

CONTACT REPORT

UKPIN



Client Name:	UKPIN	UKPIN, Arthur House, 41 Arthur Street, Belfast, BT1 4GB Tel: +44 (0) 28 9044 6292 Fax: +44 (0) 28 9044 7110
Today's date	7 th September 2015	

Meeting Participants:	UKPIN David Edgar (DE) DS.Kumarakaratne (DK) Tomaz Garcez (TG) Matthew Buckland (MB) Sara Marshall (SM) Claire Bethune (CB) MCI Roisin Jenkins (ROJE) Karen Clarke (KACL)	Peter Arkwright (PA) Bill Egner (BE) Rashmi Jain (RJ) Richard Herriott (RH) Emily Carne (EC) Kimberly Gilmour (KG)
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	Responsibility	Action date
Apologies		
Gavin Spickett Scott Hackett Christine Symons		
1. Introduction		
DE welcomed everyone to the meeting and thanked them for attending.		
2. Minutes of previous meeting & matters arising		
There were no matters arising.		
3 .Reports		
Treasurer's Report DK provided the Treasurer's Report, stating that UKPIN currently have a balance of £81,847. The major outgoings were to RCP for accreditation,		

2 x nurses salaries, contribution to the registry by David Guzman and monthly payments to MCI. DK agreed to circulate the current balance sheet to the group.	DK	
Accreditation Report		
DK asked CB when the QPIDS webtool would be live. CB stated that there is not an exact date but it will hopefully be before UKPIN 2015. CB informed the group that there will not be a pilot for the QPIDS scheme, instead someone will test the system by working through it CB confirmed that fees will be payable before the application is made.		
Registry Report		
MB gave a summary of his report.		
PA asked about the clarification and validation of data. MB said that centres will be working closely with Cathy and Stephanie to ensure all entered data is valid.		
5. Positions of Office		
KACL explained that the deadline for the return of the expression of interest has been extended until Friday 11 th September. She advised that anyone interested in those positions should complete and return the expression of interest forms by the new deadline.	MCI	
6. Website		
TG gave an update on the website development. He confirmed that he was happy with the proposed new structure. The UKPIN brand identity is still being decided and he advised that UKPIN should make this a priority as it may impact on some parts of the web development. TG thanked those who had provided content for the website and will contact others within the group individually, for further content. DE thanked TG for his work on this.	TG/all	
7. DE explained that he had asked RJ to put together a membership fees paper based on feedback received from the Steering Group. RJ explained the paper and asked for comments. It was discussed that the membership fees should be based on salary bands as opposed to job titles because in some cases, certain nurses can be in higher salary bands than others. It was agreed that a list of clear benefits is in place before charging for membership. DK suggested that a small working group be put together to review the membership fees and benefits. Working group established after the meeting to include: RJ, KG, BE, CS	RJ/DK	
8. UKPIN 2015		
MB informed the group that income from sponsorship and exhibition sales are on target. The abstract deadline has been extended in light of BSI offering an A4 advert and to fund 4 places at the meeting. Registrations are comparable with a similar time frame in 2013.	MB	

9. Charitable Status/Bank Account		
<p>DE confirmed that UKPIN now had a bank account with Ulster Bank and will begin the process of moving the funds from CMG Solicitors to the new account.</p> <p>KACL advised that Stone King are now proceeding with the charitable status application, as this was unable to be progressed until a bank account was established.</p>	DK/MCI	
10. UKPIN 2017		
<p>MB explained that there are some decisions which need to be made regarding the 2017 meeting. UKPIN can opt to join with BSI, whereby the meeting will take place just after the BSI conference. UKPIN can run a stand alone meeting and if so, it needs to be decided if the membership should vote on the destination or should that decision be made by the Steering Group.</p> <p>Some discussion took place on the benefits and drawbacks of running the meeting alongside BSI. It was felt that it is not preferable to have a meeting that will run into a weekend. However, if BSI were willing to compromise on their dates so that UKPIN did not run into a weekend, then it would be worth considering.</p> <p>The BSI 2017 meeting will take place in Brighton in December.</p>	MB/DE	
11. Discussion with MDSAS		
<p>DE explained that MDSAS run the national immunoglobulin database and plan to submit a joint a report with UKPIN as a poster at the 2015 UKPIN meeting. As a second phase we hope to develop a web tool/app for patient entered outcome data (infusion log, infection history, antibiotic usage etc). Anticipated development costs at this stage of around £60k. The first and subsequent annual reports will be cost neutral.</p>	DE	
12. Discussion with BSI		
<p>DE informed the group that BSI has offered 4 bursaries for attendance at UKPIN 2015. The new BSI Chief Executive, Jo Revill, had been in contact and is keep to meet with David to discuss working together in the future. DE will keep the group informed with any developments. ROJE advised that if a joint BSI/UKPIN meeting was going ahead, a memorandum of understanding should be put in place.</p>	DE	
13. Speciality Costing update		
<p>DE explained that he attended specialised healthcare alliance meeting in July. There he made contact with key figures from monitor, the DoH</p>	DE	

group with oversight of speciality costings. It is hoped that this will re-establish links with and input from UKPIN into speciality costings and in turn allow that input into the		
14. AGM 2015		
DE confirmed that this would take place on Thursday 19 th November at 4.45pm. A notice of the AGM will be sent to all members in advance of the conference. It was agreed that MB should highlight the AGM in his conference welcome to try to improve attendance and input. DE asked that all present make their colleagues aware of the meeting.	MB	
15. AOB		
CB asked if it was possible to have a network area of the website. TG confirmed this was possible but would depend on content. It was suggested that UKPIN could take the role of network coordinator and also write the standards for what constitutes a network. CB and TG agreed to take this forward.	CB/TG	
16. Next meeting		
The next meeting will take place on Wednesday 18 th November at 5pm in the Crown Bar Belfast (opposite the conference hotel, The Europa Hotel) SM also highlighted that there will be a GeCIP meeting at 2pm that day. DE thanked everyone for attending and closed the meeting.		