

HEOPS

Higher Education Occupational Physicians / Practitioners

HEOPS EXECUTIVE COMMITTEE MEETING

Teams Meeting 25th May 2024 at 12:30

Minutes

1. Apologies – Martin Tohill
2. Attendance – Gary Malcolm, Neil Coutinho, Max Hill, Ali Hashtroudi, Janet McGettigan, Christina Bond, Philippa Hawkins
3. Minutes of HEOPS Executive meeting 25th April 2024 - accepted
4. Matters arising and carried over from the minutes:

Carried over actions:

(i) AH to approach speaker for infectious diseases webinar – confirmed to be online, on a weekday, during work time – such as 1pm, towards end of June - AH to request speaker based on this.

(ii) Terms of Reference (ToR) reviewed – CB to source a name from a Scottish University to achieve aspiration to have a representative from each Country on the HEOPS Board. ToR drafted from our discussion. To be circulated to HEOPS Board with Minutes prior to circulation to HEOPS members.

(iii) Online AGM with HEOPS once draft ToR reviewed by Exec

Actions agreed:

(iv) AH to prepare a paper on provisional seasonal 'flu vaccination.

(v) AH has chased outstanding standard drafts, now received 16, missing 3 standards.

(vi) AH to discuss with GM on how we provide access to HEOPS membership of these documents for consultation and draft the wording to the membership. - complete

(vii) AH to arrange meetings with the Regulators, Councils & Universities - to follow review of all guidance completion

(viii) AH to approach MT and NC to pick up questionnaire regarding Seminar topics with HEOPS membership and appetite for a face to face meeting – email sent, suggest MS Forms to run a survey with HEOPS members.

5. Finance – to agree additional signatory for the HEOPS account – third signatory proposed and agreed.

6. Review of HEOPS Guidance – progress update – see actions carried over
7. Review of Constitution amendments – completed – continue to meet monthly.
8. Meeting venue, date and topic for 2024
9. AOB - welcome and introductions to Neil.

Actions:

- (i) AH to request a session from a speaker for the infectious diseases webinar
- (ii) Terms of Reference (ToR):
 - a) CB to source a name from a Scottish University.
 - b) PKH to circulate latest draft of ToR with the Minutes
- (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.
- (v) AH to chase missing 3 standards reviews.
- (vi) AH to arrange meetings with the Regulators, Councils & Universities once all reviews of standards guidance reviewed
- (vii) NC and MT to utilise MS Forms to run a survey with HEOPS members to establish views on annual conference meeting and formal
- (viii) JM to confirm third signatory for the HEOPS account

Date and Time of Next Executive 26th June at 13:00