



AGENDA

July 4th, 2003 - 3:30 to 5:30pm

Vancouver – 4th Floor Boardroom

Teleconference: Lower Mainland 604 899 2339
Long Distance 1 877 385 4099
Passcode 86927#

PURPOSE OF MEETING/DESIRED OUTCOMES:

- General update on Network activities.
- Approval of terms of reference for Physician Information System Working Group.

3:30pm	1. APPROVAL OF AGENDA		ALL
3:35pm	2. APPROVAL OF MINUTES from June 6 th , 2003	For approval.	ALL
	3. OLD BUSINESS		
3:40pm	3.a. Physician Information System Working Group	For discussion and approval	ALL
	4. UPDATES		
4:00pm	4.a. Clinical Practice	For Information	N. Davis
4:10pm	4.a. Continuing Medical Education (CME)	For information	R. Cheifetz
4:15pm	4.b. Communications	For information	B. Rudston-Brown
4:20pm	4.c. Research & Outcomes Evaluation	For information	P. Doris/ M. Mackinnon
4:25pm	4.b. Surgical Tumour Groups	For information	T. Strack
	5. OTHER		
	<i>Note: Next meeting is September 5th, 2003</i>		
4:30pm	6. ADJOURNMENT		



BC Cancer Agency
CARE & RESEARCH

BC PROVINCIAL SURGICAL ONCOLOGY COUNCIL & NETWORK
Minutes

Date: July 4, 2003

Attendees: P Noelle Davis P Con Rusnak R Simon Sutcliffe
 P Rona Cheifetz P Andy Coldman P Peter Doris
 R Neil Fatin R Andy Kluffinger R Garth Warnock
 R Gil Wankling P Murray Mackinnon R Maureen Leia-Stephen
 P Barbara Poole P Tina Strack R Blair Rudston-Brown
 P Erin Lowe (recorder) P Janet Alred

ISSUE/TOPIC	DISCUSSION POINTS	ACTION (Include Person(s) Responsible)
1. Approval of Agenda	Additions to the Agenda to include 5.a. Annual Council Meeting, 5.b. 2004 Breast Tumour Group Conference, 5.c. 2004 Breast Tumour Group Template Funding.	APPROVED as amended.
2. Approval of Minutes , June 6, 2003.		BRING FORWARD to September 5 meeting.
3. Old Business 3.a. Physician Information System Working Group (Terms of Reference Document)	Discussion ensued re the Terms of Reference and included the following: <ul style="list-style-type: none"> • C Rusnak reported excellent feedback from colleagues. • Marketing suggestions & contacts were discussed. • A Coldman encouraged the committee to consider what the objectives of any physician information system would be. 	T Strack to amend document to reflect suggestions. T Strack to communicate with necessary individuals regarding participation.
4. UPDATES 4.a. Clinical Practice	T Strack reported that the first meeting of the committee last week was successful.	
	B Poole reported the deliverables of committee as follows: <ul style="list-style-type: none"> • Identification of template for clinical practice guidelines. • Identification of resources to inventory for surgical oncology. 	T Strack to email council members with Clinical Practice committee meeting minutes
4.b Continuing Medical Education (CME)	R Cheifetz updated the Council as follows:	R Cheifetz to work with Surgical Tumour

ISSUE/TOPIC	DISCUSSION POINTS	ACTION (Include Person(s) Responsible)
	<p><u>November 2004 Conference:</u></p> <ul style="list-style-type: none"> • R Cheifetz has emailed tumour group chairs requesting Hot Topic suggestions: 4 speakers have been confirmed • Surgical Oncology will present on Saturday morning: N Davis presenting Council data on surgical outcomes and referral patterns. <p><u>Lecture Series</u></p> <p>§ September or October, Melanoma Update in Fraser Valley</p> <p>§ R Cheifetz, R Irvine (ENT, SPH) & F Wong to develop a Head & Neck seminar.</p> <p><u>Internet Course</u></p> <ul style="list-style-type: none"> • In process of development 	<p>Group chairs to select topics for those who have not yet responded.</p>
4.c. Communications	<p>T Strack reported a delay in delivery of our next Newsletter. R Cheifetz briefly discussed the topics of the Newsletter (theme is melanoma).</p> <p>T Strack reported that she and B Rudston-Brown are communicating re strategies for Extranet project.</p>	
4.d. Research & Outcomes Evaluation	<p>M Mackinnon reported the Extract, Load, Transform tool for the CIHI/DAD hospital discharge data is in test mode.</p> <p>There is a possibility that the recently obtained set of CIHI/DAD data is incomplete.</p>	
4.e. Surgical Tumour Groups	<p>T Strack confirmed meeting with all chairs except from those in the North.</p> <p>G Steinhoff will represent urology.</p> <p>B Poole discussed progress of the breast task group that has been formulated to analyze sentinel node lymph mapping. R Cheifetz requested a draft statement from the task force for her September 19 presentation at the CAGS meeting.</p> <p>B Poole expects membership for the breast tumour group to</p>	<p>T Strack to set up the following meetings:</p> <ul style="list-style-type: none"> • B Poole, C Rusnak & G Steinhoff • T Strack, A Lee & N Davis • B Poole, C Rusnak & A Hayashi <p>B Poole to deliver draft statement from breast task force to R Cheifetz once obtained.</p>

ISSUE/TOPIC	DISCUSSION POINTS	ACTION (Include Person(s) Responsible)
	be identified from the task group.	
5. New Business 5.a. 2004 Annual Council Meeting	N Davis suggested that criteria for the meeting include a strategic plan created by Council that reviews & evaluates Council's progress this year. Suggestions were made for speakers and their presentations. The Annual Council Meeting date and location were discussed.	Approval for the October 24, 2003 (4 th weekend in October) in Vancouver. T Strack to email members with meeting details.
5.b. 2004 Breast Cancer Conference	Council discussed the dates and location of the conference. It was agreed that end of April or beginning of June would be an opportunistic time. Victoria was suggested for the location. Discussion ensued & suggestions were made regarding participation, logistics, format & attendees for the conference.	T Strack to check possible conflicting dates with other conferences (CSSO, NCIC) BRING FORWARD location details to next meeting. T Strack to book teleconference with key individuals to begin planning.
5.c. Breast Tumour Group Template Funding	C Rusnak reported A Hayashi requests funding from the Council to proceed with his template for the management of breast cancer. The Council Executive agreed to support A Hayashi; however, clarification was requested.	T Strack to contact A Hayashi regarding proposal.
5. OTHER		
<i>Next meeting is Friday, September 5, 2003, VCC 4th Floor Board Rm. PLEASE NOTE THERE IS NO MEETING IN AUGUST—have a nice summer!!!</i>		
6. ADJOURNMENT: 5:15 pm		