

BOPA Executive Committee Meeting
Monday 10th December 2018 8.30 till 16.30
RM Partners meeting room, St James' Park, London



Minutes of the meeting

Number	Agenda Item	
18/19-001	<p>Formal start of meeting Islam was nominated as time keeper Apologies/Not in Attendance: Fiona MacLean, Susanna Daniels, David Mitchell, Seonaid McLachlan. Welcome to new committee member: David. In attendance: Richard Allen Pinkie Chambers Netty Cracknell Olga Crehan Robert Duncombe Emma Foreman Emma Groves Islam Elkonaissi Bryn Thomas (from item 006) Steve Williamson (chair)</p>	
18/19-002	<p>Reminder of 2017/18 Achievements</p> <ul style="list-style-type: none"> • Strengthened committee structure <ul style="list-style-type: none"> – New Community Pharmacy & Guidelines Advocacy and Publication Subgroups – CP survey to understand baseline knowledge and identify gaps • NMP & Verification Guidelines Updated and republished • Successful BOPA/PRUK award • BOPA bursary scheme opportunity for 10 members to go to ASCO • Developing BOPA's digital strategy <ul style="list-style-type: none"> – Digital group formed – Digital learning survey – Digital champions giving back to BOPA (poster tweets, info graphics etc. – Modernising our e-learning– more agile, quicker, cost effective – Tweet chat to understand barriers to research • Advanced Practice Study Day • Intro to Oncology Course; new approach successful (North and South) • New host/tech support for website (Brandcast media) • Awarded ISOPP19 – London • UK Chemo board collaboration <ul style="list-style-type: none"> – CRUK patient booklet/ Immune Oncology Safety guidance • Protected future committee's from losing organisational memory by developing committee SOP's, standing financial instructions etc. • More transparent committee governance, minutes, workplan • Membership Liaison role 	
18/19-003	<p>Symposium Review and Planning for 2020 a) Feedback Report from Succinct was reviewed by Exec and EF fed back highlights</p> <p><i>Summary from sessions:</i></p> <ul style="list-style-type: none"> • Most popular session by far was Elaine Vickers' immunotherapy talk. • Other sessions which ranked highly were: CAR-T, Poster Discussion Sessions, and clinical updates (especially thrombosis and cardio-oncology). • Delegates commented that they enjoyed hearing about new roles, non-medical prescribing and new models of care 	

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	<ul style="list-style-type: none"> • Two sessions really split the audience: Adherence and the AI debate which people either loved or hated. • Least enjoyable sessions were the Drug Chart to Digital sponsored satellite and the ASCO update. . <p><i>Suggestions for future topics:</i> Acute oncology, cardio-oncology (from an MDT/Pharmacist perspective), Inpatient ward pharmacy, CAR-T, BMT, haematology, renal cancer and Gynae updates, technical services sessions, new roles for oncology pharmacists.</p> <p><i>What would encourage people to attend:</i> More sponsorship, lower fees, more haematology/aseptics/BMT, clinical updates, starting later in the morning on Friday</p> <p><i>Next Steps</i> The topic suggestions above have all been put forward as suggestions for ISOPP 2019 Congress planning committee are taking steps to ensure good quality in the sponsored sessions for ISOPP 2019.</p> <p>b) Decision on 2020 Congress: See 18/19-004 b)</p>	
18/19-004	<p>Membership / Succinct Secretariat Business</p> <p>a) IG governance / Communication</p> <p>Following loss of email distribution list due to Secretariat asking people to opt in and in light of learning from members survey that email preferred option for coms (see 18/19-0xx) Exec discussed how to ensure members received communication vital to organisation. NC suggested that in April 2019 we do not state that people have to opt in for GDPR but that we state they can opt out of non-membership communications. Communications related to BOPA (AGM, Votes for exec) will be sent automatically. The exec supported this position</p> <p><i>ACTION: Chair to raise with Succinct to action.</i></p> <p>What does industry want in a new membership package? Outstanding action from last year (survey of industry members). Group to lead on reviewing the current package and survey results. Need a proposal for how current industry package to change. What more do we need to do to make it more attractive.</p> <p><i>ACTION: FM, SD and RA to review present proposal for changes to industry package in Feb 19 committee meeting.</i></p> <p>b) Secretariat Agreement 2019 and Congress 2020</p> <p>Partnership proposal 2019 to 2020 from Succinct was circulated prior to the meeting. Secretariat Costs 15K +VAT per year upfront for 2019. Agreement to run from 1st Jan 2019 to 31st Dec 2020 with old model for conference and secretariat in 2020. A lengthy discussion took place regarding this proposal. Before voting a summary was asked for all members before voting took place.</p>	<p style="text-align: center;">ACTION: Chair</p> <p style="text-align: center;">ACTION: FM,SD, RA</p>

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	<p>VOTE: Do we want to agree that Succinct will support secretariat for 2019 & 2020 and the conference in 2020 according to partnership proposal 2019-2020? (SW noting already agreed secretariat for 2019)</p> <p>SW: Recommend conference with Succinct in 2020 to allow time to learn from ISOPP and consider how to take forward due diligence for future congress model to ensure best value for BOPA members from 2021 onwards. SW noted that considering 'how and if to tender' for congress provider as part of due diligence would be complex and time consuming, so status quo for 2020 safe option and allows time for exec to explore best options.</p> <p>NC: Consequences of a yes, less financial risk but need to look ahead and plan for 2021 to go to tender for secretariat and symposium. Need to automate membership renewals in 2019. Succinct use a lot of manual time to process membership. Consequences of a no, potentially no secretariat support from 1st Jan 2020 and no conference in 2020.</p> <p>IK: nothing to add</p> <p>EG: Happy for secretariat with 2019. Concerned as committee not have skill set to invest the time to move to new congress model in 2020. If we keep Succinct for 2020 may never change, i.e. stuck in loop as change it challenging– is this an opportunity?</p> <p>OC: Happy for secretariat in 2019. As a committee we do not have time to take charge for a whole symposium in 2020. Less risk going with succinct for 2020 to buy time to prepare.</p> <p>RA: ISOPP we will learn a lot and not prepared for 2020 yet. Need to sign up for 2 years and tender in June for 2021 for 3 year contract.</p> <p>PC: If we go with 2020 then we need a time frame for 2021 and ensure we can tender for 2021. Start process in June 2019. And if no tender goes out then no conference in 2021</p> <p>EF: Time too tight for tender to go out for 2020. Need to start writing the tender in early 2019 so we have plenty of time. The conference is a big thing for BOPA as that is a big part of what we are. If there is no conference then risk of no BOPA.</p> <p>RD: Need to think about 2021 going forward. Before 2021 need online membership renewals. Do need a conference? Do not have the time at the moment to be able to change model before 2020. The current model is low risk finically as no underwriting costs. Succinct carry this risk.</p> <p><i>Discussion:</i> Succinct will make the conference a success as it is their reputation as well as ours. They do deliver excellent product. They would want to make money off the conference so in their best interest to make it a success. Our members are happy with Succinct conference but wish exec to ensure current model if best value financially.</p>	

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	<p>VOTE Results: Do we want to agree that Succinct will support secretariat for 2019 plus 2020 and the conference in 2020 according to partnership proposal 2019-2020? (Voted with paper) simultaneously</p> <p>Richard Allen - yes Pinkie Chambers- yes Netty Cracknell - yes Olga Crehan - yes Robert Duncombe- yes Emma Groves - yes Islam Elkonaissi - no Steve Williamson- yes Emma Foreman – yes</p> <p>Summary:</p> <ol style="list-style-type: none"> 1. BOPA will go out for tender in 2021 for secretariat and conference. 2. Can companies give us standard fee for conference? Need to specify this out. This is a huge amount of work. 3. 2021 to tender but ask membership what they want from a conference. <p>Need a task and finish group for BOPA 2021, spec and tender (at least 3 companies). Ask what organisation, risk share, who does what etc. To then determine what partner to work with and then the organisation committee after this as normal.</p> <p>ACTION: Task and finish group to take forward due diligence and review of congress model formed RD, EF, IK, FM</p> <p>RA to lead Organisation committee for Liverpool 2020</p> <p>The future business model of BOPA was discussed and do we need a consultancy company to help us plan for the future? SW noted ISOPP, HOPA, UKCPA have done this. Should BOPA?</p> <p>Questions/Points raised:</p> <ul style="list-style-type: none"> • ISOPP, HOPA, UKCPA are much bigger organisations. • Core function of BOPA: education and support. How is the best way for us to achieve these aims? <ul style="list-style-type: none"> Digital media to promote and support: <ul style="list-style-type: none"> • Conference • Share ideas • Develop education materials. • If we want to go out for tender for a conference – do we use someone to help us? Will we necessarily get a better arrangement than we have? • BOPA are dependent on Succinct for managing the membership. Which they do manually. Can we get to the point where this is done electronically and not done manually? • Should we use Ooda or similar company to structure out the plan for 5 to 10 years for BOPA or can do this in house within the committee and the membership. • Are we delivering best value for money? how do we demonstrate this? • When was the last time BOPA went out to tender for our symposium? • Do we have the knowledge and skills to be able to take BOPA forward for the next 5 to 10 years. How do we get there from where we are now to where we want to be? 	<p>ACTION: RD, EF, IK, FM)</p>

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	<p>Decisions: Look at costs of external company. Ask them what they would look at for BOPA and what would you look at (similar to UKCPA). ACTION: IK to feedback at Jan meeting</p>	ACTION: IK
18/19-005	<p>Treasurer& Financial Business</p> <p>Update on Current position from RD and Budgeting for 2019</p> <p>a) Projected income 2019</p> <p>BOPA has approximately £60K in current account, £18K in reserve account and £80K in Scottish Widows account.</p> <p>Exec considered how we budget this for next year. Income last year was £77K from memberships but discussed if this could be lower due to ISOPP? (As BOPA congress usually boosts memberships). RD advised is budget on lower projected income. £50K safer.</p> <p>Noted ISOPP members (subscription £120) will get same discount as BOPA (subs £70) members at the symposium. Therefore still some encouragement to join BOPA to received reduced fees for congress.</p> <p>b) ISSOP contingency plan</p> <p>We have to underwrite the £52K max liability. This risk is diminishing as 2 corporate sponsors and more are interested.</p> <p>c) Update and budgets</p> <p>Committee are committed to reduce the costs of BOPA committee meetings. This meeting used free meeting room and cheaper travel to London. Less overnight stays and hotel costs reduced.</p> <p>On-going revenue charges for annual costs:</p> <ul style="list-style-type: none"> • WebEx subscription • Survey Monkey subscription • Website maintenance • Indemnity insurance = £600 <p>What do the members currently see for their money:</p> <ul style="list-style-type: none"> • Intro to oncology course(s) • Website (not fit for purpose) • Out of date e-learning material 	

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	<p>Worst case scenario financially (noted this is highly unlikely but a useful exercise for Exec to undertake to increase the understanding of finance and potential risks.)</p> <p>Assume no membership renewal for 2019 (no more income) and ISOPP cancelled due to lack of interest: BOPA's liability would be (cost Inc. VAT)</p> <table border="1" data-bbox="280 488 1267 837"> <thead> <tr> <th>Item</th> <th>Cost</th> <th>Running total (158K)</th> </tr> </thead> <tbody> <tr> <td>Secretariat</td> <td>18K</td> <td>140K</td> </tr> <tr> <td>Committee expenses</td> <td>10K</td> <td>130K</td> </tr> <tr> <td>Website hosting and annual costs (see above)</td> <td>10K</td> <td>120K</td> </tr> <tr> <td>Prizes for research</td> <td>10K</td> <td>110K</td> </tr> <tr> <td>Loss from ISOPP</td> <td>50k</td> <td>60K</td> </tr> <tr> <td>Intro and other courses</td> <td>5K</td> <td>55K</td> </tr> <tr> <td>New Website and digital content</td> <td>40-50K</td> <td>£5K</td> </tr> </tbody> </table> <p align="center">For worse case scenario can cover all obligations and leave £5K.</p> <ul style="list-style-type: none"> • Therefore BOPA has money to invest for the benefit of our membership (new website and digital content). • Need to make sure that the bursary/digital sponsorship money is spent on the 2 year digital strategy. Need to support digital strategy and digital content. New Website would support this. • To sustain BOPA for next 5 years exec agreed to keep the 80K in Scottish widows in reserve. • All sub-committee groups need to see costs of BOPA as well as the membership. ACTION: All subcommittee chairs • During website discussion RD noted the risk of having unlicensed images on our site, SW noted he had guidance on Creative commons' rules on images he could share to send out a copyright on images to all members: • ACTION: SW share creative commons 	Item	Cost	Running total (158K)	Secretariat	18K	140K	Committee expenses	10K	130K	Website hosting and annual costs (see above)	10K	120K	Prizes for research	10K	110K	Loss from ISOPP	50k	60K	Intro and other courses	5K	55K	New Website and digital content	40-50K	£5K	<p align="center">ACTION: sub committee chairs</p> <p align="center">ACTION: SW</p>
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18/19-006	<p>Committee Governance (part 1)</p> <p>a) Agreement of Exec Committee Roles for 2018/19</p> <ul style="list-style-type: none"> • GAP chairs: IK and RA to continue for 2019. 2020 RA to stand down • Congress 2019 EF & RD, then 2020 RA take over congress lead • E&T: BT to continue for 2019, OC to continue as vice chair. Need to think about chair for 2020. • Digital: NC to continue for 2019. • A&R: PC and Jennifer Laskey (JL) to co-chair for 2019. • Industry lead: SD • Community Pharmacy: FM • Technician rep: DM <p>All the chairs of the subcommittee to attend the exec meeting with no voting rights. Can Skype/Zoom for where people cannot attend in person. ACTION: Chair to invite them to meetings</p> <p>b) New to Oncology update</p> <p>EG to contact the subcommittee leads and have minutes for each subcommittee. She can then help in specific projects in each subcommittee. ACTION: subcommittee chairs to email EG the mins of the meetings</p>	<p align="center">ACTION: Chair</p>																								

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	<p>each time.</p> <p>c) Election/ succession planning Honorary Officers</p> <p>i. Secretary – Pending people if anyone to do it. If not list of names for people to take mins for upcoming year and NC to continue as secretary. ACTION: NC</p> <p>ii. Treasurer – Rob to finish in 2020. So from Oct 2019 to start Treasurer handover.</p> <p>iii. Vice Chair – Due to constitution this needs to be in place. PC to continue to do this.</p> <p>iv. Chair</p> <p>SW announce that due to been appointed to new role (2 year secondment) with NHS England, SW could not continue as BOPA chair as this presented a conflict of interest. SW felt he could not be seen to represent BOPA members as head of a 'Practice Interest Group' whilst being a part of national lead commissioning team for SACT making decisions that affect the practice of a large proportion of members. (those based in England)</p> <p>Feb T-Con will be last with SW as chair to allow handover.</p> <p>Discussion was then had on options for Chair from February. Noted the constitution states chair has to be NHS or HEI, therefore NC (private healthcare employee), RA, SD and FM (pharma industry employees are excluded from becoming chair. Discussion was had on if constitution could be amended, concluded this had to happen at AGM (Oct19) as was a significant change.</p> <p>Agreed to appoint interim chair Feb19 to October 2019 then review.</p> <p>Three members declared interest in interim chair role at meeting EF, SM and NC. Noted that NC was excluded as this moment due to constitution (see above) but was free to propose change in constitution at AGM to be able to be considered in October 2019.</p> <p>Need to ask exec committee if anyone else is interested and if more than 2 people then will need to have an election.</p> <p>ACTION: Any interested people to email SW by Friday 14th Dec. ACTION: SW to then email out to all regarding voting (constitution required exec to vote for chair)</p>	<p><i>ACTION: subcommittee chairs</i></p> <p><i>ACTION: NC</i></p> <p><i>ACTION: ALL</i></p> <p><i>ACTION: SW</i></p>

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	<p>d) Future Proofing the Exec committee and avoiding a 70% turn around in committee in 2020. Leaving date summary:</p> <table border="1"> <thead> <tr> <th>Name</th> <th>Year to stand down</th> <th>Likely to re-elect</th> </tr> </thead> <tbody> <tr><td>Richard</td><td>2020</td><td>1 year work dependant</td></tr> <tr><td>Pinkie</td><td>2020</td><td>1 year or yes</td></tr> <tr><td>Netty</td><td>2019</td><td>No (but would stay on in 2020 as digital committee chair to complete website)</td></tr> <tr><td>Olga</td><td>2020</td><td>Don't know</td></tr> <tr><td>Robert</td><td>2020</td><td>Not for re-election (served two terms)</td></tr> <tr><td>Emma G</td><td>2020</td><td>Feel very demanding and have no time at work (might leave 2019)</td></tr> <tr><td>Islam</td><td>2020</td><td>yes for re-election</td></tr> <tr><td>Bryn</td><td>2019</td><td>No</td></tr> <tr><td>Steve</td><td>2019</td><td>Oct 2019 (Feb 2019 leave as chair) Currently not planning to re-stand</td></tr> <tr><td>Emma F</td><td>2020</td><td>Yes</td></tr> <tr><td>Fiona</td><td>2020</td><td>Not at meeting</td></tr> <tr><td>Seonaid</td><td>2020</td><td>Not at meeting</td></tr> <tr><td>David</td><td>2021</td><td>Not at meeting</td></tr> <tr><td>Susanna</td><td>2020</td><td>Not at meeting</td></tr> </tbody> </table> <p>Who is coming off and when needs to be planned so no more than 50% of the committee can come off in one year. Committee have power to vote for whom to have 1 year extension so not a large turn over in one year. (2020) Unanimous decision, committee noted this was positive decision to rebalance to high turnover every three years, (see table below) but on-going vigilance and flexibility was needed as 'things change'.</p> <table border="1"> <thead> <tr> <th>Name</th> <th>Year to stand down</th> </tr> </thead> <tbody> <tr><td>Netty Cracknell</td><td>2019</td></tr> <tr><td>Bryn Thomas</td><td>2019</td></tr> <tr><td>Steve Williamson</td><td>2019</td></tr> <tr><td>Richard Allen</td><td>2020</td></tr> <tr><td>Olga Crehan</td><td>2020</td></tr> <tr><td>Robert Duncombe</td><td>2020</td></tr> <tr><td>Emma Groves</td><td>2020</td></tr> <tr><td>Fiona</td><td>2020 - TBC</td></tr> <tr><td>Seonaid</td><td>2020 - TBC</td></tr> <tr><td>Susanna</td><td>2020 - TBC</td></tr> <tr><td>Pinkie Chambers</td><td>2021 – continuity for A&R</td></tr> <tr><td>Islam Elkonaissi</td><td>2021– continuity for GAP</td></tr> <tr><td>Emma F</td><td>2021 – continuity for symposium</td></tr> <tr><td>David</td><td>2021</td></tr> </tbody> </table> <p>EF, IK and PC extended by 1 year now officially 2021 leaving, ideally need 1 or 2 more of 2020 leavers to either stand down early 2019 or extend until 2021. <i>Action: SW to ask FM, SM and SD to ask if they wish to stand for another year, to then revisit in January.</i></p>	Name	Year to stand down	Likely to re-elect	Richard	2020	1 year work dependant	Pinkie	2020	1 year or yes	Netty	2019	No (but would stay on in 2020 as digital committee chair to complete website)	Olga	2020	Don't know	Robert	2020	Not for re-election (served two terms)	Emma G	2020	Feel very demanding and have no time at work (might leave 2019)	Islam	2020	yes for re-election	Bryn	2019	No	Steve	2019	Oct 2019 (Feb 2019 leave as chair) Currently not planning to re-stand	Emma F	2020	Yes	Fiona	2020	Not at meeting	Seonaid	2020	Not at meeting	David	2021	Not at meeting	Susanna	2020	Not at meeting	Name	Year to stand down	Netty Cracknell	2019	Bryn Thomas	2019	Steve Williamson	2019	Richard Allen	2020	Olga Crehan	2020	Robert Duncombe	2020	Emma Groves	2020	Fiona	2020 - TBC	Seonaid	2020 - TBC	Susanna	2020 - TBC	Pinkie Chambers	2021 – continuity for A&R	Islam Elkonaissi	2021– continuity for GAP	Emma F	2021 – continuity for symposium	David	2021
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	<p>Constitution to be amended regarding chair and treasurer and how long they can be on the committee. It is also quite hard document to understand and there are anomalies such as what is a working group and what is a subcommittee. To be completely reviewed.</p> <p>ACTION: SM /plus nominate lay person (TBC) to write in plain English.</p>	
18/19-007	<p>Audit and Research Sub Committee Update</p> <p>a) Update on Work plan / Action log items update</p> <p>A&R subgroup meeting was last week</p> <p>b) 2019 Priorities</p> <ul style="list-style-type: none"> • Disseminate good research practice through website and via a quarterly newsletter. This will highlight publications by members • Collaborations with E&T on training, running a critical appraisal study day in June • Abstracts for conference will be with ISOPP • PRUK award increased to £10,000 - Melanie Dalby will facilitate • development of research community as difficult to increase numbers on subcommittee. • develop searchable abstract database 	
18/19-008	<p>Community Pharmacy Sub Committee Update *</p> <p>a) Update on Work plan / Action log items update</p> <p>The group met F2F at BOPA, 13th October 2018.</p> <p>b) 2019 Priorities</p> <ul style="list-style-type: none"> • Work with BOPA to investigate, establish and approve routes of external funding and endorsement of training materials • Identification of training needs of community pharmacists to support patients in the community who have cancer. • Identify existing resources which could be used for CP training • Produce a training package to meet these training needs. 	
18/19-009	<p>Education and Training Sub Committee update</p> <p>a) Update on Work plan / Action log items update</p> <p><i>Introduction to Oncology</i></p> <p>OC leading on transfer of 2018 course film footage to digital format. Noted had been significant delays in receiving edits of footage from contractor Whyhealth. Committee discussed time impact on E&T of continuing to pursue outstanding work. RD to check terms of agreement.</p> <p><i>2019 face to face Introduction to Oncology Course:</i></p> <p>Jenny Allen leading with OC. Face to face program will stay as in 2018 due to delay in developing footage. Intention was to supplement 2019 course with online footage from 2018 sessions to free up time during the face to face day for more workshop style activities. However this is not possible due to delays receiving edited film footage for online use.</p>	

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	<p>Christie Hospital booked 31/05/19 for 1st Introduction to oncology course of 2019. Committee agreed that 2nd Intro Course would be held in London on the Thursday prior to ISOPP/BOPA conference.</p> <p>Committee agreed attendance to the Intro course would be free to BOPA members, but to pay cancellation fee for non attendance. Non-BOPA members would be charged a fee above the cost of BOPA membership fee to encourage new membership.</p> <p><i>Critical Appraisal Study Day</i></p> <p>Alkesh Patel and Ben Newth leading. Provisional date of July 2019. Venue London UCLH. Pinkie Chambers delivering teaching on the day. Planned attendance: 15 - 20 people</p> <p><i>Objectives of Day</i> Understand data presented - numerical and categorical Understand probabilities and tests for the above groups of data Understand tests used to compare groups and which is used when and limitations Understand different regressions when used and where and sample sizes.</p> <p><i>Advanced Practice Non-medical Prescribing - BOPA Masterclass</i></p> <p>Simon Purcell and Penny Daynes leading. Planned for Sept at Christie. In process of booking venue. Day will be half speaker presentations, half workshop with set activities. Positive interest in full day NMP workshop according to feedback from symposium workshop.</p> <p>Aim to bring Critical Appraisal Study Day under Masterclass next year.</p> <p>Aim for 2 Masterclasses per year. Different topics but same structure. I.e. Half day lecture style presentations and half day interactive workshop / skill development activities.</p> <p><i>ASH update Webinar</i></p> <p>Aiming for Jan / Feb 2019 Currently approaching speakers TBC</p> <p><i>Data, data, data webinar</i></p> <p>Alkesh Patel leading. To be delivered end of Jan by Jeniffer Laskey and Andrea Preston. Webinar will look at how we are using routinely captured data to describe outcomes in CMOP (Cancer Medicines Outcome Program).</p> <p><i>National BMT training package</i></p> <p>Lead Charlie Clark, Anne-Marie and Jayne Davis working with Nick Duncan to develop package. BMT meeting last month in Birmingham. Aim to agree draft proposal for training package at meeting. Charlie to bring update to next E&T face to face meeting.</p>

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18/19-010	<p>Guidelines, Advocacy & Publications Sub Committee</p> <p>a) Update on Work plan / Action log items update IE updated the group on GAP's priorities:</p> <ul style="list-style-type: none"> ○ RPS accreditation ○ 5-year forward view ○ Standardising presence at other conferences ○ SOPs and governance ○ Responding to consultations <p>RA updated the group that the RPS no longer accredits organisations but rather specific courses. RA highlighted concerns from GAP over the new accreditation programme for the RPS. This includes:</p> <ul style="list-style-type: none"> ● Resource impact for accrediting individual courses ● Risk if some courses accredited and not others <p>An assessment will be carried out by GAP when more details are available from the RPS, which will then be reported to the EC for approval or further discussion.</p> <p>IE clarified that work is underway to get the 5-year forward vision completed and ready for ISOPP 2019.</p> <p>E&T to review SOP and send final versions to EC in a timely manner.</p>	
18/19-011	<p>Digital Sub Committee</p> <p>a) Update on Work plan / Action log items update</p> <ul style="list-style-type: none"> ● Have met by TCON ● Have agreed a draft strategy, workplan and ToR. Will send out to exec once approved ● Looking at having a rota for social media within the committee as this is taking up more and more time and we need to be responsive as a committee <p>b) 2019 Priorities</p> <ul style="list-style-type: none"> ● Website, website, website ● Study day regarding digital safety and utilisation for members – to be tested on digital committee then rolled out to members. ● Social platform engagement and rota ● Social media policy to be written 	
18/19-012	<p>Website Options Appraisal</p> <p>a) Feedback from meeting with vendors / spec and options appraisal and costs given by NC.</p> <p>Options appraisal sent out via email before meeting. Estimates costs of £30-40K for website. Digital content update will cost separately.</p> <p>To take forward: Update draft options appraisal with comments from those present at meeting. Send out to all exec with 1 week response to send in comments and agree/disagree with recommendations.</p>	<i>ACTION: AL</i>

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Minutes of the meeting

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	<p>NC to write an agreement with the independent advisor (Doug Baker) if he is happy to continue to support the project. To include that any conflict of interests are declared and that nothing will be paid for in return of his help and advice. ACTION: NC</p> <p>To set up a website working group to consist of: Netty Cracknell Calum Polwart Marcus Warner Olga/Bryn (E&T) Doug Baker Steve Kelly (to ask) ACTION: NC</p> <p>Digital content: Can start migrating over the content now into iSpring. Need more licenses for a short period of time to take over content. Then just 2 licenses going forward. ACTION: NC to contact company to ask if an arrangement can be made for this situation and the costs involved.</p> <p>Aim is to get a new website with updated content in place before Sept. 2019</p>	<p><i>ACTION: NC</i></p> <p><i>ACTION: NC</i></p> <p><i>ACTION: NC</i></p>
18/19-013	<p>Setting priorities for 2018/19</p> <p>a) Review of Member Survey findings Results were discussed which where circled prior to meeting. was a really useful and informative exercise. To complete every year but questions modified as to what is currently needed.</p> <p>Decisions: ACTION: NC to produce an A4 report summary to go with results spreadsheet. ACTION: BT and NC to set up webinar to discuss results with any interested members in new year.</p> <p>b) Reminder of 2017/18 Action Log Priorities</p> <p>i. Standardised verification Training</p> <p>This was a number 1 priority for the membership. Therefore need to set up task and finish group to work on this. SW volunteered to chair group after stepping down as chair. Noted been on agenda for a while, desire is to produced similar document to Nurses passport. Will facilitate staff moving and no need for re-accreditation. Need the support of UK Chemo Board.</p> <p>BOPA to work with RMPartners on taking forward work already onging in London to avoid duplication. AIM To have a core workbook and modules.</p> <p>SW to collate examples of verification training programmes from all over the country. Currently there is a mix of local SOP an generic training themes. Programmes use mock scripts and cases vs. logs of supervised checking.</p> <p>ACTION: SW, BT, NC private rep, EG as new to oncology, OC for Ireland, SM for Scotland, BT and EF link to RMP to be on task and finish group.</p>	<p><i>ACTION: NC</i></p> <p><i>ACTION: BT, NC</i></p> <p><i>ACTION : SW, BT, NC, EG, OC, SM.</i></p>

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	<ul style="list-style-type: none"> ii. Build digital educational content for GAP & E&T- covered above iii. Website - covered above iv. ISOPP19 Conference- covered below v. Due diligence (congress and secretariat) - covered above vi. financial planning - covered above vii. business infrastructure - covered above viii. 'organisation with a memory - covered below <p>c) Agree 2018/19 Priorities – not covered. To summarise from this meeting and present at Jan TCON. ACTION: SW</p>	<i>ACTION: SW</i>
18/19-014	<p>Treasurer & Financial Business (part 2)</p> <p>a) Financial Budget Setting for 2018/19 Priorities – covered above</p>	
18/19-015	<p>Committee Governance (Part 2) Secretary's report</p> <p>a) SOP's Progress Update See GAP comments above</p> <p>b) Digital document Storage Annual Dropbox subscription in place with RC. NC can provide access.</p> <p>c) Increasing Technician involvement To do with David: ACTION: PC/SW to meet/discuss with DM.</p> <p>d) BOPA Ambassadors proposal follow up ACTION: GAP to take this forward</p>	<p><i>ACTION: PC/SW</i></p> <p><i>ACTION: GAP</i></p>
18/19-016	<p>Review of Current Business Model</p> <p>a) Review of charitable status responsibilities Man Chie has done the accounts and this needs to be uploaded to charity website. ACTION: RD</p> <p>b) Liability Insurance RD to look at what are we paying for. Feedback at Jan/Feb meeting. ACTION: RD</p> <p>c) Future commercial partnership arrangements – covered above</p> <p>d) Congress Model post 2020– covered above</p> <p>e) Secretariat Model post 2020– covered above</p>	<p><i>ACTION: RD</i></p> <p><i>ACTION: RD</i></p>
18/19-017	<p>Partnership and Representation (All)</p> <p>a) ESOP – ECOP No UK representation this year. Should send someone from committee. Discuss next meeting. ACTION: SW to add to agenda for next meeting</p> <p>b) International groups HOPA/ ISOPP Keep working together.</p>	<i>ACTION: SW</i>

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	<p>c) UK groups: SOPPG /IPHOS /POP SM is the link for SOPPG OC is link for IPHOS going forward POP chair to keep links. Vicky chair and Lucia on E&T subcommittee.</p> <p>d) NHS England Chemo CRG* SW sits on it as pharmacy rep and so need a new rep for Chemo CRG. EF to represent BOPA on this going forward. ACTION: SW and EF</p> <p>e) UK Chemo Board PC to continue with this</p> <p>f) Cancer Consultant pharmacist group* EF to link to BOPA on this</p> <p>g) Proposal from Clinical pharmacy congress CPC would like a full stream on this. Committee concerned about taking sponsorship from BOPA/ ISOPP and the conference this year. We can offer two sessions as previous years. ACTION: SW to feedback to CPC</p> <p>h) Oncology Forum 2019 Agreed not to do this as need a full day meeting. Offer for free attendance for all BOPA members. Some of the committee members will be in attendance. To be held in Brighton.</p>	<p style="text-align: right;"><i>ACTION: SW and EF</i></p> <p style="text-align: right;"><i>ACTION: SW</i></p>
18/19-018	<p>ISOPP 19</p> <p>a) Current Agenda Registration fee to be determined in Jan when the corporate fees are clearer to see if we can get the registration costs down. ACTION: EF and RD</p> <p>b) Planning committee update Presentation sent prior to the meeting. Ahead of time at present.</p> <p>c) Decisions: Costs, Boat trip, funding 2018 winners Boat trip – Sea to Sky to come back with prices. ACTION: EF and RD to work with Sea to Sky</p> <p>d) Posters and R&D judging No doing e-posters and have printed posters.</p>	<p style="text-align: right;"><i>ACTION: EF RD</i></p> <p style="text-align: right;"><i>ACTION: EF RD</i></p>
18/19-019	<p>AOB (time permitting) None</p>	
	<p>Dates for 2019 Meetings (all T-cons 12-2pm Mondays)</p> <p>Jan 14th, Feb 11th, Mar 11th, April 8th May 13th – Face to face London June 10th, July 8th, Aug 19th, Sept 16th</p> <p>ACTION: E F to check with Kirstie and hold the 13th may.</p>	<p style="text-align: right;"><i>ACTION: EF</i></p>