

**BOPA TCON**  
**Executive Committee Meeting**  
**Wednesday 9<sup>th</sup> March 2022 11:30 – 13:30**



| Number                | Agenda Item  | Lead                                      | Enclosure |
|-----------------------|--|---|-----------|
| 11:30 am<br>03/22 (1) | <p>In attendance:</p> <p>Emma Foreman (EF)<br/>           Joe Williams (JW)<br/>           Jessica Pealing (JP)<br/>           Clare Geoghegan (CG)<br/>           Rebecca Devine (RD)<br/>           Colm Doody (CD)<br/>           James Clark (JC)<br/>           Shereen Nabhani-Gebara (SN)<br/>           Lynn Ansell (LA)<br/>           Nisha Shaunak (NS)<br/>           Dharmisha Chauhan (DC)<br/>           Netty Cracknell (NC)</p> <p>Apologies:</p> <p>Pinkie Chambers (PC)<br/>           Melanie Lowe (ML)<br/>           Alkesh Patel (AP)<br/>           Bastiaan Buijtenhuijs (BB)</p>   | EF/JW                                     |           |
| 03/22 (2)             | <p><b>Previous Minutes</b></p> <ul style="list-style-type: none"> <li>- January and February 2022</li> </ul> <p>Hasan to revise the January and February 2022 minutes according to the comments received from EF.</p> <ul style="list-style-type: none"> <li>- AGM 2021 Minutes</li> </ul> <p>EF to quick check AGM 2021 minutes and to be posted.</p>   | All                                       | See forum |
| 03/22 (3)             | <p><b>Matters arising from emails/previous minutes</b></p> <ul style="list-style-type: none"> <li>a) BOPA educational grant</li> <li>b) JW shared the last updates about The BOPA Educational Grant. EF posted her comments about the document on the forum. Executive Committee discussed the comments and made minor changes to the document. EF suggested to take out the employer address from the Grant Application Form. CG and JW agreed. The committee agreed that addressing the few comments it is ready to be posted on the website.</li> <li>c) Meds Op strategy and Clinical Pharmacy Workforce – Not discussed</li> <li>d) OSACT handbook – Not discussed</li> </ul> | CG/JW<br>EF/LA<br>EF/NC<br>EF/PC<br>ML/NC |           |

**BOPA TCON**  
**Executive Committee Meeting**  
**Wednesday 9<sup>th</sup> March 2022 11:30 – 13:30**



| Number                | Agenda Item  | Lead         | Enclosure |
|-----------------------|--|--------------|-----------|
|                       | <ul style="list-style-type: none"> <li>e) Life in a day and Ranitidine publications – Not discussed</li> <li>f) Technician special interest group – Not discussed</li> </ul>   |              |           |
| 03/22 (4)             | <p><b>Committee Governance</b></p> <ul style="list-style-type: none"> <li>a) Newsletter – Not discussed</li> <li>b) Secretarial support – secretariat quote – Not discussed</li> <li>c) COI's – Not discussed</li> </ul>   | JW/JP        |           |
| 03/22 (5)             | <p><b>Membership</b></p> <ul style="list-style-type: none"> <li>a) Update on membership – Not discussed</li> </ul>   | JW/NC/KB     |           |
| 12:00 pm<br>03/22 (6) | <p><b>Conferences and Meetings</b></p> <ul style="list-style-type: none"> <li>a) Plans for Liverpool 2022 (Kirstie Not present)</li> </ul> <p>RD updated the Executive Committee about 2022 conference fees. Early-bird rate applies up until Monday 22nd August 2022. Rates include VAT. Exec Committee members will attend FREE of charge. Increase on rates since 2018 conference due to ACC cost but comparable to 2019 ISOPP. Registration fees were finalised as:</p> <p>Early-bird registration for 3 days £300.<br/>           Early-bird registration for 3 days £520.<br/>           Early-bird registration for 1 day £160<br/>           Early-bird registration for 1 day £280.<br/>           Late registration for 3 days £400.<br/>           Late registration for 3 days £600.<br/>           Late registration for 1 day £240.<br/>           Late registration for 1 day £360.</p> <p>RD updated the Executive Committee on the conference agenda. Response is awaited from David Webb for the first talk after the Welcome. RD will get in touch to confirm it. Genomics session is confirmed which will be held by Jessica Keen. The majority of the sessions have now been confirmed. Committee members will be assigned to each industry sponsored satellite to give guidance on content, with slides reviewed before the conference.</p> <p>EF suggested that making a video montage for highlighting the BOPA 25 years for the Sunday 9 October Welcome and introduction session would be a great idea. RD to update Executive Committee next month.</p> <ul style="list-style-type: none"> <li>b) MOU for Liverpool 2020 – Not discussed</li> </ul> | RD<br><br>AW |           |

**BOPA TCON**  
**Executive Committee Meeting**  
**Wednesday 9<sup>th</sup> March 2022 11:30 – 13:30**



| Number               | Agenda Item  | Lead   | Enclosure |
|----------------------|--|--|-----------|
|                      | c) BOPA support for conferences/events<br>UKOF, OPC, Onc Forum, Onc convention, BSIO, CPC etc.<br>– Not discussed  |  |           |
| 03/22 (7)            | <b>Treasurer's report &amp; Financial Business</b><br><br>DC shared the latest financial update of BOPA accounts. Transaction history of the NatWest from 1 January 2022 to 13 March 2022. Opening balance by the beginning of January 1 <sup>st</sup> was £115,333.28. BOPA spent £11,290.75, majority of the expenses was spent on publication fees, during this time and earned £8,951.04. The current balance by 13 March 2022 is £112,893.57.   | DC   |           |
| 03/22 (8)            | <b>Partnership and Representation</b><br>a) International groups HOPA/ ESOP/ISOPP/CaPhO – Not discussed<br>b) UK groups: SOPPG /IPHOS /POP – Not discussed<br>c) NHS England Chemo CRG – Not discussed<br>d) UK Chemo Board - Hep B guidance, national protocols – Not discussed<br>e) National Consent Steering group – Not discussed<br>f) Aseptic Implementation board – Not discussed<br>g) RPS specialist curriculum – Not discussed<br>h) National Oncology Workforce group – Not discussed  | EF/NC<br>SM/RE<br>EF<br>PC/NC<br><br>EF<br>EF<br>NS/NC<br>EF |           |
| 12:30pm<br>03/22 (9) | <b>Audit and Research Sub Committee Update</b><br>a) General update – New Co-Chair<br><br>SN mentioned that the 'my research' webinar series is ongoing. EF will be doing this month, talking about the work on ranitidine. SN – creation of the database of available mentors to facilitate collaboration across the country has started. SN shared the document entitled: BOPA National Collaborative Healthcare Research Project Proposal Form with an aim to increase collaboration between BOPA members to conduct oncology and haematology research. The idea is to circulate the document to all members to call for interested members to put themselves forward. SN also mentioned the idea behind the proposals and the application standards as well.<br><br>SN mentioned that they are creating a new stream to support members who are interested in the consultant pathway.<br><br>SN also mentioned that they have discussed in the subcommittee for rebranding the committee as 'research committee' to be in line with other oncology pharmacy organisations. Everyone approved. JW and NC will contact Rouge Media to make necessary changes on the website. | SN/JW  |           |

**BOPA TCON**  
**Executive Committee Meeting**  
**Wednesday 9<sup>th</sup> March 2022 11:30 – 13:30**



| Number     | Agenda Item   | Lead     | Enclosure |
|------------|---|----------|-----------|
|            | <p>SN mentioned that the top five abstracts will be presented on Saturday at symposium. It was discussed that the top five abstracts will get the free attendance for the next years symposium; the winning abstract will get £2,000.</p> <p>SN also mentioned that the subcommittee has started to work on a systematic review on the role of the community pharmacy in early detection. SN invited Lisa to be a co-author on this systematic review.</p> <p>Tiffany will be the new vice chair of the subcommittee.</p> |          |           |
| 03/22 (10) | <p><b>Community Pharmacy Sub Committee Update</b></p> <ul style="list-style-type: none"> <li>a) LCC RSPH accreditation – Not discussed</li> <li>b) HEE Collaboration – Not discussed</li> <li>c) Next steps – Not discussed</li> </ul>  | AW/LC/JC |           |
| 03/22 (11) | <p><b>Education and Training Sub Committee update</b></p> <ul style="list-style-type: none"> <li>a) E&amp;T e-learning strategy – Not discussed</li> <li>b) Trial module with Slide Clinic – Not discussed</li> <li>c) F2F events &amp; webinars – Not discussed</li> </ul>   | AP/BB    |           |
| 03/22 (12) | <p><b>Guidelines Advocacy &amp; Publications Sub Committee update</b></p> <ul style="list-style-type: none"> <li>a) Equality, diversity and inclusion (EDI) action plan – Not discussed</li> <li>b) General update – Not discussed</li> </ul>   | RWD/SN   |           |
| 03/22 (13) | <p><b>Digital Sub Committee update</b></p> <ul style="list-style-type: none"> <li>a) General update – Not discussed</li> </ul>  | NC/KB    |           |
| 03/22 (14) | <b>AOB</b>  | ALL      |           |
| 03/22 (15) | <p><b>Date(s) for next meetings</b></p> <p>Tuesday 12<sup>th</sup> April 11.30-13.30</p>  | ALL      |           |