

**AGENDA**  
**Council Executive**  
**BC Surgical Oncology Network**  
**BC Cancer Agency**

**Date:** May 4, 2007  
**Time:** 3:30 pm - 5:30 pm  
**Location:** BC Cancer Agency, Vancouver  
4<sup>th</sup> Floor Boardroom

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

TIME	ITEM	ACTION	SPEAKER
3:30 pm	<b>1. APPROVAL OF AGENDA</b>	Approval	All
3:35 pm	<b>2. APPROVAL OF MINUTES</b> Attached: March 9, 2007 Minutes	Approval	All
3:40 pm	<b>3. OLD BUSINESS</b> 3a. Clinical Guidelines 3b. Infrastructure Survey 3c. MoH and PHSA Representation on Council Executive	Information	S. Thomson M. Sutter
3:45 pm	<b>4. SURGICAL RESIDENT TRAVEL AWARDS</b> • Revised version for 2007	Information	Y. Miller
3:50 pm	<b>5. SURGICAL RESIDENT REPRESENTATIVES</b>	Information	Y. Miller
3:55 pm	<b>6. DATA COLLECTION PILOT PROJECT</b> • Final Evaluation Report • Decision and Next Steps – develop model for outcomes reporting	Information, Discussion & Decision	Y. Miller N. Davis All
<b>7. NEW BUSINESS</b>			
4:05 pm	7a. <b>Newsletter Spring 2007</b> • Survey for 2008 Fall Update	Information	D. DesLauriers
	7b. <b>Physician Contact Database &amp; Form</b>	Information	Y. Miller
	7c. <b>New SON Organizational Chart</b>	Information	Y. Miller
4:10 pm	7d. <b>Terms of Reference</b> • Council Executive • Executive Finance Committee • ROE Committee • Clinical Practice Committee • CPD-KT Committee • Surgical Tumour Groups	Information, Discussion & Decision	All
4:35 pm	7e. <b>Activities and Estimated Costs</b> • CPD-KT Committee • ROE Committee • Clinical Practice Committee • Surgical Tumour Groups	Information, Discussion & Decision	All
5:00 pm	7f. <b>Remuneration Policy</b>	Information & Approval	All
5:10 pm	7g. <b>2007 Annual Council Meeting</b> – where and when – ideas for agenda	Information, Discussion & Decision	All
<b>8. OTHER</b>			



**BC SURGICAL ONCOLOGY NETWORK**  
**MINUTES OF THE COUNCIL EXECUTIVE MEETING**  
**May 4, 2007**  
**4<sup>th</sup> Floor Boardroom, BC Cancer Agency**

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**Attending:**

*Council Executive*

- Dr. Noelle Davis, Chair, Council Executive, Provincial Program Leader, Surgical Oncology, BC Cancer Agency
- Dr. Chris Baliski, Interior Health Authority Representative; Chair, Skin Surgical Tumour Group
- Dr. Nadine Caron, Northern Health Authority Representative
- Dr. Rona Cheifetz, Chair, CPD-KT Committee; Surgical Oncology, BC Cancer Agency
- Dr. Peter Doris, Chair, Research & Outcomes Evaluation Committee; Fraser Health Authority Representative
- Dr. Con Rusnak, Past Co-Chair, Council Executive; Royal Jubilee Hospital
- Ms. Stephanie Sainas, Corporate Director, Strategic Program Development, Provincial Health Services Authority
- Dr. Michelle Sutter, Northern Health Authority Representative
- Dr. Sam Wiseman, Vancouver Coastal Health Authority Representative

*Staff*

- Yasmin Miller, Manager, Surgical Oncology Network
- Denise Des Lauriers, Program Assistant, Surgical Oncology Network (Recorder)
- Colleen McGahan, Biostatistical Analyst, Surgical Oncology Network
- Chrystal Palaty, Research Assistant, Surgical Oncology Network

**Regrets:**

*Council Executive*

- Dr. Abdul Aleem, Community Surgeon, Cranbrook
- Dr. Andy Coldman, Vice-President, Population Oncology, BC Cancer Agency
- Dr. Blair Rudston-Brown, Co-Editor, SON Newsletter; Vancouver Island Health Authority Representative
- Dr. Simon Sutcliffe, President, BC Cancer Agency
- Dr. Garth Warnock, Head of Department of Surgery, University of British Columbia

*Staff*

- Paul Mak, Programmer, Surgical Oncology Network
- Barbara Poole, Director, Provincial Initiatives, BC Cancer Agency
- Sharon Thomson, Director Clinical, Operations, Surgical Oncology, BC Cancer Agency

**1. Approval of the Agenda**

The agenda was approved as circulated.

**2. Approval of the Minutes of the March 9, 2007 Council Executive Meeting**

The minutes were approved as circulated.

**3. Old Business**

**3a. Clinical Guidelines**

There was no new information regarding Clinical Guidelines.

**3b. Infrastructure Survey**

There was no new information regarding the Infrastructure Survey.

**3c. Ministry of Health and PHSA Representative on Council Executive**

Stephanie Sainas, Corporate Director, Strategic Program Development Provincial Health Services Authority, has joined the Council Executive. S. Sainas is working on the Provincial Surgical Services Project, a PHSA initiative to reduce surgical wait times.

**4. Surgical Resident Travel Award**

Y. Miller presented the revised version of the guidelines and application form and advised that these have been circulated to appropriate departments and divisions.

**5. Surgical Resident Representatives**

Y. Miller reported that an e-mail has been sent to Drs. Rungta and Sivertz, Associate Deans, Postgraduate Medical Education, Faculty of Medicine, UBC, requesting assistance with identifying surgical residents who would be interested in serving on the SON Committees. No response has been received to date.

**6. Data Collection Pilot Project**

The final evaluation report of the data collection pilot project conducted by Dr. Andrew Gemino, Assistant Professor, Faculty of Business Administration, Simon Fraser University, was presented.

Y. Miller advised that the Research & Outcomes Evaluation Committee had reviewed the report and recommended that the business partnership with HDC be terminated now that the pilot project has been completed. She also noted that HDC did not fulfill all the terms of the contract, which included providing a completion report to SON on the technical issues and technical evaluation of the pilot.

The Council Executive accepted the report and the recommendation of the Research & Outcomes Evaluation Committee.

N. Davis reported that the Rectal Cancer Monitoring Study database will be used as a demonstration project on outcomes reporting for surgical oncology, with a view to present this to PHSA and other potential sources of support for an outcomes reporting system for the SON.

N. Davis also noted that there is a move nationally to implement a synoptic operative reporting system and that outcomes reporting should be included in any data collection system for surgical oncology. An outcomes reporting model will be developed as a shared initiative between the Research & Outcomes Evaluation and Clinical Practice Committees.

Y. Miller commented that the process of obtaining health data in a timely fashion was complicated to navigate given the various locations and oversight processes attached to gathering this information. For example, the Cancer Agency Information System is about a year behind with entering death data, which is due to the lengthy verification process required on the part of the Cancer Agency because the BC Vital Statistics Agency does not provide PHNs with the names of the deceased.

For the SON to be able to track or evaluate surgical oncology outcomes, it needs to be able to access hospital and MSP data from the Ministry of Health, data from the Vital Statistics Agency and data from the Cancer Registry, and to cross reference or link data by patient PHN.

Y. Miller noted that it would be beneficial to have a data coordinating committee with key people from each Agency and Ministry of Health who could work to together to streamline and integrate data processes.

S. Sainas suggested that Y. Miller contact Dave Brar, Director, Health Information Support, Ministry of Health.

S. Sainas offered to join the working group for the data request submission to the Ministry of Health or will identify someone from PHSA to assist the SON with its data issues.

S. Sainas will also provide a copy of the Privacy Impact Assessment that was developed for the Provincial Surgical Services Program to assist SON with its data request submission to the Ministry of Health.

**Action: Y. Miller will contact D. Brar to speak with him about the SON's data needs and invite him to be the Ministry of Health representative on the Council Executive.**

**Action: S. Sainas will confirm who from PHSA will join the data request working group and will email Y. Miller a copy of the Privacy Impact Assessment.**

## 7. New Business

### 7a. Newsletter Spring 2007

D. DesLauriers gave an overview of the spring 2007 newsletter currently in development. It will be circulated later this month. The focus of this issue will be on endocrine cancer and will profile the Endocrine Surgical Tumour Group.

The newsletter will also include a survey for the 2008 Fall Update on rectal cancer. The survey was developed to establish surgeons' level of interest on various topics related to rectal cancer. The survey will also be distributed at the BC Surgical Society meeting in Victoria, May 10-12, 2007.

A new feature in the newsletter will be to present articles of interest, in which a Network surgeon will identify and summarize an interesting journal article. R. Cheifetz, N. Caron, S. Wiseman and C. Baliski offered to review and submit an article for the newsletter.

**Action: D. DesLauriers and R. Cheifetz will follow up with Drs. Baliski, Caron, and Wiseman regarding their submissions for the newsletter.**

#### **7b. Physician Contact Database**

To support a more strategic approach to implementing Network activities, a Surgical Oncology Network Physician Database is being developed. The database will allow the Network to better target surgeons for mailings, CPD-KT events, and identify speakers and mentors for particular events or educational initiatives. Once the database is established, the Network will provide individual data reports for each surgeon to review, correct and to complete any missing information. The database will be updated annually or as new information becomes available.

P. Mak is in the process of developing the database and the questionnaire will be mailed out to surgeons in the near future.

#### **7c. New SON Organizational Chart**

Y. Miller presented the new organizational chart for the SON, and it was approved by the Council Executive.

#### **7d. Terms of Reference**

Y. Miller presented the Terms of Reference and membership for the Surgical Oncology Network. Given that they were five years old, it was time to review and update the Terms of Reference.

The Terms of Reference have now been updated for the Council Executive, Surgical Tumour Groups, Executive Finance Committee, Continuing Professional Development & Knowledge Transfer Committee and the Research & Outcomes Evaluation Committee. The Terms of Reference for the Clinical Practice Committee will be reviewed and updated when the Committee meets.

N. Caron and S. Wiseman offered to join the Research & Outcomes Evaluation Committee. N. Caron will also join the data request working group of this Committee.

**Action: Council Executive will review the SON Terms of Reference for approval at the next meeting.**

#### **7e. Activities and Estimated Costs**

Y. Miller presented the Executive Finance Committee's budget plan, which is based on the SON Activity Plan for 2007/08.

The 2007/2008 operating budget has not yet been finalized by the BC Cancer Agency but it is expected that the amount available for operating expenses for SON activities will be about \$88,100. There may be an additional \$23,000 to be allocated for a part time health records analyst, which has yet to be confirmed. There is also \$11,200 in a restricted fund with the BC Cancer Foundation. Thus, the total budget will be \$88,100-\$122,100 (excluding compensation).

The Executive Finance Committee reviewed the activities identified in the 2007/08 SON Activity Plan and allocated funding for each Committee based on estimated costs for each activity:

### **Continuing Professional Development & Knowledge Transfer Committee**

Newsletter (spring & fall)	\$ 5,000
Annual Update (Oct. 27, 2007)	\$ 5,000
Community Outreach (estimated \$1100 per region x 5 regions)	\$ 5,500
<b>Total</b>	<b>\$15,500</b>

### **Research and Outcomes Evaluation Committee**

Rectal Cancer Monitoring Project and Comparison of Databases Project for Rectal Cancer	\$ 6,000
Ministry of Health Data Request Submission	\$ 2,000
Surgeon Database	\$ 500
Resident Travel Awards	\$ 5,000
<b>Total</b>	<b>\$13,500</b>

### **Clinical Practice Committee**

Five Surgical Tumour Groups will be asked to create a template for an outcomes reporting form and identify surgical wait times for the following tumour sites: Breast, Lung, Skin, Pancreas and Prostate.

Surgical Tumour Group Chair	\$ 1,000
Outcomes Reporting Template	\$ 1,000
Surgical Wait Time	\$ 1,000
Total for STGs (\$3,000 x 5 tumour sites)	\$15,000
Preparation of manuscript - Consensus Statements Management of the Axilla	\$ 1,000
<b>Total</b>	<b>\$16,000</b>

### **Development of Outcomes Reporting Model – shared initiative between ROE and CP Committees**

Server	\$ 7,500 (\$5,000-\$10,000)
NetNation Web Hosting	\$ 3,000 (\$250/mo)
Hardware	\$ 5,000
Software	\$ 5,000
Students or RAs	\$ 7,500
<b>Total</b>	<b>\$28,000</b>

### **Council Executive Activities**

The Council Executive meets four times throughout the year, including the Annual Council Meeting.

Council Executive Sessionals and Travel Expenses	\$12,000
Meeting Expenses (videoconferencing, catering, documents)	\$ 3,000
Annual Meeting (sessionals, travel expenses, meet room, catering, materials)	\$25,000
<b>Total</b>	<b>\$40,000</b>

**Estimated total for SON Activities** **\$113,000**

**7f. Remuneration Policy**

Y. Miller presented the SON Remuneration Policy, which has been updated by the Executive Finance Committee. The updated policy was distributed for review and will be approved at the next Council Executive Meeting.

**Action: Council Executive will review the Remuneration Policy for approval at the next meeting.**

**7g. 2007 Annual Council Meeting**

The Council Executive discussed the timing of the next Annual Council Meeting and decided to hold it on Friday, January 25, 2008 in Vancouver.

**Action: D. DesLauriers will email the Council to announce the date of the next annual Council meeting.**

**Next Council Executive Meeting:  
Friday, September 21, 2007**