

**19<sup>th</sup> BOPA Annual General Meeting, Manchester, 15 October 2016****Opening remarks**

Helen Flint, opening her final AGM as BOPA Chair, welcomed the committee members and attendees. She noted that Stephen Kelly, Pharmaceutical Industry Representative, was unable to attend.

Changes to the committee would, she said, be highlighted later in the AGM.

**Financial report**

*Man-Chie Chow, BOPA Treasurer*

<b>Income (£)</b>	<b>2016</b>	<b>2015</b>
Membership subscriptions	47,719	45,909
Corporate subscriptions	23,625	18,900
Interest	335	492
<b>Expenditure (£)</b>	<b>2016</b>	<b>2015</b>
Executive travel	4,849	6,481
Committee meeting costs	3,525	900
Newsletter	666	0
Website development costs	108	0
Poster and travel awards	2,000	2,000
Symposium costs	22,478	19,264
Indemnity	627	557
eLearning centre	63,773	40,499
Study days	9,059	0
Other	358	207
<b>Total expenditure (£)</b>	<b>107,443</b>	<b>69,908</b>

The increase in spending related to committee meetings reflects WebEx costs and late invoicing for expenses.

In summary:

- Funds at 1 April 2015 – £167,137
- Net receipts/payments – £38,236
- Funds at 31 March 2016 – £205,373

There were no changes to the membership fees from April 2016, and payment by direct debit remains advantageous for BOPA and members alike:

- Corporate members – £700
- Individuals paying by direct debit
  - New members – £35
  - Existing members – £63
- Individuals (new and existing) paying by any other method – £70

Membership numbers comparison on 30 September:

	<b>2010</b>	<b>2011</b>	<b>2012</b>	<b>2013</b>	<b>2014</b>	<b>2015</b>	<b>2016</b>
Individuals	526	657	675	656	730	901	898
Corporate	49	47	39	26	32	26	23

The accounts have been independently reviewed, and a report will be filed after the meeting.

## Education and training report

*Penny Daynes, Education and Training Committee Deputy Lead*

BOPA's principal objective is to promote excellence in the pharmaceutical care of patients with cancer, thereby improving their quality of life. This goal is addressed through provision of the BOPA e-learning centre, online interactive modules, online interactive webinars, the Introduction to Oncology course and educational study days.

Penny highlighted several initiatives over the past year:

- Educational courses
  - Two Introduction to Oncology courses (London and Manchester)
  - Study day in Cardiff
  - Communications skills course (The Method)
  - Two Worlds Colliding (multiple myeloma)
- Clinical Pharmacy Congress
  - Two sessions presented by BOPA, on drug interactions and treatment affordability
- Modules and webinars on the following topics
  - Targeted therapies
  - Role of the advanced practitioner
  - Audit and research

There are modules in development on breast, targeted therapies and gut toxicities.

Penny thanked everyone who has helped to organise educational events, and all the sponsors, and emphasised that the Education and Training Committee always welcomes new members.

## Audit and research

*Carl Booth, Audit and Research (A&R) Committee Lead*

The aim of the BOPA A&R strategy is to lead, develop and encourage high-quality oncology pharmacy practice audit and research, and thereby promote excellence in the pharmaceutical care of cancer patients.

Carl highlighted the BOPA Survey Monkey account, which is accessible to members seeking to gather information to support their A&R activities. (Members are advised to contact the committee first.) Eleven surveys have been completed since the account was activated, with five new surveys opened in 2016. Two surveys (on pharmacy readiness for gene therapy, and nicotine delivery systems) provided data for two of the posters at the current Symposium. The findings of snapshot surveys, on one topic per day, will be available next year.

BOPA members were urged to look out for a new mentoring scheme, to be launched later this year, with the aim of matching experienced and novice researchers.

For those who wish to publish the findings of their studies in peer-reviewed journals, a document is now available on the BOPA website providing a list of 75 journals that accept papers from oncology pharmacists, along with essential information for authors.

Four presentations at the current Symposium directly addressed key questions for BOPA researchers, i.e.:

- Health economics in the real-world setting
- Getting started and time management – poster to paper
- Developing a research grant application for BOPA/Pharmacy Research UK (see below)
- Statistics for clinical audit and research

In addition, the poster/abstract discussion sessions provided a welcome platform for BOPA members engaged in research. The system for marking submitted abstracts has been simplified, to provide improved transparency and clearer feedback for applicants. A total of 41 were accepted this year – 72% of those submitted.

2016 has seen the development of a new funding partnership between BOPA and Pharmacy Research UK. This initiative provides two grants of up to £5,000 per year to support independent research or the research component of a higher degree. The first grant has already been awarded – to John Minshull at UCL, to support his qualitative study of the barriers and enablers to administration of supportive therapy closer to home for breast cancer patients.

### **Changes to the BOPA Committee**

*Man-Chie Chow*

Three members of the BOPA Committee are standing down:

- Helen Flint (chair)
- Matthew Small (Symposium Planning Lead)
- Jayne Davis (Symposium Planning Group member, Acute Oncology CRG Sub-Group Representative)

Man-Chie commended their hard work and enthusiasm throughout their time on the committee. She paid warm tribute to Helen's contribution as BOPA Chair, in particular her commitment to increased involvement of members in BOPA activities. All three will be missed.

The following three candidates for committee membership have been elected by the members:

- Netty Cracknell, Pharmacy Manager, Ramsey Health Care UK
- Bryn Thomas, Pharmacy Clinical Services Manager, The Royal Marsden NHS Foundation Trust
- Steve Williamson, Consultant Cancer Pharmacist; Head of Chemotherapy, Northumbria & North Cumbria NHS Trusts / North of England Specialised Commissioning Team, NHS England

The new BOPA Chair will be elected at the December meeting. In the meantime, Man-Chie will be Acting Chair.

### **Plans for 2017**

*Man-Chie Chow*

There will be continued commitment to the BOPA website (re-launched at the Symposium on 14 October 2016), study days, e-learning and A&R. And there is considerable excitement over the appointment of joint BOPA/UKONS chairs of the National Chemotherapy Board.

In addition, 2017 will mark the 20<sup>th</sup> BOPA Symposium and the 21<sup>st</sup> birthday of BOPA itself – clearly a year for celebration. BOPA is determined to 'do something special' this time next year.

### **Questions and comments**

Topics raised included the following:

- Corporate membership numbers are down, but there is no cause for concern as there tends to be fluctuation year on year
- BOPA is very much involved in the development of the National Training Programme, which is still at the design stage. It is anticipated that BOPA's e-learning resources will be linked to the programme
- There are plans to re-examine the BOPA Constitution, and members are invited to comment. Consultation of members was proposed