



AGENDA

Nov. 1st, 2002 - 3:30 to 5:30pm

VCC – 4th Floor Boardroom

PURPOSE OF MEETING/DESIRED OUTCOMES:

- An update on Council Executive committee activities.
- An update on Fall Planning Workshop and recruitment of Surgical Tumour Group Chairs.
- Approval of Terms of References for committees and appointment of committee chairs.
- Discussion regarding how best to develop and implement Clinical Practice Guidelines.

3:30pm	1. APPROVAL OF AGENDA		T. Strack
3:35pm	2. APPROVAL OF MINUTES from Oct. 4, 2002	For approval.	ALL
	3. OLD BUSINESS		
3:40pm	3.a. FALL PLANNING MEETING	For discussion and information	ALL
3:55pm	3.b. SURGICAL TUMOUR GROUP CHAIRS	For information	ALL
	4. UPDATES		
4:05pm	4.a. Continuing Medical Education (CME)	For information	R. Cheifetz
4:10pm	4.b. Clinical Practice Guidelines (CPG)	For information	T. Strack
4:15pm	4.c. Communications (COMM)	For information	T. Strack
4:20pm	4.d. Research & Outcomes Evaluation (ROE)	For information	M. MacKinnon
	5. NEW BUSINESS		
4:35pm	5.a. TERMS OF REFERENCE	For approval	T. Strack/ALL
	• Communications	<i>Attachment</i>	
	• Continuing Medical Education	<i>Attachment</i>	
	• Research Outcomes & Evaluation	<i>Attachment</i>	
4:55pm	5.b. APPOINTMENT OF COMMITTEE CHAIRS	For approval	T. Strack/ALL
5:00pm	5.c. CLINICAL PRACTICE GUIDELINES COMMITTEE	For discussion	ALL
	• How should this committee be structured?		
	• What should the CPG committee do? What should the Surgical Tumour Groups do?		
	• Your vision/thoughts on how we can develop CPGs for surgical oncology.		
5:20pm	6. OTHER		ALL
	<i>Note: Next meeting is Friday, February 7th, 2003</i>		
5:30pm	7. ADJOURNMENT		



BC Cancer Agency
CARE & RESEARCH

BC Provincial Surgical Oncology Council and Network

Meeting: *Friday, November 1, 2002 3:30 – 5:30 p.m.*

Attendees: Dr. N. Davis (co-chair), Dr. R. Cheifetz, Dr. A. Coldman, Dr. N. Fatin, Mr. M. Mackinnon, Ms. B. Poole, Dr. C. Scudamore, Ms. T. Strack

Regrets: Dr. L. Benedet, Dr. P. Doris, Dr. D. Miller, Dr. B. Rudston-Brown, Dr. C. Rusnak, Dr. S. Sutcliffe, Dr. G. Warnock.

Recorder: Ms. D. Denesyk

COUNCIL EXECUTIVE MINUTES

1. APPROVAL OF AGENDA

N. Davis requested the addition of item 3.c. Membership/Terms of Reference.

2. APPROVAL OF MINUTES

R. Cheifetz clarified that under item 4.a.i she would be giving a talk to the BCMA Section of Urology business meeting not the BC Urologic Association.

Motion: Minutes from October 4, 2002 meeting APPROVED with revisions.

3. OLD BUSINESS

3.a. Fall Planning Meeting

T. Strack circulated a copy of the draft agenda and action plan that has been sent to the invitees. She noted that response to the initial notice has been very positive. It was agreed to also invite Penny Ballem, Phyllis Chuly, Dr. Greg McGregor, Bert Boyd or his Directors, and the BCCA Gynecologic Oncology group.

ACTION: T. Strack to send out invitations to the additional invitees.

3.b. Surgical Tumour Site Chairs

T. Strack informed the group that all potential Surgical Tumour Site Chairs have been contacted either by phone or letter. So far, four people have agreed to be Chair of a Surgical Tumour Site - Dr. Adrian Lee for Melanoma & Skin, Dr. Richard Finley for Esophageal & Lung, Dr. Masri for Sarcoma/Spinal and Dr. Terry Phang for Colorectal. Dr. Stephen Chung declined to serve as the Hepatobiliary Chair but recommended Dr. C. Scudamore. It was suggested that another method for selecting a Surgical Tumour Site Chair could be to organize a meeting of specialists in a particular discipline and to then have them self-select a Chair. It was agreed that for the time being, the Council Executive will continue to pursue the initial recommendations.

ACTION: N. Davis and C. Rusnak to follow-up with potential Surgical Tumour Site Chairs.

3.c. Membership/Terms of Reference

N. Davis noted that the Surgical Oncology Council representative from the Vancouver Coastal Health Region could be from either Vancouver Hospital or Providence Healthcare. It was agreed that there should only be one representative from the region and that since Providence does very little cancer surgery, the preferred choice would be the Head of Surgery at Vancouver Hospital. Since Dr. Garth Warnock is both the Head of Surgery at VGH and the Chair of the Department of Surgery, it was agreed that an alternate representative from VGH should be appointed.

ACTION: N. Davis agreed to follow up with Dr. Warnock regarding the appointment of an alternate representative from Vancouver Hospital.

The group also clarified that the term Surgical Tumour Sites will be used instead of Surgical Tumour Groups.

4. UPDATES

4.a. Continuing Medical Education

T. Strack reported that there are currently about 100 registrants for the BCCA Conference November 29 & 30. As there are 58 people registered for the Friday workshop, Dr. Phang has decided to increase the registration from 48 to 60, thus allowing 5 participants per cadaver. It was also noted that approximately 25 surgeons have registered for the BCCA Partners in Cancer Care conference on Friday, which is the first time surgeons have been involved with the annual BCCA conference.

N. Davis noted that there is a good turnout for this event and that this is the first hands-on TME (Total Mesenteric Excision) course being offered in Canada. Speakers have been arranged from Holland, England, and the US. R. Cheifetz noted that she is developing a pre and post test for the hands-on portion of the conference.

4.b. Clinical Practice Guidelines

Nothing to report.

4.c. Communications

T. Strack and B. Poole met with Don Henkelman regarding the Extranet project. He has indicated that he supports these initiatives and understands how they relate to Surgical Oncology. T. Strack and B. Poole will continue to communicate the importance of these technologies in achieving the Surgical Oncology Council's goals and objectives.

T. Strack advised that the website has been updated and is currently being revised.

T Strack reported that the current newsletter will be in the mail shortly and asked for suggestions from the Council members for inclusion in the next newsletter. Suggestions for future newsletters included:

- the Ontario newsletter often features an article or discussion on a specific topic
- a synopsis of an article or book chapter could be reviewed and a summary written, with a comment on the value of the particular information.
- regular sections should be included such as Network News, Human Resources, Standing Committees, Surgical Tumour Sites
- could write on developments in Thoracic program – B. Poole and B. Schmidt are meeting to discuss this proposal
- feature a surgeon in the province (could feature Dr. Michael Humer if the thoracic feature is included)
- article on the CAPCA meeting being held in Vancouver at the end of November
- follow-up on BCCA conference presentations
- report on telemedicine and the PHSA's role in provincial coordination of telemedicine
- a Talkback section was suggested (i.e. readers can write in and give feedback)

4.d. Research & Outcomes Evaluation

Mr. M. Mackinnon asked for feedback on the waitlist questionnaire that was designed to go out with the newsletter. It was suggested that surgeons be asked for information on two sites, rather than three, and that the wording to be changed to reflect the 'typical' or 'average' patient. Concern was expressed over the questionnaire's complexity and possible poor response. It was recommended that the questionnaire be presented as part of a series of tools to look at waitlists. It was agreed to put this in the newsletter.

Dr. N. Fatin mentioned that the Ministry may again pursue adding a cancer flag to the Ministry Surgical Waitlist, and that it is possible to link the Ministry files via personal health number, to get estimates of some wait intervals.

Dr. C. Scudamore suggested the use of a patient card to record wait intervals.

Dr. N. Davis discussed the ways the Council might be able to help with the Canadian Waitlist Project.

5. NEW BUSINESS

5.a. Terms of Reference

T. Strack presented draft Terms of Reference for three of the Council's Standing Committees and requested feedback and approval from the Council Executive.

Communications

Several revisions were suggested and incorporated.

MOTION: Terms of Reference - Communications APPROVED.

Continuing Medical Education

Two minor corrections were made.

MOTION: Terms of Reference – Continuing Medical Education APPROVED.

Research Outcomes & Evaluation

Several revisions were suggested and incorporated.

MOTION: Terms of Reference – Research Outcomes & Evaluation APPROVED.

5.b. APPOINTMENT OF COMMITTEE CHAIRS

T. Strack advised that the Council Executive should formally approve the appointment of Standing Committee Chairs.

MOTION: Dr. Blair Rudston-Brown be appointed to chair the Communications Committee APPROVED.

MOTION: Dr. Rona Cheifetz be appointed to chair the Continuing Medical Education Committee APPROVED.

MOTION: Dr. Peter Doris be appointed to chair the Research Outcomes & Evaluation Committee APPROVED.

5.c. CLINICAL PRACTICE GUIDELINES COMMITTEE

Discussion ensued regarding the committee's role, purpose and structure. It was suggested that the word Guidelines should be taken out of the title and that the committee be re-titled simply Clinical Practice Committee. It was noted that there is a provincial guidelines

committee, supported by the Ministry of Health and BC Medical Association. The role of the Surgical Oncology Practice Guideline Committee should be to act as a liaison with existing groups. The committee will encourage and foster the development of guidelines and care maps and make them available to anyone in the province. A key function will be to develop and augment the surgical portion of the BCCA Cancer Manual. The aim is to help people to do their job, rather than telling them how to do their job.

ACTION: T. Strack to develop the Terms of Reference for the Clinical Practice Committee for the next Surgical Oncology Executive meeting on February 7, 2003.

6. Other

7 Adjournment

The meeting was adjourned at 5:35 p.m.

Next meeting, Friday, February 7, 2003, 3:30 – 5:30 p.m.