

HEOPS

Higher Education Occupational Physicians / Practitioners

HEOPS EXECUTIVE COMMITTEE MEETING

Teams Meeting 1st August 2024 at 16:00

Minutes

Meeting started at 16:05 pm

1. Apologies – Martin Tohill
2. Present – Ali, Neil, Gary, Max, Janet, Christina
3. Minutes June 2024 HEOPS meeting

Actions arising:

- i) AH to request a date for the infectious diseases webinar – completed. AH to circulate the date to HEOPS List. Create meeting link for the webinar session. 2nd September 11 – 12 midday. AGM 2pm 12th September, to be followed by HEOPS Board meeting – send information out to HEOPS membership.
- ii) CB to confirm a name from a Scottish University to join HEOPS – AH to prepare email.
- iii) ToR to be read by all and to respond to PKH by Friday 28th June 2024 – now approved (check Neil's comment...). Add ToR to HEOPS website – send clean, final version to Gary.
- iv) AH to prepare a paper on provisional seasonal 'flu vaccination – to finalise – finalised by AH. AH to send a clean version to GM for the website and a link into the forum.
- v) NC to send out survey to HEOPS members using MS Forms – completed. Findings shared, some interest in providing sessions and hosting an event. Generally, preference is for half day sessions, online and avoiding the lunchtime and evening periods. Agreement that with Webinar and AGM online this year, plan in person (potentially at UCL) for 2025, half day (10 am– 2 pm?). Publish findings for the website NC to send to GM, then NC to post link to the HEOPS membership.

4. Finance – No change to financial position, no monies received, and no payments made since last meeting. MH has agreed to be third signatory on the bank account.
5. Update on HEOPS Guidance – all standards completed. AH to draft email. GM to create clean folder for distribution to the membership. Future action to go to Regulators
6. AGM arrangements – Treasurer; Secretary; Chair positions to be elected at AGM.
7. AOB – Martin Tohill has stepped down from the HEOPS Board, when sending invitations to AGM – specify which positions are open – 2 HEOPS Board members needed additionally – preferable for representation from Scotland and NI. Draft email invite and send to HEOPS for comment (PKH).

Date and time of Next meeting: 12th September 2024 at 2pm with AGM

Meeting closed at 4:56 pm.