

**Wednesday 13th November 24. 7pm –Zoom**

**Present: Peter, Marium, Keren, Andrew, Amir, Paul**

**Apologies: Hasan, Haris, Sofia**

**Not Present:**

**Official Minutes**

 Item#

**131124-1: Apologies.**

Hasan – Holiday

Haris – Work

Sofia - Work

**131124-2: Agree on previous minutes as accurate.**

* Marium agreed, Paul seconded.

**131124-3 Declaration of conflict of interests.**

* None relevant at this meeting

**131124-4: Seminar Update**

Running order:

Session 1) Paediatric Dispensing (Myopia Management) – Sofia/Hoya

Session 2) Thea – Dry Eye – Hasan organising

Session 3) Lorcan – who wants to be an eyecare millionaire? – Lorcan

Session 4) Orthoptics/Sheila Baynham – referrals into the system

Session 5) Cornea -

Session 6) Kam Balaggan – Floaters and detachments.

Ongoing – Poster quiz

Sponsors:

£250 per table for sponsors.

Confirmed:

Spa Medica – notepads pens and bags on the day.

Bond-Eye – Check with Haris

Thea – Hasan to confirm how many tables they need.

Hoya/Seiko – Sofia

Abacus

Hilton – Marium confirmed

Avizor

Bibb

Beacon Centre – Free table as they are our chosen sponsor

* £250 per table.
* Sponsors to contribute to a give-a-way – for delegates who have spoken to all of the tables who then go into a ‘draw’.
* Price delegates £20.25 with 20% to Beacon Centre – 70 delegate limit but this can be upped.
* £350 for speakers (with small room for negotiation).
* Next steps – roles on the day to be discussed at next meeting.

**131124-5 CPD**

* GOC have audited 10 of our CPD’s offered – there have been learnings from this.
* Peter’s CPD document attached – this to be used as a guide for future CPD events.
* Peter to set up a CPD resource which can include a template for the speaker to fill in for us.
* WE should set learning objectives at the start for the speaker.
* The hardest part of the CPD is gathering the evidence base of the lecture – usually aligned with the college guidelines but can lean on the CPD lecturer.
* Reflection sheets to be given out for after the CPD session.
* QR code to be scanned at end of session with a sign in sheet to be done at the start – this will help proving delegates attended the whole session.
* Peter, Amir and Keren to form a CPD group to keep on top of CPD admin.

**Wednesday 11th December 6:30pm. In Person – Christmas meal.**

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| **Action** | **By Who** | **By When** |
| Proposal for earmarked funds for education/sponsoring local practitioners/DO’s | Haris | Next Meeting |
| CPD Speakers fees proposal | Haris | End of year |
| Ongoing shareable spreadsheet for planning of seminar | Andrew | Next Meeting |
| Seminar tickets to be advertised | Andrew | ASAP |
| CPD Resource | Peter/Keren/Amir | Ongoing |
| CPD Storage – GDPR and storing data. | Andrew | ASAP |