

## Executive Committee Action Log 30 Sep 2018

This logsheet is record of all work streams the BOPA Exec have discussed, it is noted that there may be too many actions for Exec to accomplish therefore the exec will prioritise the most important workstreams (in blue)

Number	Agenda Item	Action Required/ Description of Issue	WHO	Due Date	Progress Report
010	16/17-010 & 17/18 001	Mentoring Scheme	SM CB	Jan18	Mar18 need update Need to decide scope and focus (longer term goal BOPA role to facilitate)
013	16/17-012	CPPE develop links and training package	NC/FM	Dec 18	FM will discuss community pharmacy training packages with CPPE
014	16/17-012	Update RPS oral Chemo position statement	SW/JL/FM	Jan 19	Deadline extended to Jan 19 as given to new Community Group (FM)
020	16/17-015	Renal & Hepatic Dose document –support UCH to update and explore BOPA paying locum to do this	SW/PC	Mar 17	July 17 – UCH updating, to publish copies on BOPA site and publicise Dec17 to PC track progress
035	16/17-040 17/18-009C	Become RPS accredited trainer- resubmit revised application	SP/BT/OC	Mar 19	Update Jan18 BT taken over responsibility Aug18 deadline extended
053	17/18-007	Review of corporate membership ToR, survey needs and update benefits and package information	SD/FM	Dec 18	Review done: Survey underway sept18. Results will be presented to the Committee by end Dec 18.
062	17/18-013	Paediatric Module update	E&T	Oct 18	Aug18: Competed but needs uploading negotiating with Broadcast
67	17/18-015	List of potential SOPS and standards	All	Nov 18	JU18 NC produced on Dropbox SW to review and assign authors (new objective) Aug18 deadline extended
68	17/18-015a	Develop standardised Consultation process for guidance etc.	A&D/SM	Mar 18	April18 SW drafted: to hand over to GAP
77	17/18-032	PRUK awards 2018 Process	PCR&D	Sept 18	Sept18: To agree finances:1 award for 2019
79	17/18-050	Verification guidance supporting document update to include reference to E-Rxing	SW/A&D	Aug 18	Updated and sent for expert consolation in Feb18 SW to update with comments, GAP to review and approve (extend deadline 2 months)

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80	Jan 18 Email	Secure document storage and committee workspace	WH/NC	Apr 18	May18 DropBox account set up: to agree access and approve cost
81	Jan 18 Email	Develop a Digital Strategy Document: Publish and Share with Members (linked to 95 & 112)	NC/Dig (All)	Dec18	JAN18 SW draft produced June18 no progress as wait website Sept18 Digital group have task- SW shared outline draft for discussion: new Date given
83	Jan 18 Email	Endorsement Policy for using BOPA logo (E&T etc.)	E&T/SW	Mar 18	Jun18 Discussed and agreed final scope SD to finalise SW/NC to publish on site
84	Dec 18 Email	Workforce Strategy– need to review and look at engagement	PC/A&D/All	April 18	April18 Ongoing
89	March Meeting	ISOPP Planning Committee to form and involve E&T, Dig and A&R as appropriate: key decisions to bring to Exec	RD/EF	Ongoing	
88	March 18 Email	Review and update membership forms for 2019	SM	Dec 18	
91	17/18-042c	Potential medicine shortages position statement (? with Bruce Burnett and Calum Polwart)	RD	Dec18	Aug18 Uncertain risk: support Interested BOPA members to take ownership and BOPA can “endorse” but not write.
93	17/18-048b&c	‘Digitalisation’ / filming of advanced practice and Intro course	BT/SM/OC	Oct18	June18 Filming done 2 providers: await outputs
94	From 17/18	RPS Accreditation task and finish group	E&T		Sept18 needed update on actions
95	17/18-052	‘Bite’ sized digital topics for website/ UTube/Vimeo channel <ul style="list-style-type: none"> <li>NE pilot Autumn18</li> <li>Post congress content generation session</li> </ul> ((linked to 81))	E&T/Dig SW/OC/EG E&T/Dig	Dec 18	SW to prepare paper post bursary For digital subcommittee when formed Sept 18: Need discussion on which video content most valuable / useful to invest in.
96	T-con May	Transition Task and Finnish group to look at options for secretariat and congress moving forward.	FM/SM/RD/SW	Ongoing	Aug18: noted as major priority requiring significant resource

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98	17/18-062	BOPA input into CPA Co-morbidities training (to include cancer as a co-morbidity)	IK/GAP	tbc	Need Update
99	17/18-064	Brandcast list of outstanding tasks for website from 40 hours included in contract.	NC	Sept18	
100	17/18 - 075	Congress Booking 2020: To decide if keep Liverpool at risk once succinct can no longer hold		Oct 18	Succinct to inform when have to make final decision
103	17/18-077b	Survey for community pharmacists.	FM/Com	Ongoing	CP subgroup will take ownership of this
105	17/18-078	Master class for NMP (plus on-going master class series)	E&T	Jul18	
106	17/18-081	BOPA email account: Set up and then agree how to use	All/NC	Jul18	Set up but need discussion at F-2-F
107	17/18-081	Use of in iSpring software to replace e-learning functionality Linked to 112	E&T/ Dig/NC	Dec 18	
108	17/18-091	Options appraisal for Future Business model Linked to 96, 113 and 119	Tran	Dec18	Linked to Action 96
109	From May Email	Research Thread on delivering digital education <ul style="list-style-type: none"> <li>Assessment on Intro compare with digital course</li> <li>Write proposal / set questions</li> <li>Literature review to inform E&amp;T direction and R&amp;D</li> <li>Write up and publication of Digital Survey</li> </ul>	SW/PC/BT/ E&T SW/SM SM/PC SW +?	Ongoing Nov18 May18 Dec18 Dec18	
111	17/18-092	Post Bursary Feedback report and assessment of impact	Bursary Com	Sept18	
112	17/18-092	Re-development of website by Brandcast to fix back end Linked to 107	NC/Dig	Jul 18	Substantive WorkStream
113	17/18-092	Legal guidance on how to prepared standard contracts for services from 3rd party providers (linked to 96, 108 and 119)	RD/FM/SM/SW		
114	17/18-092	Annual Financial Planning/ Budget setting to be set up Plans submitted for budget setting at Dec F-2-F	RD/FM	Dec18	Sept18: To be agenda item for Dec18 F-2-F

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115	17/18-097a	Evidence based series request_ respond and receive detailed proposal	SW	Sep 19	Need to be prioritised: likely to not have resources
116	17/18-097c	Explore developing chemotherapy Passport from London Cancer Alliance Training Program – develop action plan	EF/SW/E&T	March 19	Link to RMPartners who are updating LCA workbook with a view to rolling out nationally Sep18 SW&EF agreed plan
118	17/18-098	Membership for low income country pharmacists	SW/All	Dec19	
119	17/18-098	BOPA Ambassadors – prepare list and contact, prepare coms for members	TBC	Oct18	
120	17/18-099	Investigate options and cost of liability insurance (linked to 96, 108 and 113)	RD & Trans	Dec18	
121	Email Sept	Complementary Medicines Position Statement (Leeds and RMP to work together and produce document for BOPA endorsement)	EF/SW/GAP	Dec19	

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### Completed Actions

Number	Agenda Item	Action Required/ Description of Issue	WHO	Due Date	Progress Report
004	16/17-004	Develop website automatic newsletter	SK	Mar 17	Abandoned Website Provider not able to deliver
007	16/17-007	Revert to postal voting rather than survey monkey for committee member election in 2017	KW	July 17	DEC17 – Need to produce SOP for Election Process
008	16/17-008	Chemotherapy patient held book to be taken to National chemo board to take forward jointly	SP	Jan 17	DEC17 – Follow progress July 18 S.Purcell to present at Congress
019	16/17-015	Support University Liverpool's Cancer Drug interactions site	SW	Apr 17	BOPA endorsed - ? need reviewers in future: Await contact from Liverpool
026	16/17-026	Review and Upload/ develop update work plan for documents from old website	SW/ All	Mar 17	Jan 17 – task for new consultation and reference group Dec 17 for new Documents advocacy group Aug18 content reviewed (historical interest old news etc., so not a priority)
029	16/17-032f	Workforce survey	ME	Apr 17	Jan 18 Update: Need to get data and review Aug18 abandoned data out of date
031	16/17-033	Support RPS with BOPA members to review portfolio	HF	On-going	
034	16/17-040 & 17/18-035 e	Develop links with SOPPG	SW/ SM	May18	Update Jan18 SM to facilitate/be BOPA link
043	16/17-092d	ISOPP19 stage 1: Decision/ Stage 2 application	SW/RD	Dec 17	
044	17/18-002a	finalise constitution and publish on website	SW	Jan 17	
045	Post Symposium	Memento photo for old committee	SW/KW	Dec 17	
047	17/18-002a	Finalise design & Deliver Fellowship Certificates to 2017 fellows (past chairs)	KW/SW	Dec 17	
048	17/18-002c	Subcommittee chairs to introduce new meeting format	SW/BT/PC/IE/	April 18	Done

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050	17/18-002e	Finalise Technician Representative	SW/PC/SM	Jan 18	Jul18 To formalised via 18/89 election process Completed to be announced at Oct18 AGM
049	17/18-002c	develop standardised terms of reference	SW/NC	Jan18	
051	17/18-004	Treasurer handover	MC/RD/SW	Dec 17	May18 ongoing problems Natwest
052	17/18-007	Set up UK only mailshot list	KWSC	Dec 17	
046	17/18-002a	Produce Fellowship application and selection guidelines	SM/SW	Mar 18	Jul18 Proposal for committee to agree AUG 18 To appoint judging panel
054	17/18-007	membership survey on digital education (coordinate questions with E&T committee and R&D committee )	WH/SW/EG	Jan 18	
055	17/18-008	Form 2018 Symposium Committee	KW/SD/NC	Dec 17	
056	17/18-009b	CPCongress:- BOPA sessions speakers Organise and man Stand	BT/OC/IE/EG	Dec 17 April 18	Penny Daynes did last year so can help GAP to take responsibility in future
057	17/18-009b	Reformat Intro course – Planning & Funding &venue agenda	BT/OC		
058	E&T 2017	Advance Practice Course	BT/IE		Ran Successfully
059	17/18-011	Set up community committee subgroup 1 <sup>st</sup> meeting	SW/FM	Feb 18	Completed. Subgroup established.
061	17/18-011	SW share list idea's for A&D Group	SW/IE/RA	Jan 18	SW to discuss GAP workplan priorities and use of documents section of website with RA/IK Catch up SW/RA sept18
063	17/18-013c	Confirm POP fee structure	SW/KW	Jan 18	
064	17/18-013g	UK Chemo board Handover	SW/PC	Jan 18	
065	17/18-014	Options for secretariat support for 2019 (ISOPP year)	SC/RD/SW	Feb 18	
66	17/18-014	Attendance at ISOPP China 18	RD + 1	May 18	

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69	17/18-015b	Final SFI, committee agree sign off limits	RD/FM	1 <sup>st</sup> Mar18	Agreed June18
70	17/18-017 & 042	Form Digital Subgroup	OC/NC	Mar 18	Mar18 need to be overarching digital group not just digital education Jul18 still not set up need to agree scope of ToR Aug18 completed
71	17/18-020	Bursary Judging Process and FAQ	EG/SM/SW	Jan 18	To look at lessons learnt for 2019/20
72	17/18-020	Access to Digital Assets form & process for 3 <sup>rd</sup> parties	NC/SW	Jan 18	Done to be formalised as SOP
73	17/18-021	Tender for website host for 12 months	NC	Jan 18	
74	17/18-021	Training in use of website (new posts etc) for exec and in particular RA & IE	SW/NC	Mar 18	Abandoned until new website sorted
75	Post Meeting	Winter newsletter	SW/SM	End Feb	SW Using news feed items on website instead
76	17/18-027	Vision for 2018/19/20	All	Mar 18	July 18 Draft vision prepared but transition discussions delayed present in October AGM Sept18 : agreed priorities for discussion at AGM
78	Jan 18 Email	NMP guideline update following 2017 med oncology curriculum update	SW/BT	Mar 18	Mar18 Done updated Needs further discussion re fitting in to strategy Discussion needed on ownership GAP vs E&T Finalised Aug 18 to be uploaded, but as short term document
82	17/18-042	Oncology Forum 2018 set up face to face and invite subcommittee members	NC/SW	Feb 18	Agreed to review if best option for 2019 before using as F-2-F
85	Nov 18 Email	David Thomson Commissioning webinar	E&T		

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86	Jan 18 Email	BOPA Oncology/Haematology Standardised National Training Passport	SW/E&T	Jun18	Replaced with Action 118
87	Jan 18 Email	BOPA contribution to UK Chemo Board Acute Oncology Safe Practice Guideline	SW/PC	June18	Updated June back with UKCB to sign off
97	17/18-059	SubGroup ToR/Workplan/ Standardises Minute New section on website to publish document above	All NC/ SW Brandcast	11April18 Jun18	Awaiting website provider change over Jul18 SW set up new section on website
101	17/18 – 076a	Confirm Book token poster prize sponsorship	SW	Jun18	
102	17/18 – 076b	Revised Judging team for Congress 18 Posters	SW/PC	May18	
104	17/18-077c	Locum fees for community pharmacists.	FM/Com	Jul18	Agreed. CP subgroup asked to create 2019 financial plan. Group have been told that only time on the call will be reimbursed for TCs. Max. one F2F pa.
110	17/18-092	Chase Pharma for outstanding Bursary/Digital commitment	SW/(RD)	Jul18	27 July SW produce monthly update log only Pfizer outstanding
117	17/18-097d	Develop Position statement off protocol prescribing	GAP	Dec19	Aug18 removed as low priority and uncertain regarding medico-legal risks of having suc a statement
120	17/18-106c	Social Media Training and SOP for committee and engagement with membership (linked to Digital strategy)	SW & Dig	Ongoing	Webinar to be arranged: training material links posted on website Twitter Guide produced by digital champions / slides at congress
121	Email 13/08	ISOPP congress proposal: consider and engage membership	All + Trans	Dec18	Considered and SW replied to ISOPP (unable to committee until after hosted ISOPP)

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