



AGENDA

September 5th, 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.
- Discussion and finalize the agenda for annual Council meeting.
- Review of website changes and discussion of other communication strategies the Network should pursue.

3:30pm	1. APPROVAL OF AGENDA		ALL
3:35pm	2. APPROVAL OF MINUTES from June 6 th , 2003 & July 4 th , 2003	For approval.	ALL
	3. OLD BUSINESS		
3:40pm	3.a. Annual Council Meeting (October 24 th)	For discussion	ALL
	4. UPDATES		
4:00pm	4.a. Clinical Practice	For Information	N. Davis
4:10pm	4.b. Continuing Medical Education (CME)	For information	R. Cheifetz
4:20pm	4.c. Communications	For information	B. Rudston-Brown
4:25pm	4.d. Research & Outcomes Evaluation	For information	P. Doris/ M. Mackinnon
4:35pm	4.e. Surgical Tumour Groups	For information	T. Strack
4:40pm	4.f. Physician Info. System Working Group	For information	T. Strack
	5. NEW BUSINESS		
4:45pm	5.a. Website Update & Communications Discussion	For information and discussion	ALL
	6. OTHER		
5:25pm	<i>Note: Next meeting is October 3rd, 2003</i>		
5:30pm	6. ADJOURNMENT		

Fall Meeting Schedule & Discussion Topics

In future meetings, we would like to encourage discussion of important issues at every meeting. We will seek speakers, if appropriate, to present on a topic and then have a roundtable discussion on what the SON's role could be/should be with regard to that topic. What can the SON do in these areas? We hope that Council Executive members will come prepared with your thoughts on these topics.

Topics planned include (suggestions are always welcome):

- October Volumes and Access Standards (invite Dewey Evans from the Ministry of Health)
- November What is our role in Quality Assurance?
- December Payment for Oncology Services
- January UBC Surgical Oncology training (invite Dr. Gavin Stuart, new Dean of Medicine)



BC Cancer Agency

CARE & RESEARCH

**BC PROVINCIAL SURGICAL ONCOLOGY NETWORK
COUNCIL EXECUTIVE MEETING**

Minutes

Date: September 5, 2003

Attendees: R Noelle Davis P Con Rusnak R Simon Sutcliffe
P Rona Cheifetz P Andy Coldman P Peter Doris
P 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 Janet Alred (Recorder)

ISSUE/TOPIC	DISCUSSION POINTS	ACTION (Include Person(s) Responsible)
1. Approval of Agenda	T. Strack advised that A Kluffinger will be withdrawing from the Council Executive indefinitely. His home was destroyed in the recent fires in Kelowna. Council Executive members expressed their condolences and offered their best wishes on a card that will be sent to Dr. Kluffinger.	APPROVED.
2. Approval of Minutes, June 6, 2003 & July 4, 2003		APPROVED.
3. Old Business 3.a. Annual Council Meeting	<p>The Annual Council Meeting will be held on Friday October 24th, 2003 at the Sheraton Wall Centre Hotel in Vancouver. T Strack described the agenda and received input from Council Executive members:</p> <ul style="list-style-type: none"> • It was suggested that the committee chairs talk about what they need from the STGs. • Reports and a roundtable discussion involving Surgical Tumour Group Chairs will follow. • There will be a one-hour health authority review. The suggestion was made that Brian Schmidt, from PHSA, could lead or round up the discussion, which could concentrate upon regional surgical services and distribution of service models. The HAs are supposed to be united with their standards for surgery and recording systems, however, regions consolidate their services individually. Are objectives being met at these different levels? N Fatin suggested a common theme of discussion to be "What are they doing for cancer surgery?" Discussion ensued about the government's role guiding the HAs. • A tradeshow will be organized over lunch including vendors and programs that currently have outcome collection systems. • Following lunch, a mini-workshop on outcome measurement will 	<p>T Strack to amend document to reflect suggestions.</p> <p>T Strack to communicate with necessary individuals regarding participation.</p> <p>T Strack to contact Brian Schmidt, Glen Lowther and appropriate people from other HAs to attend and participate in the discussion.</p> <p>T Strack to contact companies related to outcome measurements and request donations from them for participating.</p>

ISSUE/TOPIC	DISCUSSION POINTS	ACTION (Include Person(s) Responsible)
	<p>occur.</p> <ul style="list-style-type: none"> The STGs will then break off into groups to discuss strategies for the future. C Rusnak would like each group to have a blueprint with which to leave. Common themes across STGs could be discussed in the morning, focusing down to finer points and common approaches in the afternoon. A Coldman suggested having questions ready beforehand for the STGs to discuss, such as: What are two or three critical outcome measures for surgical oncology? How can we measure these most effectively? Diagnostic vs therapeutic measures? How do we affect compliance? An overall focus for the day could be to build strong STGs 	
<p>4. UPDATES 4.a. Clinical Practice</p>	<p>The committee is working on standards. Sharon Thomson, the new Advanced Practice Nurse will commence work with SON on October 20th. She has experience implementing guidelines in the UK.</p>	
<p>4.b . Continuing Medical Education (CME)</p>	<p>R Cheifetz updated the Council as follows:</p> <ul style="list-style-type: none"> The internet course is nearing completion and will be available for surgeons by the end of this year. The May 2003 Melanoma conference in Kelowna received good evaluation feedback. A similar conference will be put on in October in the Fraser Valley. <p><u>November 2004 Conference:</u></p> <ul style="list-style-type: none"> Four topics and speakers have been confirmed. Four more have been recommended, and R Cheifetz hopes for a maximum of 12 topics to be discussed throughout the day. This provides a broad spectrum of discussion on both adjuvant and surgical topics. 	
<p>4.c. Communications</p>	<p>T Strack reported that the newsletter has been printed and will be distributed this week. It is already available on the internet.</p> <p>B Rudston-Brown has provided a letter to T Strack inquiring as to the status of the Extranet project.</p> <p>B Poole and T Strack have been invited to the November BCCA Partners in Cancer Care conference to present the work of the Network and Council.</p>	<p>T Strack to continue to seek clarification from BCCA regarding status of Extranet project.</p>

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4.d. Research & Outcomes Evaluation	<p>It has been verified that the set of hospital abstract (CIHI/DAD) data supplied from the Ministry of Health in April was not extracted correctly. A Ministry analyst is currently working on fixing this. They will supply the latest two years as well, which will require the Surgical Tumour Groups to review the new coding schemes.</p> <p>The first stage of the project for the Breast Surgical Tumour Group (surgery and radiation rates) is complete. This involved the extraction of records from the BCCA registry and the evaluation of the extent of dual registrations, within the 12 month followup period, which would pose a problem for linkage with other datasets.</p> <p>Surgical tumour group chairs have been contacted with respect to initial requests, but there have been few replies.</p>	
4.e. Surgical Tumour Groups	<p>T Strack informed the group that both the Skin and Urology STGs are on the verge of commencement, with people having been picked to be involved in the Groups.</p> <p>B Poole and C Rusnak met with Gary Steinhoff mid August to discuss the Urology STG, and N Davis and T Strack met with Adrian Lee at the end of the month to discuss the Skin STG. B Poole and C Rusnak will meet with Allen Hayashi regarding Breast STG this week.</p>	
4.f. Physician Information System Working Group	<p>T Strack informed the group that a meeting has not yet been booked. She has incorporated feedback from last meeting into the Terms of Reference for the Group and needs advice regarding Health Informatics invitees. She has a contact at Simon Fraser University who would be willing to attend the meetings and give advice. B Poole advised that background information about existing information systems has been summarized and will be distributed to committee members.</p>	T Strack to follow up regarding Health Informatics contact and to put together first meeting of the group.
5. New Business 5.a. Future Council Meeting Topics	<p>T Strack outlined a plan to include discussion topics at every Council Executive meeting. Topics were listed at the foot of the Agenda. Roundtable discussions on what role SON should play in regard to individual topics will ensue. Appropriate STG Chairs will be invited to attend the council meetings if relevant. It is</p>	

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5.b. Future Council Meeting Dates	<p>hoped that council members will attend the meetings prepared to take part in the discussion.</p> <p>B Poole provided detailed descriptions of the October – January topics. For the October topic of Volumes and Access Standards (Dewey Evans from the Ministry of Health has been invited) she hopes the council will discuss SON's role, implications and the government's evidence-based approach. R Cheifetz advised the SON should be involved early with any government approaches.</p> <p>J Alred stated she has been unable to find a different time for future council meetings. Those in attendance today acknowledged that so far Friday afternoons worked fine.</p>	
5.c. Website Update	<p>J Alred led the council through the changes that have been made to the SON website. The new website was well received. It is hoped that STG Chairs will provide information on current activities for their pages.</p> <p>Suggestions were made to ensure links between the SON page and other areas of the BCCA website, with A Coldman advising that the SON have editorial control over surgery-related items throughout the Agency. B Poole noted that guidelines should be written by the STG Chairs to ensure accuracy. It was agreed that information must be approved by the appropriate person before it is put onto the Web.</p> <p>Members are advised to visit the new website to ensure their information is portrayed appropriately.</p>	J Alred will ensure all information from the old Website is transferred to the new one and will delete the old sections. Links will be made with appropriate areas of the BCCA Website.
6. OTHER <i>Next meeting is Friday, October 3rd, 2003, VCC 4th Floor Board Rm.</i>		
7. ADJOURNMENT: 5:30 pm		