



BC Surgical Oncology Network – Council Executive

AGENDA

May 6th, 2005 – 3:30 to 5:30pm

Vancouver: 4th Floor Boardroom

Other: Long Distance: 1 877 385 4099, then enter Passcode 9952948#

PURPOSE OF MEETING/DESIRED OUTCOMES

- To review the final SON logo and determine how many Council Executive members would like SON stationary and/or business cards
- To discuss what information the SON can/should provide to Health Authorities (What should be sent? Who should this be sent to? Who should be copied?)
- To provide an update on SON activities
- Review and provide input into 2005 workplan
- To provide feedback into an SON member survey
- To discuss the role of the Research & Outcomes Committee

3:30pm	1. APPROVAL OF AGENDA		ALL
3:35pm	2. APPROVAL OF MINUTES from March 4 th , 2004 Attached: <i>ab smr.pdf</i> (Copy of article on Alberta's SMR system – action item from March minutes was to forward this).	For approval	ALL
	3. OLD BUSINESS		
3:40pm	3.a. Logo Attached: <i>logo.pdf</i>	For information	
3:50pm	3.b. Reports to Health Authorities	For discussion	T. Strack
	4. SON Update	For information	T. Strack
3:55pm	Attached: <i>Activity Report_May.doc</i>		
	5. NEW BUSINESS		
4:10pm	5.a. 2005 Workplan Attached: <i>2005 Workplan.doc</i>	For discussion	ALL
4:25pm	5.b. SON Member Survey	For discussion	ALL
4:55pm	5.c. Surgical Oncology Training in BC	For discussion	ALL
5:15pm	5.d. Role of Research & Outcomes Evaluation Committee (time permitting)	For discussion	ALL
5:00pm	6. OTHER		
5:30pm	7. ADJOURNMENT		



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

Minutes

Date: May 6, 2005

Attendees: R Noelle Davis P Con Rusnak
 P Rona Cheifetz P Andy Coldman
 R Gil Wankling R Garth Warnock
 P Barbara Poole R Peter Doris
 P Tina Strack R Blair Rudston-Brown
 P Sharon Thomson P Denise DesLauriers (Recorder)

Invited

Guests: P Kavita Sarwal

ISSUE/TOPIC	DISCUSSION POINTS	ACTION (Include Person(s) Responsible)
1. WELCOME	Tina Strack began by introducing Denise DesLauriers as the new Program Assistant for the Surgical Oncology Network.	APPROVED.
2. APPROVAL OF MINUTES for March 4, 2005	Approved.	APPROVED.
3. OLD BUSINESS		
3.a Logo 3.b Reports to Health Authorities	<p>T. Strack displayed the final SON logo and asked the executive if they would like business cards for themselves. B Poole noted she would like a PowerPoint background with the SON logo. T. Strack advised that she has requested this but it may not be ready for a few weeks.</p> <p>Members discussed what information should be included in the reports. These reports will be distributed at the annual council meeting in November. Information supplied will include:</p> <ul style="list-style-type: none"> • Incidence of cancer by type and by region. It was suggested that we add survival. • Infrastructure survey results • Surgical volumes by hospital and by region • Surgical procedures by where the patient lives. <p>David Gavin is hiring a new staff member who will be able to go into the Surgical Atlas and pull this data. Providing graphical representation of the data will be important. It was discussed who should receive this data. It will go to Administrators, Heads of Surgery, posted on the SON website, in the newsletter, to all the STG chairs and hospital Decision Management Units.</p>	T. Strack to bring a draft to the next Council Meeting.

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4. SON Update 5. New Business	T. Strack advised that she did not complete a separate activity report but would provide updates during the 2005 Workplan review.	
5.a Workplan	<p><u>Council Executive</u> T. Strack reported new members are still needed from the Interior, VGH and the PHSA and that she has not yet sent these letters.</p> <p><u>Annual Council Meeting</u> T. Strack has several speakers she would like to invite. Letters have been sent to Dr. McLeod in Ontario, and the American College of Surgery. The Leapfrog Group will also be invited. This meeting is to be more administrative focused than educational. The theme is quality. Administrators, STG Chair and council executive will be invited.</p> <p><u>Surgical Oncology Training Position Paper</u> T. Strack advised that this also has not yet been done but it will be covered in her meeting with co-chairs in the first week of June.</p> <p><u>Performance Evaluation</u> Draft Survey – covered later in Agenda</p> <p><u>Infrastructure Survey</u> S. Thompson reported that they are still trying to track down 13. There are still some important ones outstanding. N. Davis has submitted an abstract to CAGS giving a summary showing how the infrastructure in the Province relates to the requirements stated in an International Breast Cancer Guideline.</p> <p><u>SON Levels of Care</u> This has not been done</p> <p><u>Newsletter</u> The goal this year is to publish 3 this year. Only 2 were published last year. D. DesLauriers is now in charge of coordinating this. T. Strack has been in discussions with Family Practice to do a joint issue on screening. Next issue will be published in early June.</p> <p><u>Website</u> Possibility that the PHSA will use the SON as a test group for using the SharePoint software as a community of practice. The issue is giving access to those outside the PHSA.</p> <p><u>Logo</u> Completed.</p> <p><u>CME</u> R. Cheifetz reported that there have been three sessions of the Head & Neck traveling road show (TRS) so far – Vancouver, Kelowna and Surrey. Victoria will</p>	<p>T. Strack to draft letters and request feedback from co-chairs immediately.</p> <p>T. Strack to provide agenda draft before next meeting.</p>

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	<p>be rescheduled and Prince George has been put off until September.</p> <p>TRS 3 has not yet been planned. Management of the pancreatic mass will most likely be the next topic. The GI conference is December 3, 2005. Dr. Swallow from Toronto will be the guest speaker. R. Cheifetz submitted a grant application for the Canadian Training in Surgical Oncology Project from the Royal College.</p> <p><u>Outcome Collection Project.</u> Complete and signed</p> <p><u>Freedom of Information Act</u> Can this information be "FOI'd" (i.e. requested by an external source)? T. Strack received a legal opinion from Penny Washington . Her opinion was that the database as it currently is set up is vulnerable as it does not qualify under the evidence act. She suggested:</p> <ul style="list-style-type: none"> - Go to the government to have it covered under the evidence act as a special situation, such as the cardiac registry. - Work with hospital MACs to provide this information to them. Section 51 of the evidence act states that quality assurance activities undertaken in a hospital are protected. - Dr. Coldman advised that the Screening Mammography program does something similar and their surgeons are covered under section 51 by means of credentialing all participating physicians. <p><u>Surgical Tumour Groups</u> Con has spoken with several STG chairs and they are all keen on having SON partner with their CME events.</p> <ul style="list-style-type: none"> - Colorectal <ul style="list-style-type: none"> - Hospitals have been contacted and asked for the discharge summary, the pathology report and the OR report for all of the patients with the rectal cancer ICD-10 codes. Trying to get a years worth of data. This will then be taken back to ROE to discuss on-going data collection. - Breast <ul style="list-style-type: none"> - Sharon is working with Dr. Hayashi to finalize the second guideline. It was suggested the group be convened via conference call to speed up the process. - A drug company would like to sponsor a second Roadshow focusing on Breast. Conflict of interest guidelines in CME were discussed. - The Alberta Cancer Centre is hosting a Western Canadian Consensus Meeting in Breast Cancer and has invited members of the Breast STG to attend. - Sarcoma – Dr. Masri is to speak to speak at the Annual Cancer Conference Family Practice day 	<p>ACTION:</p> <p>Follow up with BCCA and Penny Washington on a system like the Screening Mammography.</p> <p>Talk to Richard Halpenny at the cardiac registry about how they did it.</p>

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	<ul style="list-style-type: none"> - Skin Group – T. Strack to contact Dr. Lee to arrange another meeting of the group. - Head and Neck – Were involved in the Traveling Road Show Seminars - GI – Conference in December <p>Presentations and Publications T. Strack's network article has been accepted for publication in the Journal of Oncology Management.</p>	
5.b Survey	T Strack presented a rough draft of the survey and apologized for not sending it out in advance.	T. Strack to send survey out to the group and request feedback.
6. OTHER	Rona reported that she has spoken with the skin tumour group about a Provincial Quality Assurance and Outcomes evaluation and have finished the BCCA/VGH project and an abstract was submitted to CAGS. They are now looking to other areas in the Province to compare.	
7. ADJOURNMENT	The Meeting was adjourned.	