



**BC Cancer Agency**  
CARE & RESEARCH

BC Provincial Surgical Oncology Council and Network

*UPDATED*

# AGENDA

**April 3, 2002 - 3:30 – 5:30 p.m.**

**VCC 4<sup>th</sup> Floor Boardroom**

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**A. Membership – Decision**

**B. Council Budget.**

**C. Communication**

**1. Website**

1.1 Professional Section, Surgeons Only - Decision.

**2. Videoconferencing**

2.1 Pilot Update

2.2 Alternative Council meetings - Decision.

**3. CAIS Pilot Project - Decision**

3.1 Overview of Project.

3.2 Surgeons to Participate - Decision

**4. Newsletter #2**

4.1 Update.

**D. CME**

Needs Assessment - Update

Planned Budget 2002/03 - Decision

Advisory Committee - Decision

Terry Phang Project

**E. Research & Outcomes Evaluation Committee**

Update.

Atlas Dissemination - Decision.

**F. Other**

• Council Manager - Update.

• Monthly Council Meetings 10:00-12:00 *and* ROE Meetings 1:00-3:00

Fridays: May 3, June 14, July 12, August 9, September 13,

October 11, November 8, December 13.



**Meeting:** Wednesday, April 3, 2002 3:30 – 5:30 p.m.

**Attendees:** Dr. N. Fatin, Dr. C. Rusnak, Dr. B. Rudston-Brown, Dr. P. Doris, Dr. N. Davis, Dr. R. Cheifetz, Dr. M. Leia-Stephen, Dr. D. Manson, Dr. A. Coldman, and T. Murphy, M. Mackinnon, F. Lasser, D. Denesyk

**Regrets:** Drs. N. Fatin, G. Warnock

## MINUTES

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### A. Membership – Decision

F. Lasser discussed the terms that had previously been agreed upon regarding membership.

C. Rusnak questioned whether the membership is truly representative, as well as the length of membership on Council. N. Davis stated that she had received a number of letters from heads of various departments, offering the names of individuals whom they thought should be on Council. It was suggested that in order to assure that we are representing the province, it is essential that we define our terms of reference, and engage the community.

D. Manson stated that since this is a provincial council, it should be representative of surgeons from around the province.

After discussion of the various ideas for membership and representation, it was decided that several suggestions would be developed and presented for decision and final approval at the next meeting.

**Action:** F. Lasser and T. Murphy will present suggestions at the next meeting.

### B. Council Budget.

F. Lasser advised that the Council has adequate funding and the positions of Council Manager and Research Associate will be finalized and presented at the next Council meeting. There are six candidates for the Manager position, and an interview panel will meet on April 19<sup>th</sup> for final decision.

N. Davis stated that the Council budget was provided through Health Action Plan and provides for positions of manager of educational support, ROE, and Website development. There are funds for research and educational activities, and the members need to decide what to do in this regard over the next year in terms of preferred projects and budget requirements for each project. N. Davis stated that Dr. Terry Phang has a project and this needs to be developed provincially.

### C. Communication

#### 1. Website

F. Lasser stated that it was initially agreed that the website would be done in 2 phases. The first phase is now complete. The second phase is similar to Ontario with a *Surgeons Only* section, which contains information that is deemed to be inappropriate for public access.

P. Doris was in favour of *Surgeons Only* because it would be a forum that encourages collegiality.

M. Mackinnon said that one of the possibilities for *Surgeons Only* section was dissemination of the Atlas. However, restrictions of data and audience would be required.

**Action:** This topic will be forwarded to the next meeting for further discussion.

#### 2. Videoconferencing

F. Lasser asked whether Drs. M. Leia-Stephen, P. Doris and B. Rudston-Brown would be interested in meeting by videoconference every other meeting. All agreed that videoconferencing would be very helpful and should be set up.

#### 3. CAIS Pilot Project.

This item was tabled until the next meeting.

#### 4. Newsletter #2

Council members were given a draft and asked to contact F. Lasser as soon as possible if there were any revisions. It will be published in April.

#### D. CME

##### Needs Assessment - Update

R. Cheifetz presented highlights from the Needs Assessment data. Information from the Assessment will be used to build the CME Program. A program proposal will be prepared for review at the next meeting.

F. Lasser and R. Cheifetz will work together to tie the CME Program into practice guidelines.

R. Cheifetz stated that we need to have input into the design, educational effectiveness and delivery of CME courses.

B. Rudston-Brown suggested that we should have an ongoing questionnaire on the website.

N. Davis asked for comments on whether we should try to develop a Surgical Oncology meeting this year. Proposed discussion for next meeting.

**Action:** R. Cheifetz will present a program plan and budget at the next meeting.

R. Cheifetz and N. Davis to meet with T. Phang to discuss his project.

#### E. Research & Outcomes Evaluation Committee Update.

**Atlas Dissemination Decision:** After discussion, Phase 1 of the Atlas (volumes) is to be provided on the SON site, with public access. However, all cells with procedure counts less than 5 are to be suppressed in accordance with Statistics Canada, FOIPP and NAACCR privacy guidelines.

**Action:** M. Mackinnon.

There was discussion that without description, appropriateness of practice is not reflected. T. Murphy pointed out that the larger picture needs describing (e.g. intentions, methodology, future directions, etc).

**Action:** M. Mackinnon has implemented such pages and they had already been reviewed by some committee members. Modifications will be made to reflect additional points.

##### Waitlists

M. Mackinnon noted that a letter had been sent from the Council to Dr. Fatin requesting that coding be added to the Ministry's Surgical Waitlist so that oncology was reflected in its statistics. He also noted the liaison the Council has had with the Ontario ICES waitlist survey and the research material we have received from them. Discussion also ensued on the accuracy of this data and was deferred until a later meeting.

**Action:** M. Mackinnon to send Drs. Rudston-Brown and Doris copies of the formal systems specification of the system as obtained from Ms. Chuly's office.

Drs. Davis, Leia-Stephen and Coldman raised the rationale for pursuing wait time data collection – does it affect outcome, is it a useful tool, is it for management or monitoring.

**Decision:** There was general agreement to determine a clear direction before proceeding. To be discussed at the ROE Committee meeting.

##### Practice Guidelines

Discussion occurred as to what guidelines should be developed, and developing a committee to work on guidelines. The consensus was on saving money by not duplicating work previously done.

T. Murphy said that consideration should be given to what is being done across Canada and sharing information by importing content into our guidelines.

M. Leia-Stephen said that one objective should be to make the guidelines user friendly.

D. Manson suggested that the guidelines would require continuing application and monitoring during the evolution phase and should be adequately resourced.

C. Rusnak stressed that the Council was established to identify appropriate guidelines and then determine which guidelines should be adopted and promoted by the Council.

M. Leia-Stephen suggested using the Guideline Protocol Advisory Committee MOH to assist with Council Guidelines.

*Action: M. Leia-Stephen to contact with Ministry Committee.*

*C. Rusnak to make a presentation at the next meeting at the MOH.*

**F. Other**

- Monthly Council Meetings, first Wednesday of each month at 3:30 – 5:30 p.m.

Next meeting: Wednesday June 5, 2002, 3:30-5:30 p.m.

***Meetings for 2002:***

June 5

July 3

August 7

September 4

October 2

November 6

December 4

***Meetings for 2003:***

January 8

February 5

March 5

April 2

May 7

June 4

July 2

August 6

September 3

October 1

November 5

December 3