

AGENDA Council Executive BC Surgical Oncology Network

Date: October 6, 2006
Time: 3:30 pm - 5:30 pm
Location: BC Cancer Agency, Vancouver
 4th Floor Boardroom

Teleconference:
 Lower Mainland: 604-899-2339
 Long Distance: 1-877-385-4099
 Passcode: 9952948#

PURPOSE OF MEETING:

- Review the status of SON projects and activities
- Update on new initiatives and issues

TIME	ITEM	ACTION	SPEAKER
3:30 pm	1. APPROVAL OF AGENDA	Approval	All
3:35 pm	2. APPROVAL OF MINUTES Attached: May 26, 2006 Minutes	Approval	All
3:40 pm	3. OLD BUSINESS 3a. Surgical Resident Travel Awards 3b. Clinical Guidelines 3c. Infrastructure Survey	Information	Y. Miller S. Thomson S. Thomson
3:50 pm	4. ACTIVITY REPORT 4a. Data Collection Pilot Project 4b. Kelowna National Consensus Meeting - Management of the Axilla 4c. Rectal Cancer Monitoring Project 4d. Newsletter 4e. MoH Representation on Council Executive	Information & Discussion	Y. Miller D. DesLaurier
	5. NEW BUSINESS		
4:10 pm	5a. SON Annual Council Meeting – proceed in Nov or not	Discussion & Decision	Y. Miller
4:30 pm	5b. CME <ul style="list-style-type: none"> • October Videoconference – breast cancer management seminar • SNLB Educational Update • CME Committee • UBC Dept. of Surgery Funding • Fall Update 2007 – request from T. Phang 	Information & Discussion	Y. Miller R. Cheifetz
4:50 pm	5c. CIHR Grant Application	Information	B. Poole
4:55 pm	5d. Staffing Changes	Information	Y. Miller
	6. OTHER		

MINUTES OF THE COUNCIL EXECUTIVE MEETING
October 6, 2006
4th Floor Boardroom, BC Cancer Agency

Attending:

Council Executive

- Dr. Con Rusnak, Co-Chair, Council Executive, Vancouver Island Health Authority
- Dr. Rona Cheifetz, Chair, Continuing Medical Education Committee, Surgical Oncology, BC Cancer Agency
- Dr. Peter Doris, Chair, Research Outcomes and Evaluation Committee, Fraser Health Authority
- Dr. Sam Wiseman, Vancouver Coastal Health Authority Representative

Staff

- Yasmin Miller, Manager, Surgical Oncology Network, (Chair)
- Denise Des Lauriers, Program Assistant, Surgical Oncology Network, (Recorder)
- Paul Mak, Programmer/Statistical Analyst, Surgical Oncology Network
- Barbara Poole, Provincial Network Facilitator, BC Cancer Agency
- Sharon Thomson, Director Clinical, Operations, Surgical Oncology, BC Cancer Agency

Regrets:

Council Executive

- Dr. Noelle Davis, Co-Chair, Council Executive, Provincial Program Leader, Surgical Oncology, BC Cancer Agency
- Dr. Abdul Aleem, Southern Interior Health Authority Representative
- Dr. Chris Baliski, Interior Health Authority Representative
- Dr. Andy Coldman, Provincial Leader, Population & Preventive Oncology, BC Cancer Agency
- Dr. Blair Rudston-Brown, Chair, Communications Committee
- Dr. Simon Sutcliffe, Executive Director, BC Cancer Agency
- Dr. Gilbert Wankling, Northern Health Authority Representative
- Dr. Garth Warnock, Head of Department of Surgery, University of British Columbia, Surgeon-In-Chief, Vancouver Teaching Hospitals

Staff

- Colleen McGahan – Biostatistical Analyst, Surgical Oncology Network

1. Approval of the Agenda

The agenda was approved as circulated.

2. Approval of the Minutes of the May 26th Council Executive Meeting

The minutes were approved as circulated.

3. Business Arising:

3a. Surgical Resident Travel Awards

Y. Miller circulated the application and guidelines for review. It was decided that the travel award will be capped at \$5000 per annum and can be awarded to several applicants. The

description of the award should be changed to include fellows as qualifying applicants. The award should be advertised by sending to Dr. Garth Warnock's office to be circulated and posted on the notice board at the Department of Surgery at UBC.

Action: Y. Miller will advertise the award through Dr. Warnock's office.

3b. Clinical Practice Guidelines.

S. Thomson reported that the Sentinel Lymph Node Biopsy guideline is being revised. The goal is to have it completed by the November 24, 2006 Fall Update.

Action: S. Thomson will follow up with Dr. A. Hayashi.

3c. Infrastructure Survey

S. Thomson reported that there are four outstanding hospitals that have not completed the survey. The four hospitals are Vancouver General Hospital, Lions Gate Hospital, BC Women's and Children's and Surrey Memorial Hospital.

Action: S. Thomson will follow up by visiting each facility and speak in person with the administrators.

4. Activity Report

4a. Data Collection Pilot Project

Y. Miller reported that the web-based system was completed by HDC on September 7, 2006 and the roll-out to the pilot surgeons is underway. The Steering Committee set October 16, 2006 as the end of the trial period. The evaluation surveys for both the web and PDA versions have been developed by A. Gemino, SFU and are undergoing final revisions. Pilot surgeon evaluations will be conducted around the end of October 2006.

Action: Y. Miller will request the final version of the surveys from A. Gemino and circulate them to pilot surgeons in advance of the telephone interviews.

As part of the evaluation of the surgical data collection pilot project, a download of the data to the Surgical Oncology Network must be conducted and encryption and integration evaluated. A process needs to be established for transferring the data from the storage facility in Victoria to the BCCA. We need to identify the format in which we want to receive the data and specify the data elements.

Action: P. Mak will coordinate the data transfer process with B. Armstrong at HDC.

We also we require from HDC documentation about the data storage facility they use and the security and privacy protection of this information.

Action: Y. Miller will request documentation about the data storage facility in Victoria from B. Armstrong.

4b. National Advisory Panel on Management of the Axilla

Y. Miller reported that the national meeting was held in Kelowna on September 28-29, 2006 and that participants had reported that they were pleased with the opportunity to meet and work jointly on national recommendations. There was enthusiasm to pursue this type of approach around other surgical oncology issues.

The total cost for the meeting was approximately \$30,000. AstraZeneca provided the Surgical Oncology Network with a grant of \$7,000, in addition to its previous grant of \$12,000, which will be used to support this meeting. In the fall of 2005, Council Executive approved \$15,000 of the Surgical Oncology Network budget to be allocated to the costs of this meeting, bringing the total support to \$34,000. (Some of these funds will be used to support the costs of the October 26, 2006 breast cancer management videoconference.)

4c. Rectal Cancer Monitoring Project

Y. Miller reported that the two-year follow up point of the first cohort of patients was September 2006. A significant amount of data still needs to be collected and there are concerns about the database. Also, there is a lack of manpower available to complete the project.

At a meeting held on Sept. 25, 2006 with members of the Colorectal Surgical Tumour Group, it was decided that a research assistant should be hired and B. Poole would identify funding to help support the research assistant. The research assistant will work with P. Mak and C. McGahan to redo the database, re-enter data and collect follow-up information from surgeons and GPs. B. Poole will provide \$6000 towards the salary costs of the research assistant.

**Action: Y. Miller will hire a research assistant to work on the project.
B. Poole will allocate funding of \$6000 towards salary support for this position.**

4d. Newsletter

The fall issue of the Newsletter was mailed out on September 29, 2006.

4e. Ministry of Health Representative

Wendy Hill, ADM of Performance Management and Improvement Division, Ministry of Health, was invited by Y. Miller to join the Council Executive, but has not responded. C. Rusnak offered to contact Ms. Hill to discuss who would be a suitable representative.

**Action: D. Rusnak will contact Wendy Hill to identify a representative from the
Ministry of Health.**

5. New Business

5a. SON Annual Council Meeting

The issue of whether to proceed with the SON Annual Council meeting on Nov. 25, 2006 and if the meeting should be planned according to the draft agenda was discussed. Y. Miller had sent an email to Council members for their feedback on the meeting and the agenda but received little response. Some of the tumour group chairs were unavailable to meet next

month and some of the speakers had other commitments. It was decided to defer the annual meeting until the new year and rethink the agenda.

Action: N. Davis, C. Rusnak and Y. Miller will meet to identify a new meeting date and draft agenda.

Membership of Surgical Tumour Groups and Council

A discussion ensued concerning the surgical tumour groups. Gary Steinhoff is stepping down as the chair of the Urology Cancer Surgical Tumour Group. Three names were suggested as a replacement for him: Dr. Alan So of Vancouver General Hospital, Dr. Peter Skepasts of Peace Arch Hospital and Dr. Ken Poon of Richmond General Hospital. C. Rusnak will write a letter to Dr. Steinhoff thanking him for his time.

Action: C. Rusnak will write a thank you letter to Dr. Steinhoff.

A review of the surgical tumour group chairs and their terms will be undertaken, as well as those of all Council members.

Action: C Rusnak, N Davis, and Y. Miller will meet to review the terms of Council members and to identify replacements where appropriate.

Cancer Surgery Wait Times

C. Rusnak raised the issue of reporting on cancer surgery wait times across the province. This would require access to data as well as engaging health authorities and Ministry of Health representatives. B. Poole reported that the data access agreement with the Ministry of Health has not yet been signed. B. Poole also advised that the Surgical Oncology Network will need to make an application for access to data and this will require a Privacy Impact Statement, and Research Ethics Board applications will need to be revised as the new privacy assessment has changed the interpretation of the law. C. McGahan has begun preparations for this process.

Action: Y. Miller will meet with C. Rusnak and N. Davis to discuss how to approach health authorities to engage them in monitoring their cancer surgery wait times.

5b. Continuing Medical Education

October Video Conference.

R. Cheifetz reported that the Surgical Oncology Network has organized a province-wide video conference to be held on October 26, 2006. The topic is Breast Cancer Management. The main site will be at the BC Cancer Agency Research Centre lecture theatre and it will be linked to approximately ten communities across the province. Speakers will be H. Kennecke on Treatment with Aromatase Inhibitors, and A. Nichol on Methods of Breast Irradiation.

Sentinel Lymph Node Biopsy Course.

R. Cheifetz reported that the Sentinel Lymph Node Biopsy Fall update will be held on November 24, 2006 at the Plaza 500 Hotel. The agenda for this day was presented for review.

CME Committee

R. Cheifetz reported that she is developing a CME Committee. Y. Miller has sent invitations to J. Francoeur, R. Irvine, E. McKeivitt, and N. Schneidereit. To date, Dr. Schneidereit has agreed to participate on the committee.

Action: Y. Miller will follow up with J. Francoeur, R. Irvine and E. McKeivitt.

UBC Department of Surgery Funding

R. Cheifetz asked if Department of Surgery funding should be sought for the fall update. It was decided funding should be requested. R. Cheifetz will send a letter requesting sponsorship for the Sentinel Lymph Node Biopsy Course to be held November 24, 2006.

Action: R. Cheifetz will request sponsorship from UBC Department of Surgery for the fall update.

Fall Update 2007

Y. Miller reported that T. Phang has requested that rectal cancer be the topic for the 2007 fall update. He would like to present the 3-year outcomes of the rectal monitoring project at that time. R. Cheifetz suggested that there was not enough new information to fill an entire day on this topic. Following discussion it was decided that the day would be divided into two topics: rectal cancer and possibly sarcoma.

Action: Y. Miller will advise T. Phang of the decision.

5c. CIHR Grant Application.

B. Poole reported that the New Emerging Team Grant: Access to Quality Cancer Care letter of intent was accepted, and the full application is being prepared for the submission deadline of November 1, 2006. B. Poole is assisting with the development of the proposal, which will outline a program to improve access to multidisciplinary cancer care. The principal investigator is N. Davis, and the research team includes C. Black, A. Coldman, N. Caron, Y. Miller, and S. Thomson.

5d. Staffing Changes.

Y. Miller provided an updated staff list for the Surgical Oncology Network and introduced Paul Mak, who is the new Programmer/Statistical Analyst. He will be working 0.4 FTE for the Network along with Colleen McGahan, who was hired to work 0.5 FTE as the Biostatistical Analyst.

D. DesLauriers has been seconded by B. Poole to work on the BC Cancer Agency Annual Conference from October 2, 2006 to November 30, 2006. Assistance for the Surgical Oncology Network during this period has yet to be identified. D. DesLauriers will maintain some of her responsibilities and outside support will be contracted for other activities during this period.

Meeting Adjourned