELearning modules have now got feedback for 50%. Need to know what is happening with eLearning modules as may be changing platforms.</p> <p>Clinical Pharmacy congress: Renal Group had some great hand-outs on common drugs in ARF. Maybe we can do the same for SACT?, i.e. what do you do is encounter SACT on the ward and hand out to all non-oncology pharmacists.</p> <p><b>ACTION: CPC be taken by GAP moving forward.</b></p> <p>CAR-T Position. Add to E&amp;T work plan- BT to assign E&amp;T member to look at this – FM (ensuring conflicts with day job) &amp; SW to advise on scope E&amp;T group to look at what E&amp;T resource needed by end April</p>	<p>BT</p> <p>ALL</p> <p>BT</p> <p>GAP</p> <p>BT</p>

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17/18 -079	<p><b>Advocacy &amp; Publications &amp; Consultations Sub Committee (GAP)</b></p> <p>a) Actions and recent activity First F2F last week. Group have inherited many long standing objectives and need discussion on how to move forward. ToR approved. <b>ACTION SW, IK and RA to discuss historical priorities</b></p> <p>b) NMP Guidelines Discussed under E&amp;T</p> <p>c) Verification Guidelines: Need to ensure that Scotland are included in all consultations. SW to send out for review again so can be used across the country. To be picked up outside of meeting. Quick review and upload and then do a large consultation to include all.</p> <p>d) Consultations NICE guidance on lung cancer pain. Need to put cancer pain to membership as no interest in GAP/Committee. <b>SW to ACTION on forum.</b></p> <p>e) RPS partnership group RPS Accreditation needs SOPs and validation of speakers. IK contributed 5 year vision of cancer pharmacists in the 5 year plan. BOPA presence on third party conferences. Where to put stand items. Suggested a direct email address for each subgroup. Covered in digital SOP for speakers for BOPA – draft out for comment. Need to be shared with all relevant sub groups such as Symposium committee, E&amp;T and GAP: To be signed off at F2F or July. GAP to look at how link to other big meetings and liaise with appropriate subgroups &amp; exec on going.</p>	<p>SW/GAP</p> <p>SW</p> <p>RA/IK</p>
17/18 -080	<p><b>Bursary Sub Committee Update</b></p> <p>a) Actions and recent activity (meeting 8/5/18) Meeting last week and organised F2F what to do and develop ideas and particulars. All candidates have all flight plans etc. Cover costs to airport agreed over email.</p>	
17/18-081	<p><b>Digital Sub Committee Update</b></p> <p>Membership/ Objectives for digital sub committee: Netty &amp; Olga to get names of members from each of sub groups and set up TOR etc. as per other groups. To approach selected individuals e.g. Calum Polwart. <b>ACTION NC/OC to scope membership and TOR</b></p> <p>c) Digital Assets Account Management (twitter, you tube etc) Can have separate emails but there will be a cost involved. Have <a href="mailto:Contact@bopa.org.uk">Contact@bopa.org.uk</a>. GAP would like one. To be discussed at Liverpool. Every SOP to be signed off by chair or deputy chair and just finalised at committee meeting. Every subcommittee have access to SOPs in Dropbox and can comment before sign off.</p>	<p>NC/ OC</p> <p>All</p>

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	<p>Dropbox: free month – please give NC emails and log in. all subcommittees have their own folders and future proof so organised the folders and keep it tidy and clean. Let NC know if any issues.</p> <p>SOPs: These are in Dropbox. SOPs numbers summary sheet, template SOP and SOPs on how to write a BOPA SOP all in Dropbox. List of SOPs that need writing. All to go in and any other SOPs please update the summary sheet in Dropbox.</p> <p>f) Website additional development costs.</p> <p>Need to re-develop the website. Front remains the same but behind it is 'messy.' i.e. during the development of the website it moved from simply Drupel to a very complicated. It is therefore quite user unfriendly.</p> <p>Brandcast have suggested redeveloping the backend of the website. This means we can look after our own website adding pages, as was originally intended. As example the apparently simple addition of extra Tab with Page for Bursary is costing £3 to £5K from Brandcast due to 'messy' backend.</p> <p>Proposal was shared. 20K to redevelop the website, including 8.5K for the e-learning. (600 pages will need to be redone in iSpring). 'How to make a cup of tea sent round as an idea for what to use in the future.' Need to buy license to use this. Two oncology pharmacists can do this to save money. Need 2 licenses to allow 2 pharmacists to update these.</p> <p><b>ACTION: Project group to take this forward, meet with Brandcast, need to prepare a detailed specification and investigate other options.</b></p>	<p align="center">All</p> <p align="right">RD /NC/SW ( &amp; OC)</p>
17/18 - 082	<p><b>Matters rising from emails and work plan</b> Not covered: Lack of time due to focus on detailed catch up from sub groups</p>	
17/18 -083	<p><b>2017/18 Log and Review of actions</b> Not covered: Lack of time due to focus on detailed catch up from sub groups</p>	
17/18 -084	<p><b>Membership / Succinct Secretariat Business</b></p> <p>a) 2018 Renewals Update Some members charged twice - unsure why? Yvonne Blake (Succinct) to email each person direct. All members, regardless if contacted or not will be refunded. YB Looking to see why this happened to ensure not to happen in future.</p> <p>b) Corporate members new agreement Corporate member's new agreement. Email out can be done if BOPA committee agree – normally 3 and if more than committee to agree. FM to send text to Yvonne to add to letter. ToR and letter to be sent by Succinct to remind then to renew. To be approved by SW.</p>	<p align="right">FM/SW/ Succinct</p>
17/18 - 085	<p><b>Treasurer &amp; Financial business</b> Issue with Natwest and bank account as not signed over to RD. Man Chie to pay the expenses this week. Need to get RD on account and then can add SW on later.</p>	<p align="center">RD</p>

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17/18 -086	<p><b>Symposiums and Conference Sub Group</b> Registration now opens. All committee members to register. Planning meeting last week.</p> <p>Agreed on satellite chairs: Have to be BOPA exec or symposium committee or someone who will work closely with the Pharma sponsored and is not paid so has no conflict of interest.</p> <p>Overall chairs: Please inform SD ASCO session on Saturday will be someone from bursary team. SW lead. Abstract presentations: To be discussed with PC separately.</p>	All   All
17/18 -087	<p><b>Committee Governance</b> Not covered</p>	
17/18 -088	<p><b>Partnership and Representation (All)</b> Not covered</p>	
	<p><b>Dates for 2018 meetings Monday 12 -2pm TCON)</b> 9<sup>th</sup> July, 20<sup>th</sup> Aug 17<sup>th</sup> Sept.</p>	