

# HEOPS

Higher Education Occupational Physicians / Practitioners

## HEOPS EXECUTIVE COMMITTEE MEETING

Teams Meeting 26<sup>th</sup> June 2024 at 13:00

### Minutes

1. Apologies – Gary Malcolm; Martin Tohill
2. Minutes May 2024 HEOPS meeting - accepted

#### **Actions from last meeting:**

- (i) AH to request a session from a speaker for the infectious diseases webinar – waiting for confirmation of a date
- (ii) Terms of Reference (ToR):
  - a) CB to source a name from a Scottish University. – completed – awaiting confirmation of a Scottish OH Physician
  - b) PKH to circulate latest draft of ToR with the Minutes – to read and respond to PKH by Friday, a null response will be taken as affirmation. TOR to go to AGM for voting.
- (iii) Online AGM to follow Infectious Diseases Webinar, following roles on the HEOPS Board to be appointed/re-appointed:
  - a) Chair (?)
  - b) Treasurer
  - c) Secretary
  - d) Ad Hoc members
- (iv) AH to prepare a paper on provisional seasonal 'flu vaccination. - outstanding
- (v) AH to chase missing 3 standards reviews - a full compliment of drafts now received
- (vi) AH to arrange meetings with the Regulators, Councils & Universities once all reviews of standards guidance reviewed – productive meeting with GMC and

NMC has been held and they are receptive to receiving the revised guidance.

(vii) NC and MT to utilise MS Forms to run a survey with HEOPS members to establish views on annual conference meeting and formal – completed –

Agree a short blurb to introduce it and post survey (NC)

(viii) JM to confirm third signatory for the HEOPS account – awaiting confirmation from MT

3 Finance – no change since our last meeting.

4. Review of HEOPS Guidance – progress update – see Actions update

5 Review of Constitution – see Actions Update

6 AOB – AH – HSE Respiratory Surveillance Manchester Review – no update on findings or recommendations; Regular meetings with HSE now set-up. Audiology guidance has changed and AH has clarified with HSE – must now be a qualified Nurse or other competently trained person to review the audiology results.

#### **Actions:**

- i) AH to request a date for the infectious diseases webinar
- ii) CB to confirm a name from a Scottish University to join HEOPS
- iii) ToR to be read by all and to respond to PKH by Friday 28<sup>th</sup> June 2024
- iv) AH to prepare a paper on provisional seasonal 'flu vaccination
- v) NC to send out survey to HEOPS members using MS Forms

**Date and time of Next meeting:** 1<sup>st</sup> August 2024 at 4pm