

**BOPA Executive Committee Meeting**  
**Monday 20<sup>th</sup> August 2018 12.00 till 14.00**  
**Minutes**



Number	Agenda Item
17/18-110	<p><b>Formal start of meeting</b></p> <p><b>In attendance: SW, NC, OC, FM, EG, EF, IE, BT, SM, RA, KW (at 12:35)</b></p> <p>Apologies/Not in Attendance: RD, CB, PC, SD,</p>
17/18-111	<p><b>Minutes of 9<sup>th</sup> July (Mins TF agenda circulated): to be done. ACTION: NC</b></p>
17/18-112	<p><b>Matter arising from emails not covered by Standing Agenda items</b></p> <p>a) ISOPP proposal: ISOPP want to look at hosting in London every other year. Agree that need to see how 2019 runs before we can make a commitment or ask the membership about this.</p> <p>b) Webinar 18<sup>th</sup> Sept ASCO: Committee to promote in advance. <b>ACTION: ALL</b></p> <p>c) Survey monkey subscription renewal: Agreed to continue to subscribe to this.</p>
17/18-113	<p><b>Symposium and Conference Sub group</b></p> <p>a) Update on actions needed and progress: Early bird rate finishes today. Delegate numbers are significantly down from last year. To extend the early bird rate till 8<sup>th</sup> Sept. Funding and sponsorship is harder to get each year.  <b>ACTION: EF to send text to KW to send out today.</b></p> <p>Abstract all judged. 65 accepted. JOPP book draft has been sent to all authors for comments. Deadlines are really tight. Prizes agreed. £50 for best poster and best oral presentation is £2K for international conference.</p> <p>Filming: Was 2K last year for filming and editing. To get a quote again. We have no way to see what videos have been accessed. Filming was not advertised. Need to do this more this year if we go ahead with filming. Unlikely to affect people attending the conference. Advertise is during and after the conference.  <b>ACTION: EF, SD and KW to decide whic sessions we want filmed and obtain quote.</b>  <b>ACTION: Conference committee to sort out advertising during and after the conference</b></p> <p>VJOncology: To invite again this year. No charge. No problems from last year. Helps to highlight and promote the conference.  <b>ACTION: Conference committee</b></p> <p>Debate: Succinct to supply keypads in plenary. No costs to BOPA. Jat can use this as well. Keypads are for whole day.  <b>ACTION: Kirstie to ask the sessions that day if they wish to use it</b> to factor in voting on Friday in the main plenary.</p> <p>Paperless meeting not possible as bag inserts sold this year Maybe for future years.            No NAPP lanyards this year as not compliant.            Ally McMurray would like to do a promotion through the conference. Agreed that for a good cause so will fit it in within the conference.</p>

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	<p>Need 5 mins to promote ISOPP for next year. This will be fitted in. Also in AGM. Draft programme for ISOPP already done. Will look at Sat afternoon or Sunday to do this.</p> <p>Peer to peer discussion: Faculty submission: Encourage attendance for assessors. Help with faculty accreditation. Possible use a breakout room over lunchtime. Video to be done and can then promote on Facebook. FM happy to support as has submitted portfolio.</p> <p><b>ACTION: IE to sort and organise and send KW the purpose of meeting and information.</b></p> <p><b>ACTION: IE to give video to EF.</b></p> <p><b>ACTION: KW to ask RPS if they wish a stand at preferential rate.</b></p> <p>b) Bursary Team activities to support congress – not discussed.</p> <p>c) Latest Agenda: All speakers confirmed. Need to be put updated one on website. <b>ACTION: NC</b></p>
17/18-114	<p><b>Membership / Succinct Secretariat Business</b>                  2018 Renewals Numbers Update - update will be sent via email as Yvonne on holiday. <b>ACTION: YB</b></p>
17/18-115	<p><b>Committee Governance</b></p> <p>a) Election: call for election has gone out. 1 nomination so far.</p> <p>b) Fellowship judging panel (in progress): Nominations forms have gone out. Need to sort out the judging panel. Couple of past chairs are available. Need to sort out a marking scheme. Need idea of senior pharmacist outside of oncology. Possible UKPCA chair.  <b>ACTION: IK to email SW the chair details.</b></p> <p>c) BOPA ambassadors proposal follow up: this is on work plan and needed to agree formal process for this to include transparency. Mainly following how HOPA and ISOPP do this. Should chair be shorted and vice chair formally follow the chair.  <b>ACTION: SW to bring a paper to future meeting around this.</b></p>
17/18-116	<p><b>2017/18 Log and Review of Actions (Full review of all items)</b></p> <p><b>MAJOR AGENDA ITEM</b></p> <p>010 mentoring scheme: To start in Nov after the conference. E&amp;T have been really busy. Plan to do this as a due date for next year works plan. Update to launch in 18/19 cycle. Due date Launch March 2019. <b>ACTION: SW to update work plan with new dates.</b></p> <p>013 CPPE package: Cancer package this has been updated and done. Develop links was around local training and face to face training. There was an issue with money. To go to community subgroup. <b>ACTION: NC to send last emails to FM.</b></p> <p>014 Update RPS oral chemo position statements: To go to GAP group to review. Change date to March 2019. <b>ACTION: GAP</b></p>

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	<p>020 Renal and Hepatic Documents: UCH updating this and BOPA to host on website. <b>ACTION: SW to ask PC for an update.</b></p> <p>026 Review and upload documents on website: Hard to do with regards to current website. Need to review with new website. <b>ACTION: SW to green as it will be completely reviewed with new website.</b></p> <p>029 Workforce survey: From last year. Work on done with the information. Mark Evans collated. Data is now 2 years old. <b>ACTION: BT to as Mark Evans where the information is. Work is not current - to green.</b></p> <p>031: Support RPS with BOPA members to review portfolio. Islam planning for conference. <b>ACTION: SW to update in workplan.</b></p> <p>035: Become RPS accredited trainer. With GAP but there is some overlap so Seonaid working as part of E&amp;T on this. <b>ACTION: to change date to March 2019 new deadline.</b></p> <p>046: Produce fellowship application and selection guidance: Done application process and appoint judging planning and do scoring.</p> <p>050: Finalise technician representative: Need to put into the election process. If a tech applies then automatically appointed.</p> <p>051: Treasurer: Rob has access for accounts on Natwest. FM was going to take on as vice treasurer but this has not progressed. <b>ACTION: SW to ensure that we have another signature.</b> If issue with getting signature then NC as lives in same town as Rob could possibly be another signature. Need to ensure we are compliant with our constitution.</p> <p>053: Review of corporate membership ToR: All done. Just need to do follow up survey. Succinct to help as part of the secretariat support. <b>ACTION: FM to take forward with Yvonne</b></p> <p>060: Update RPS community chemo guidelines: Delete as duplicate</p> <p>061: Share list of idea for A&amp;D – to go green <b>ACTION: SW</b></p> <p>062: Paediatric module update: All updated but needs to be uploaded. Spoke to Brandcast but need to know what is happening with new website. Succinct had set up – deactivated test one. Needs a document to be uploaded and pushed live. <b>ACTION: BT to talk to Steph at Brandcast to get it live.</b> Check how many hours it will use in our maintenance balance. All modules to be put onto iSpring. Specification states to plug in from iSpring. Might be worth putting the paediatric module on iSpring - to see if ready to load on current website as action above.</p> <p>067: List of potential SOPs and standards. <b>ACTION: All to do this as all ready. Deadline nov 2018.</b></p> <p>068: Consultation process for guidelines. With GAP. <b>ACTION: GAP</b></p> <p>069: Final SFIs: Agreed and need sign off. <b>ACTION: SW</b></p> <p>070: Digital subgroup: Paused as website work has taken over. Spoke to Calum Polwart this morning who has agreed to be vice chair. Please can everyone send NC their digital leads from their subgroups. ToR to be done. Bursary group maybe interested. <b>ACTION: ALL to inform NC of addition to group. ACTION: NC to take forward.</b> Deadline for first meeting TBC teleconference Nov.</p>

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	<p>074: Training in use of website: Superseded with new website. If anyone is interested in the old website please contact Steve/Netty.</p> <p>076: Vision: Done and share with committee. <b>ACTION: Steve to do this and present as part of AGM.</b></p> <p>077: PRUK awards: Agreed for this year. Not awarded this year.</p> <p>078: NMP guidance: Nearly done. Circulated for GAP and ready for sign off. On agenda. Changed to set on competences and how to set up the service. Competencies mapped to our levels – there are 2 (of the 3). Need to ensure not restricted to much so can dose reduce if needed. Medical competences do not really fit with non-medical competencies. To ensure can work over Scotland/Ireland. When released to ensure that members know that there is an ongoing review of the guidance. <b>ACTION: SW /GAP</b></p> <p>079: Verification guidance: Due date of this month. <b>ACTION: Steve to catch up with Rich and Islam.</b></p> <p>080: Secure document storage: In place. All has access. Green.</p> <p>081: Develop a digital strategy document: To be done. <b>ACTION: Netty</b></p> <p>083: Endorsement policy for using BOPA logo. <b>ACTION: SD to update SW on where with this.</b></p> <p>084: Workforce strategy: Need to be doing this. Leave on.</p> <p>086: BOPA national training passport: Ties in with London Alliance training programme. UKCONS have national training passport and BOPA/pharmacists to do something similar. BOPA to support the work London is doing. <b>ACTION: EF</b></p> <p>088 to 121: all current work - not discussed. <b>ACTION: ALL to all review and feedback to SW.</b></p>
17/18-117	<p><b>Audit and Research Sub Committee Update</b> - not discussed due to time..</p> <p>a) Actions /Items not covered in action log review</p>
17/18-118	<p><b>Community Pharmacy Sub Committee Update</b> - not discussed due to time.</p> <p>a) Actions /Items not covered in action log review</p>
17/18-119	<p><b>Education and Training Sub Committee update</b> - not discussed due to time.</p> <p>a) Actions /Items not covered on in action log review</p>
17/18-120	<p><b>Guidelines Advocacy &amp; Publications Sub Committee</b> - not discussed due to time.</p> <p>a) Actions /Items not covered on in action log review</p> <p>b) Updated NMP Guidance for Sign Off</p>
17/18-121	<p><b>Digital Sub Committee</b> - not discussed due to time.</p> <p>a) Actions /Items not covered on in action log review</p>
17/18-122	<p><b>Treasurer&amp; Financial Business</b></p> <p>a) Update on Current position: Email from treasurer: Financial position has strengthened. Any expenses need to be paid to inform RD. <b>ACTION: ALL</b></p> <p>b) Update on Outstanding Bursary sponsorship SW still following up some money owed regarding the bursary from industry. <b>ACTION: SW to continue to chase.</b></p>

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17/18-123	<b>Partnership and Representation (All)</b> a) ESOP – ECOP conference 25-27/10 Oct France NC still trying to sort out childcare. <b>ACTION: Please let NC know if interested.</b> b) International groups HOPA/ ISOPP - not discussed due to time. c) UK groups: SOPPG /IPHOS /POP - not discussed due to time. d) NHS England Chemo CRG (covered 09/07) - not discussed due to time. e) UK Chemo Board: (covered 09/07) - not discussed due to time.
	<b>Dates for 2018 Meetings Mondays 12-2pm (T-Con unless stated)</b> Monday 17 <sup>th</sup> September: - to be rearranged. <b>ACTION: SW and succinct</b> Dates for December annual meeting