



AGENDA

March 7th, 2003 - 3:30 to 5:30pm

VCC – 4th Floor Boardroom

PURPOSE OF MEETING/DESIRED OUTCOMES:

- Approval of Clinical Practice Terms of Reference.
- Discussion of Provincial Review of Surgical Services (what role can the Surgical Oncology Council & Network play in this?)

3:30pm	1. APPROVAL OF AGENDA		T. Strack
3:35pm	2. APPROVAL OF MINUTES from Feb. 7 th , 2002	For approval.	ALL
3:40pm	3. OLD BUSINESS		
	3.a. TERMS OF REFERENCE <ul style="list-style-type: none"> • Clinical Practice 	For approval <i>Att: terms of ref CP.doc</i>	T. Strack/ALL
	4. UPDATES		
4:10pm	4.a. Continuing Medical Education (CME)	For information	R. Cheifetz
4:25pm	4.b. Communications	For information	T. Strack
	5. NEW BUSINESS		
4:30pm	5.a. Provincial Review of Surgical Services	For discussion	ALL
5:00pm	6. OTHER		ALL
	<i>Note: Next meeting is Friday, April 4th, 2003</i>		
5:30pm	7. ADJOURNMENT		



BC Cancer Agency
CARE & RESEARCH

**BC PROVINCIAL SURGICAL ONCOLOGY
COUNCIL & NETWORK**

Minutes

Date: March 7, 2003

Attendees:

- | | | |
|----------------------------|------------------------|---------------------------|
| P Dr. Noelle Davis | P Dr. Con Rusnak | R Dr. Simon Sutcliffe |
| P Dr. Ronz Cheifetz | R Dr. Andy Coldman | R Dr. Peter Doris |
| P Dr. Neil Fatin | R Dr. Andy Kluftringer | |
| R Dr. Maureen Leia-Stephen | | R Dr. Blair Rudston-Brown |
| R Dr. Garth Warnock | R Dr. Gil Wankling | |
| R Murray Mackinnon | P Barbara Poole | P Tina Strack |
| P Erin Lowe (recorder) | | |

ISSUE/TOPIC	DISCUSSION POINTS	ACTION (Include Person(s) Responsible)
<p>1. APPROVAL OF AGENDA</p>	<p>Approved with the following additions: 3.b. Surgical Oncology Planning Document 5.b. Website Update 4.c. Surgical Tumor Groups</p>	
<p>2. APPROVAL OF MINUTES from Feb 7, 2003</p> <p>3. OLD BUSINESS 3.a. Terms of Reference</p> <ul style="list-style-type: none"> Clinical Practice 	<p>Approved as circulated</p> <p>T. Strack advised that the Terms of Reference have been revised per the discussion at last month's meeting. Confirmation of the Clinical Practice Committee as a clearinghouse that will evaluate and review guidelines. Committee will also develop provincial guidelines related to surgical oncology.</p> <p>N Fatin noted that the guidelines could act as a regional operation blueprint for the Ministry of Health (MOH) in support of successful surgical oncology programs.</p> <p>It was suggested that guidelines be available on-line and mailed out with newsletters.</p> <p>It was agreed to review the format of clinical practice guidelines. The following format templates were discussed: CMA, Agree, Health Canada, MD Anderson.</p>	<p>BRING FORWARD: T. Strack and B Poole to put existing guidelines (recta and breast) into these formats and to be discussed at April meeting.</p>

ISSUE/TOPIC	DISCUSSION POINTS	ACTION (Include Person(s) Responsible)
	<p>The committee discussed regional representation for membership for the clinical practice committee. N Davis volunteered to act as chair. Suggestions were made as to other possible candidates for membership.</p> <p>Amendments to the guidelines were discussed & include the following:</p> <ul style="list-style-type: none"> • Clinical Practice Committee's role to include "regularly review clinical practice documents and send back to Surgical Tumour Group for review" and "develop mechanism to monitor adherence and outcomes". 	<p>MOTION: Amended Terms of Reference – Clinical Practice</p> <p style="text-align: right;">APPROVED</p>
<p>3.b. Surgical Oncology Planning Document</p>	<p>B Poole described the philosophy as follows: short, intermediate and long-term goals.</p> <p>It was agreed that the Council Executive should focus on interaction with the PHSA rather than the health regions. The PHSA is the designated body that will collaborate with the health regions. Mechanisms for success and the identification of relevant issues were discussed for regional planning.</p>	<p>BRING FORWARD to April meeting to seek Council Executive support and approval of strategic plan.</p>
<p>4. UPDATES</p> <p>4.a. Continuing Medical Education</p>	<p>R Cheifetz reported several activities upcoming within the next 12-18 months. These include the following workshops reflecting a variety of topics in general surgery & surgical oncology:</p> <ul style="list-style-type: none"> • Spring 2004: Breast update on Vancouver Island • November 2004: Annual BCCA Conference: one-day session: "Hot Topics in Surgical Oncology" • Current Management of Melanoma (1st session: May 23, Kelowna; 2nd session: June, Fraser Valley). • Thyroid (1st session: Fall, Vancouver Island) • Low rectal practical course (Wed, Sept 17) <p>Additional educational topics were discussed including gynecologic oncology. We have been invited to do a presentation on the Council & Network at the BC Surgical Society meeting in May.</p> <p>R Cheifetz reported progress on the Internet course. Pilot users are being recruited in the current issue of the newsletter. Full accreditation for courses will be obtained.</p>	<p>DETAILS FORTHCOMING re "Hot Topics in Surgical Oncology"</p> <p>T Strack to contact R Rudston-Brown to be Council & Network representative for presentation at BC Surgical Society meeting in May.</p> <p>T Strack to contact C Scudamore re presentation details once confirmed.</p>
<p>4.b. Communications</p>	<p>T. Strack advised that the next edition of the newsletter will be mailed by the end</p>	

ISSUE/TOPIC	DISCUSSION POINTS	ACTION (Include Person(s) Responsible)
	of March. Discussion ensued regarding topics and recruitment of articles and updates for future newsletters and website.	
4.c. Surgical Tumour Groups	T Strack reported status of confirmed and outstanding tumor group chairs. The only group still requiring a chair is Urology. Dr. Keith Prestage was recommended.	N. Davis to contact Dr. Keith Prestage and invite him to serve as Urology Surgical Tumour Group Chair.
5. NEW BUSINESS 5.a. Provincial Review of Surgical Services	B Poole reported that S Sutcliffe is sending a letter to the PHSA informing them of his desire to have the Surgical Oncology involved in this review (through Barbara Poole's involvement).	
	The Council Executive agreed to draft a letter for submission to PHSA requesting that Surgical Oncology Council and Network be included in this review.	T Strack, B Poole & N Davis to draft letter to PHSA.
5.b. Website Update	Feedback included developing links with various organizations (BC Surgical Society, Canadian Society of Surgical Oncology, CAGS)	T Strack to forward requests to organizations.
6. OTHER <i>Next meeting is Friday, April 4, 2003</i>		
7. ADJOURNMENT	Meeting adjourned at 5:15 pm.	