



**BC Surgical Oncology Network – Council Executive
AGENDA**

March 5th, 2004 - 3:30 to 5:30pm
Vancouver: 4th Floor Boardroom

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

PURPOSE OF MEETING/DESIRED OUTCOMES:

- To review the February 6th Council meeting and provide feedback.
- To provide an update on the April 24th Breast Cancer Symposium.
- To review and provide input into the infrastructure survey and BCCA fall conference theme.
- To decide on a logo/brand.

3:30pm	1. APPROVAL OF AGENDA		ALL
3:35pm	2. APPROVAL OF MINUTES from December 5 th , 2003	For approval.	ALL
	3. OLD BUSINESS		
3:40pm	3.a. Breast Cancer Symposium (April 24 th)	For discussion.	T. Strack/C. Rusnak
3:50pm	3.b. Council Meeting (February 6 th , 2004) Attached: <i>2004 Council Minutes.doc</i>	For discussion.	ALL
	4. UPDATES		
4:05pm	4.a. Clinical Practice ▪ Infrastructure Survey Attached: <i>infrastructure.doc</i>	For Information	N. Davis
4:15pm	4.b. Continuing Medical Education (CME) ▪ Fall BCCA Conference Theme	For information	R. Cheifetz
4:25pm	4.c. Communications ▪ Logo/Letterhead Attached: <i>SONletterhead11.pdf</i> <i>SONletterhead21.pdf</i> <i>SONletterhead31.pdf</i>	For information	B. Rudston-Brown/T. Strack
4:40pm	4.d. Research & Outcomes Evaluation	For information	P. Doris/ M. Mackinnon
4:45pm	4.e. Surgical Tumour Groups	For discussion	T. Strack/ALL
4:50pm	4.f. Physician Info. System Working Group	For information	T. Strack/B. Poole/N. Davis
	5. NEW BUSINESS		
5:00pm	5.a. Surgical Oncology Program Review	For information.	N. Davis
5:10pm	5.b. PHSA Surgical Services Attached: <i>PHSA Surg Srvc.tif</i>	For discussion	ALL
5:15pm	5.c. Support for Committee Chairs	For discussion	ALL
5:20pm	6. OTHER		
5:30pm	7. ADJOURNMENT		

Future Discussion Topics:

May - Dr. Gavin Stuart will join us for a discussion of Surgical Oncology Training in BC.



BC Cancer Agency
CARE & RESEARCH

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

Minutes

Date: March 5, 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
 P Gil Wankling R Murray Mackinnon R Maureen Leia-Stephen
 P Barbara Poole P Tina Strack R Blair Rudston-Brown
 P Janet Alred (Recorder) P Sharon Thomson

ISSUE/TOPIC	DISCUSSION POINTS	ACTION (Include Person(s) Responsible)
1. Approval of Agenda		APPROVED.
2. Approval of Minutes for December 5 th , 2003		APPROVED.
3. Old Business 3.a. Breast Cancer Symposium (24 th April)	<p>We have 4 people registered. 1000 brochures were printed and sent to the western provinces and states. The conference is advertised on the VIHA, NCI, and BCCA websites, and in the April BCMJ.</p> <p>T Strack informed the group of success with obtaining sponsorship from Aventis, AstraZeneca, Schering Biotech, VIHA and asked whether the Council Executive would provide sponsorship. The Executive agreed to a sum of \$5000. \$20,000 has now been obtained in sponsorship for the symposium.</p> <p>The Executive decided to also sponsor the fall cancer conference in the amount of \$5000.</p> <p>Discussion ensued about a second mail out of updated brochures. These could be sent out with the next newsletter, which is due to be mailed the week beginning March 15th. At least 50 people should be registered for the event in order for it to be feasible. The number registered will be reviewed at the end of March and a decision made whether to postpone the symposium.</p>	<p>J Alred to request another run of brochures to be printed and sent with the next newsletter.</p>

ISSUE/TOPIC	DISCUSSION POINTS	ACTION (Include Person(s) Responsible)
<p>3.b. Council Meeting (February 6th, 2004)</p>	<p>One of the objectives of the day is to finalize the second breast cancer guideline. To do this there needs to be a significant amount of breast cancer surgeons present. Dr. A Hayashi is contacting high volume breast cancer surgeons by phone, personally inviting them to attend.</p> <p>T Strack distributed the minutes from the meeting and reviewed the overall comments. C Rusnak added that the meeting was much better than last year, involving STG chairs to participate more and voice their interests. N Davis believed the CME section went on too long, especially as some specialists believe they are doing enough CME in their area. She did not feel there was an overall sense or timeline for the projects being taken on over the next year.</p> <p>A letter will be sent to each STG chair, from C Rusnak and N Davis, thanking them for attending and asking them to prioritize their focus for this year. The letters will be personalized with specific reference to the individual's group.</p> <p>A copy of the summer issue of the newsletter will be sent to G Warnock. This issue contains the pros and cons article about Interferon. G Warnock had suggested the Network regularly contribute to the Canadian Journal of Surgery.</p> <p>It became obvious, during the meeting, that some groups have more patient education or surgeon education tools available. It was suggested an inventory of what tools groups have would encourage sharing and recreating. E.g., the Thoracic surgeons at St. Paul's have DVDs for patients showing aspects of their surgery. Breast reconstruction and Urology have similar applications. Eventually, a package of multiple CDs could be sent to surgeons covering each STG area, providing up-to-date information for patients.</p> <p>Referral patterns stemming from D Evans' presentation was briefly discussed. The focus needs to be on quality rather than volume.</p>	<p>A Hayashi to contact all high volume breast cancer surgeons re attendance.</p> <p>N Davis and C Risnak to draft letters to each STG Chair.</p> <p>T Strack to contact G Warnock re articles of interest.</p>
<p>4. UPDATES 4.a. Clinical Practice</p>	<p>A summary of the first Breast Cancer guideline will be distributed with the next newsletter.</p>	

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	<p>Discussion ensued about how to complete the infrastructure survey. Most STGs have supplied information for the survey. A data collection form could be created and distributed to hospitals in BC. By combination of phone call and visit, data could be obtained from all areas of BC. A list of hospitals, number of beds, and contact person should be created.</p>	<p>J Alred to create a data collection form in questionnaire format for the infrastructure survey. This will be sent to all STG chairs for another review.</p> <p>J Alred to create a list of BC hospitals, including number of beds and contact person.</p>
<p>4.b. Continuing Medical Education (CME)</p>	<p>R Cheifetz reported that the abstract she and T Strack submitted to the CME conference in Toronto, May, has been accepted in poster format.</p> <p>The fall conference was discussed with R Cheifetz providing various possible topics. The Executive agreed on a follow up to the breast conference, hopefully including the Ultrasound course and other topics not being covered in April. The partnership with the BC Surgical Society will continue.</p> <p>T Strack asked the Executive whether they, as general surgeons, would consider paying a higher fee to attend the BCCA if they knew the fee was being paid to provide high caliber speakers. This idea was supported unanimously.</p> <p>R Cheifetz reported on the outcome of follow up tests for rectal cancer TME training. These show statistically that surgeons can learn new procedures. Some loss of information had happened over the year since the course, but understanding of TME was still higher than before taking the TME course.</p>	<p>R Cheifetz to contact surgeons who have not yet sent in their follow up tests.</p>
<p>4.c. Communications</p>	<p>T Strack provided three examples of letterhead for the Surgical Oncology Network. BCCA Communications have asked this be put on hold temporarily and they are working towards a solution for so-called 'secondary identifiers'.</p>	<p>T Strack to continue to work with the BCCA Communications and bring further examples to subsequent</p>

ISSUE/TOPIC	DISCUSSION POINTS	ACTION (Include Person(s) Responsible)
	The words "Integrated", "Accessible", "Quality Care" were supported by the group. Opinions voiced: The province logo is too similar to the PHSA; no circle need be around the logo; and, the writing should be centred at the bottom of the page.	meetings.
4.d. Research & Outcomes Evaluation	No meetings. Nothing to report.	
4.e. Surgical Tumour Groups	Nothing new to report.	
4.f. Surgeon Information System Working Group	This group continues to meet monthly. SFU MBA students, under the direction of Dr. Andrew Gemino, are working on five projects for the Network. These projects will be presented at the end of March and Council Executive will be invited to attend and give feedback. Concentrating on rectal and breast cancer, the students will: map out the patient flow process; prototype a website for Network use; graphically create useable diagrams for surgical procedures; highlight process design issues and provide suggestions for improvements; and create cost benefit analysis.	
5. New Business 5.a. Surgical Oncology Program Review	<p>N Davis provided feedback from the review. Although no formal copy of the review has been received, there were very positive comments about the SON, especially the quality of CME courses being provided.</p> <p>The reviewers suggested that: a Surgical Oncology Program be developed; practice plans for surgical oncologists should be developed; and access to OR time at VGH for oncology surgery be given more precedence.</p>	
5.b. PHSA Surgical Services	Currently, cancer surgery carries the same level of priority as hernia operations. The PHSA is looking at various wait list tools and one of them, from SK, does incorporate an oncology flag. Executive members expressed their appreciation that two of the SON members, Drs. Con Rusnak and Peter Doris are now on the Surgical Services Review team.	

ISSUE/TOPIC	DISCUSSION POINTS	ACTION (Include Person(s) Responsible)
5.c. Support for Committee Chairs	T Strack asked the Executive whether they would provide financial support for committee chairs to participate in meetings as representatives for the Network. This was agreed.	
6. OTHER	<p>M Leia-Stephen's term as community council representative is complete. The group offered suggestions for replacement.</p> <p>N Fatin is retiring from the Government and this meeting would have been his last as representative to the SON. A letter of thanks will be sent to Dr. Fatin for all his work with the network in the past. His humour will definitely be missed.</p> <p>A letter will be sent to Penny Ballem in search of a replacement for N Fatin.</p>	<p>T Strack to follow up the Executive's suggestions.</p> <p>T Strack to send letter to Dr. Fatin.</p> <p>T Strack to draft a letter for C Rusnak and N Davis to sign.</p>
<i>Next meeting is Friday, April 2nd, 2004, 4th Floor Boardroom, VCC.</i>		
7. ADJOURNMENT: 5:15 pm	Dr. Simon Sutcliffe will join us in April to discuss the BCCA Strategic Plan.	