

**BC SURGICAL ONCOLOGY NETWORK
MINUTES OF THE COUNCIL EXECUTIVE MEETING
June 11, 2008
4th Floor Boardroom, BC Cancer Agency**

Attending:

Council Executive

- Dr. Dianne Miller, *Acting Chair, Surgical Oncology Network, Acting Leader Provincial Surgical Oncology Program, BC Cancer Agency*
- Dr. Chris Baliski, *Interior Health Authority Representative; Chair, Skin Surgical Tumour Group*
- Dr. Carl Brown, *Chair, ROE Committee*
- Dr. Nadine Caron, *Northern Health Authority Representative*
- Dr. Rona Cheifetz, *Chair, CPD-KT Committee*
- Dr. Michelle Sutter, *Northern Health Authority Representative*

Staff

- Denise Des Lauriers, *Program Assistant, Surgical Oncology Network (Recorder)*
- Colleen McGahan, *Biostatistical Analyst, Surgical Oncology Network*
- Paul Mak, *Cancer Surveillance & Outcomes Analyst, Surgical Oncology Network*
- Yasmin Miller, *Manager, Surgical Oncology Network*

Regrets:

Council Executive

- Dr. Abdul Aleem, *Community Surgeon, Cranbrook*
- Dr. Noelle Davis, *Chair, Clinical Practice Committee*
- Dr. Susan O'Reilly, *Vice President, Cancer Care, BC Cancer Agency*
- Dr. Blair Rudston-Brown, *Co-Editor, SON Newsletter; Vancouver Island Health Authority Representative*
- Ms. Stephanie Sainas, *Corporate Director, Strategic Program Development, Provincial Health Services Authority*
- Mr. Brian Schmidt, *Senior Vice President, Provincial Services, Public & Population Health, PHSA*
- Dr. Simon Sutcliffe, *President, BC Cancer Agency*
- Dr. Sam Wiseman, *Vancouver Coastal Health Authority Representative*
- Dr. John Yee, *Designate for the Head of Department of Surgery, University of British Columbia*

Staff

- Chrystal Palaty, *Special Projects, Surgical Oncology Network*

1. Approval of the Agenda

The agenda was approved as circulated.

2. Approval of the Minutes of the March 14, 2008 Council Executive Meeting

The minutes were approved as circulated.

3. Old Business

3a. Search for SON Chair and Program Leader

D. Miller reported that the search for a Chair of the Surgical Oncology Network and Leader of the Surgical Oncology Program has temporarily stalled due to issues with the current job description and its relation to the vision of the program. The search committee would like to see that this position is in line with the other section heads of the BC Cancer Agency, such as radiation and oncology.

3b. Evaluation of the Network

A Steering Committee meeting was held on March 5, 2008, to discuss the direction of the Network evaluation. The Committee recommended that Dr. Richard Finley conduct the review, and he has since agreed. Y. Miller has provided Dr. Finley with background material on the SON, including its development, structure, membership and activities to date. The Committee will determine the format of the evaluation and develop key questions in association with Dr. Finley. A Steering Committee meeting with Dr. Finley is being planned and will take place in September.

3c. Cancer Surgeon Directory

The Cancer Surgeon Directory was created to support a more strategic approach to implementing Network activities. Forms have been sent to surgeons across the province and data is being collected. To date, 1317 questionnaires have been mailed. 777 questionnaires have been returned for a response rate of 59%.

A list of non-responders has been sorted by region and specialty. The list has been sent to the regional representatives on Council for review to identify which surgeons to follow up with and which ones may be removed from the list.

3d. Changes on Council

Dr. Richard Finley has completed his term as Chair of the Esophageal/Lung Surgical Tumour Group. Dr. John Yee will assume the role.

Dr. Charles Scudamore has completed on term as Chair of the Hepatobiliary Surgical Tumour Group but has elected to remain the Chair for another year.

The position of Fraser Health Authority Representative on Council is currently vacant. D. Miller will contact Dr. Peter Doris, outgoing representative, for suggestions for a replacement. R. Cheifetz suggested Dr. Jason Francoeur, Peace Arch Hospital.

Action: D. Miller will contact P. Doris for a recommendation for the Fraser Health Authority representative on the Council Executive.

3e. Data Request to Ministry of Health (Cancer Surgery Registry)

The SON is in the process of completing an application (including a privacy impact assessment) to the BC Ministry of Health for CIHI discharge and admissions data to establish a population-based Provincial Cancer Surgery Registry. Discharge and admissions data would be combined with patient data from CAIS and the Cancer Registry, thereby enabling a comprehensive assessment of cancer surgery related measures and outcomes.

A key challenge of the data request is that there are no specific procedures that are classified as cancer surgeries. A list of diagnostic and procedure codes has been circulated to the Chairs of the Surgical Tumour Groups to confirm those that are most relevant to a malignancy and those that a definitive surgical treatment.

A draft of the application has been circulated to the ROE Committee for review as well as to the PHSA Director of Information Access and Privacy, Cindy Brice, and Privacy Consultant, Gerald Regier. Next the application will be forwarded to a representative with the Ministry of Health for further review and feedback. A formal submission will then be made to the Ministry of Health.

C. Brown was invited to present information on the proposed Cancer Surgery Registry at the BC Cancer Agency Tumour Group Council meeting on May 21, 2008. C. Brown reported that the presentation was very well received and that the Council was very interested in hearing about the

activities of the SON, including the Cancer Surgeon Directory and synoptic operative reporting project.

3f. Synoptic Reporting Project (WebSMR Pilot Project)

CPAC has approved funding in principle to the SON to pilot WebSMR for breast and colorectal cancer at three hospital sites: BCCA Vancouver Cancer Centre, Vancouver General Hospital and St. Paul's Hospital. The project lead is C. Brown, who is the national leader for the colorectal cancer surgery synoptic reporting initiative. The national leader for breast cancer surgery synoptic reporting is Dr. Geoff Porter in Nova Scotia. N. Davis is the breast cancer project leader in BC.

This project is part of a larger national initiative to implement synoptic reporting tools in various hospitals across the country, in a coordinated effort to create a national minimal dataset for cancer surgeries. The primary aim of this project is to implement an integrated data collection and outcomes reporting system. This project will also determine the processes, feasibility and utility of implementing this system on a wider scale across BC.

CPAC has appointed Dr. Walley Temple and Evangeline Tamano from Cancer Surgery Alberta, Alberta Cancer Board as the national operational leaders of the CPAC synoptic reporting initiative. WebSMR was developed in Alberta and is jointly owned by the Alberta Cancer Board and Softworks Group, a private company in Alberta.

To date, CPAC has provided \$43,077 and will cover the \$100,000 fee for a WebSMR license for the province.

As per the conditions of funding, the next step in this process is to hold a planning meeting with Dr. Temple and Evangeline Tamano to determine the resources required to implement WebSMR at the pilot hospital sites in BC. CPAC has advised that details about funding and the implementation process will be determined after this planning meeting. SON staff are in the process of scheduling this meeting for July 30, 2008. Invited meeting participants include heads of surgery, OR administrators, IT, health records services, privacy and security, and risk management staff.

A business analyst has been contracted to assist with the development of a business/project plan for implementing WebSMR at the pilot sites.

PHSA IT will be teleconferencing with E. Tamano in July to obtain further technical details about WebSMR to determine the feasibility of implementing it here.

The funding process has not been well articulated by CPAC, which is leading to some confusion about what exactly we need to do to acquire further funding from CPAC for the synoptic reporting project and to implement the WebSMR system. Expectations are being set by CPAC with respect to hiring staff and holding meetings. This is posing some difficulties since we have not been provided with a clear plan of action and we have not received funding to ensure that we can properly provide salary support for project staff for the next year. In the interim, SON staff have taken on the responsibilities of this project. CPAC has expressed concerns to Dr. Simon Sutcliffe that the BC Cancer Agency is not supportive of this initiative or treating it as a priority and that there were perceived obstructions to progress.

C. Brown and D. Miller arranged a teleconference with Lee Fairclough, CPAC Vice President of Knowledge Management, to clarify the structure and the funding process. L. Fairclough invited Drs. W. Temple and G. Browman to join in on the call.

CPAC expressed some concern over the SON developing a business case. It was explained that this is an essential component of the project planning process and is necessary for the advancement of this project at the pilot hospital sites. It should not be perceived as a barrier.

CPAC advised that the funds already received from CPAC cannot be used to cover the cost of preparing the business case but may be used for salary recoveries for SON staff time on the project. The funds will be transferred to the SON operating budget for this purpose. The cost of the business/project plan will be covered from the he SON operating budget.

A project manager must be hired and CPAC confirmed that funding will be provided for salary support. It was noted that the SON would like written confirmation of this support before proceeding with the hiring process. In the meantime, a job description has been submitted to HR for review and approval but no response has been received to date.

C. Brown reported that he spoke with Dr. Geoff Porter in Nova Scotia. Dr. Porter has reconfigured his original project proposal to one focusing primarily on Nova Scotia, similar to the approach we are taking in BC. They are in agreement that this is the best strategy for colorectal and breast. The same issues regarding funding are occurring in Nova Scotia, but they have received backing from Cancer Care Nova Scotia to cover costs if CPAC funding falls through.

The SON has agreed to proceed in good faith that CPAC will provide funding for aspects of the project, despite no formal funding agreement at present. We will need financial backing from the BC Cancer Agency to support this approach, as a contingency, since the SON budget does not have sufficient funds. It is understood that further funding will be discussed at the planning meeting, with more details agreed upon at that time.

It is important that CPAC clarify the funding mechanism. C. Brown has requested that L. Fairclough provide a formal letter indicating CPAC will financially support the project manager. We hope to hire this person in the next two months, provided a suitable candidate can be identified and the hiring process can be expedited.

A recent HR communication advised that all new positions must be approved by Karim Karmali, Vice President, Management & Operations, BC Cancer Agency. D. Miller will speak with Dr. Susan O'Reilly to discuss funding and obtain approval for this new position.

Action: D. Miller will contact S. O'Reilly and K. Karmali to receive approval to proceed with the recruitment process and secure backup support for this initiative.

4. New Business

4a. Activity Update

Y Miller circulated the 20078 Activity Report. It was accepted as circulated

4b. Staff Changes

It was reported that Denise DesLauriers, Program Assistant will be leaving the Surgical Oncology Network effective July 25, 2008 to move to Halifax.

5.0 Next Council Executive Meeting:

The next meeting of the Council Executive will be **Wednesday, November 19, 2008 from 4:00 – 5:30 pm in the 6th Floor Boardroom of the Fairmont Medical Building at 750 W. Broadway.**