

**Cancer Pharmacists Group
Annual General Meeting 2020**

MINUTES

Thursday 12 November 2020

1:00pm to 1:30pm

Via Zoom

Attendees: Daniel McKavanagh (Chair), Kimberley-Ann Kerr (Deputy Chair, minutes), Jim Siderov (committee), Geeta Sandhu (committee), Courtney Oar (committee), Marissa Ryan (committee), Jenny Casanova (committee), Michael Powell, Peter Smith, Helen Gougiannidis, Cathy Wilkinson

AGENDA ITEM	RESPONSIBLE OFFICER
1. Welcome	DM
2. Apologies/Conflicts of Interest Nil received	DM
3. Previous Minutes The minutes of the 2019 AGM were accepted by KK	DM
4. Chair's report As circulated DM acknowledged that it was a difficult year with a lot of learnings on how to do things virtually Educational courses are currently in the planning phases	DM
5. Verbal updates on CPG courses <u>Foundation course:</u> the 2020 course was postponed due to covid. It will be held in 2021 virtually over 2 weeks in May – exact dates to be confirmed. MP flagged that the SHPA introduction course will be held on the second weekend of May – to take this into consideration. Speakers and exact format still being decided. The focus will be on interactive workshops with didactic sessions recorded and sent out prior to the workshops. Attendee numbers will be capped at 60 <u>Advanced course:</u> currently on hold. To see how the year goes with an aim to hold a course in 2021. The format will be revamped compared to previous years <u>Post-ASM workshop:</u> see program. Half a day held virtually – this will be a good chance to see how a workshop can be run virtually and learnings will impact on 2021 courses.	DM/GS/CO/MR/JC
6. Pharmacology of chemotherapy workshops for advanced trainees	DM

DM and CC have presented at this for a number of years with thanks. The aim is for a face to face course on 13 th March 2021	
<p>7. COSA ASM 2021 Update</p> <p>The 2021 ASM is planned to be held in Melbourne. No information regarding themes have been announced to date</p>	DM
<p>8. Future activities</p> <p>Educational courses as discussed in point 5.</p> <p>A CPG member survey was conducted earlier in the year. Educational events were considered to be a priority and valued by members. Suggestions for future topics at educational events were made and will be taken into consideration. The forum was deemed to not be user friendly – the need for this forum is being reviewed.</p>	DM/KK
<p>9. CPG Executive Committee and Membership update</p> <p>JS and JC are stepping down from the committee. DM thanked them both for their hard work during their time on the committee.</p> <p>There are now two vacancies on the committee. A call for nominations was circulated however no nominations were received. This will be recirculated.</p> <p>DM will be stepping down as chair so will be looking for someone to step into this role</p>	DM
<p>10. Other Business</p> <p><u>EFC review</u></p> <p>A review of the EFC has been commissioned. The COSA CPG have been asked to comment on the TOR and will be involved, in addition to other committees of COSA, in the review. Information regarding this can be circulated to members if interested.</p> <p><u>Digital guidance for prescribing and safety of cancer therapies</u></p> <p>This was taken to the COSA council in March and the recommendation was to take to each state. No further update at this stage. The ASQHC may be doing a similar body of work on this in 2021. The PBS are also reviewing electronic chemotherapy charts</p>	DM
<p>11. Next Meeting</p> <p>TBC</p>	DM