



## AGENDA

April 4<sup>th</sup>, 2003 - 3:30 to 5:30pm

VCC – 4<sup>th</sup> Floor Boardroom

**PURPOSE OF MEETING/DESIRED OUTCOMES:**

- Approval of Clinical Practice Terms of Reference.
- Approval and support of Surgical Oncology Program Strategic Plan.
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3:30pm	<b>1. APPROVAL OF AGENDA</b>		ALL
	<b>2. APPROVAL OF MINUTES</b> from March 7 <sup>th</sup> , 2002	For approval.	ALL
	<b>3. OLD BUSINESS</b>		
	3.a. TERMS OF REFERENCE <ul style="list-style-type: none"> <li>• Clinical Practice</li> </ul>	For approval <i>Att: terms of ref CP.doc</i>	ALL
	3.b. Surgical Oncology Program Planning	For discussion and approval <i>Att: SurgOnc Planning.doc</i>	B. Poole/ALL
	<b>4. UPDATES</b>		
	4.a. Clinical Practice	For Information	N. Davis/B. Poole
	4.a. Continuing Medical Education (CME)	For information	R. Cheifetz
	4.b. Communications	For information	B. Rudston-Brown/B. Poole
	4.c. Research & Outcomes Evaluation	For information	P. Doris/M. Mackinnon
	4.b. Surgical Tumour Groups	For information	B. Poole
	<b>5. NEW BUSINESS</b>		
	5.a. Sponsorship for BCCA Annual Conference	For discussion.	B. Poole
	5.b. Surgical Oncology Council & Network Brochure	For discussion.	B. Poole
	5.c. Colorectal Surgical Tumour Group – Funding Request for September conference	For discussion and approval.	B. Poole
	<b>6. OTHER</b>		
	<i>Note: Next meeting is Friday, May 2<sup>nd</sup>, 2003</i>		
	<b>7. ADJOURNMENT</b>		



**BC Cancer Agency**  
CARE & RESEARCH

**BC PROVINCIAL SURGICAL ONCOLOGY COUNCIL & NETWORK**

*Minutes*

**Date:** April 4, 2003

**Attendees:** P Noelle Davis A Con Rusnak R Simon Sutcliffe  
 P Rona Cheifetz P Andy Coldman R Peter Doris  
 A Neil Fatin P Andy Kluftringer A Garth Warnock  
 P Gil Wankling P Murray Mackinnon A Maureen Lei-Stephens  
 P Barbara Poole R Tina Strack R Blair Rudston-Brown  
 P Erin Lowe (recorder)

ISSUE/TOPIC	DISCUSSION POINTS	ACTION (Include Person(s) Responsible)
1. <b>Approval of Agenda</b>	Approved with the following addition: 5.b. Surgical Oncology Council & Network Brochure <b>&amp; Draft Abstract Submission</b> "	Approved as amended.
2. <b>Approval of Minutes</b> , March 7, 2003.	Approved as circulated with details re Continuing Medical Education, Nov 2004, "Hot Topics in Surgical Oncology" forthcoming."	BRING FORWARD: details per Hot Topics to be discussed by <b>R Cheifetz</b> at May meeting.
3. <b>Old Business</b> 3.a. Terms of Reference • Clinical Practice	The Cttee agreed to defer approval of Clinical Practice Guidelines and Surgical Oncology Program Planning.	Deferred to May meeting.
3.b. Surgical Oncology Program Planning		
4. <b>UPDATES</b> 4.a. Clinical Practice	N Davis reviewed functions of our committee to include the following: 1. Development & standardization of clinical practice guidelines, 2. Development of wait list standards, 3. Development of resource policies. She reported members of the Clinical Practice Committee to include tumour group site chairs, six community representatives from various surgical specialties, the surgical oncology program's	<b>G Wankling &amp; A Kluftringer</b> to confirm representation from Kelowna & Prince George.

ISSUE/TOPIC	DISCUSSION POINTS	ACTION (Include Person(s) Responsible)
	advanced practice nurse, and herself as the chair. She requested additional representation from outside regional members.	
4.b Continuing Medical Education (CME)	<p>R Cheifetz updated the Cttee re CME information as follows:</p> <ul style="list-style-type: none"> <li>• Annual BCCA Conference <ul style="list-style-type: none"> <li>• An invitation has been received by the CME per Cicely Bryce for surgical representation at the BCCA Annual Conference the Thursday and Friday of the last week of November.</li> <li>• In addition on Saturday, the various networks meet. The Surgical Oncology Network will offer “Hot Topics in Surgical Oncology”.</li> </ul> </li> </ul>	Members agreed to provide surgical representation to participate in various sessions during the Conference.
	<ul style="list-style-type: none"> <li>• Presentations will be made at the May 23 conference in Kelowna by N Davis re sentinel lymph node biopsy in melanoma, a radiation oncologist re the role of radiation in melanoma in addition to a discussion re Interferon pros &amp; cons. Invitations to attract multidisciplinary surgical oncology groups to present have been initiated by the CME committee.</li> </ul>	
	<ul style="list-style-type: none"> <li>• An accredited Internet course educating users on literature searches is currently being trialed.</li> </ul>	
	R Cheifetz requested suggestions to membership to the CME.	<p><b>R Cheifetz</b> to contact Dr Cliff Henderson, CME representative at Kelowna General Hospital, as suggested by A Kluffling.</p> <p><b>T Strack</b> to develop a list of CME contacts at hospitals/health regions.</p>
4.c. Communications	<p>B Poole reported the spring newsletter was mailed April 3, 2003, and that it has a strong clinical focus. She invited feedback from Cttee members once received.</p> <p>R Cheifetz briefly reviewed the newsletter.</p>	
4.d. Research & Outcomes Evaluation	<p>M Mackinnon reported that the ROE had reviewed three project proposals at its meeting on April 1, 2003.</p> <ol style="list-style-type: none"> <li>1. Breast Surgical Tumour Group: evaluation &amp; prototyping of data collection tools for breast cancer data originating prior to the BCCA referral. The</li> </ol>	Breast Surgical Tumour Group proposal: BRING FORWARD to May SON Council Executive meeting.

ISSUE/TOPIC	DISCUSSION POINTS	ACTION (Include Person(s) Responsible)
	<p>committee noted that this is not a research proposal, but a request for infrastructure development and thus referred it to the SON executive for consideration. This will be discussed at the May SON Council Executive meeting pending additional information on the Victoria physicians' data coalition.</p> <ol style="list-style-type: none"> <li>2. ROE Cttee &amp; VICC Radiation Oncology &amp; Breast Surgical Tumour Group: surgery &amp; radiation rates for breast cancer, validation of utilization models, assessment of factors and treatment. This proposal was approved.</li> <li>3. Rectal Surgical Group: TME &amp; outcome tracking: to be returned to the Rectal Surgical Tumour Group for revision.</li> </ol> <p>N Davis invited members to make regional proposals by accessing the website computer template.</p>	
4.e. Surgical Tumour Groups	<p>B Poole updated status on Tumour group representation as follows:</p> <ul style="list-style-type: none"> <li>• Colorectal Group: representation confirmed,</li> <li>• Breast Surgical Tumour Group: in the process of formation.</li> </ul> <p>Dr Davis and Rusnak are meeting with the Tumour groups chairs. Meetings with the Gynae and Head and Neck chairs are scheduled for April.</p> <p>The Committee agreed to incorporate Network information seminars into upcoming regional CME workshops within the year to assist in surgical tumour group formation.</p>	Dates to be confirmed
<p><b>5. NEW BUSINESS</b></p> <p>5.a. Sponsorship for BCCA Annual Conference</p>	<p>N Davis reported this has been well-funded by businesses (drug companies) in the past. B Poole asked members for additional suggestions for surgical sponsorship. R Cheifetz responded that suggestions for surgical sponsorship be presented to surgical tumour site chairs.</p>	<p><b>T Strack</b> to email surgical tumour group chairs for suggestions</p>
5.b. Surgical Oncology Council & Network Brochure & Abstract Submission	<p>The Cttee discussed an informative abstract per Dr Blair Rudston-Brown along with a brochure re the Network to be handed out at</p>	

<b>ISSUE/TOPIC</b>	<b>DISCUSSION POINTS</b>	<b>ACTION (Include Person(s) Responsible)</b>
	the BC Surgical. Suggestions were made that included developing a Network business card to encourage contact to the Network. GP's participation & education was recommended.	
5.c. Colorectal Surgical Tumour Group- Funding Request for September Conference	B Poole reported that the Network committed \$5,000 to the first conference. This conference made money and that profit is being reinvested into funding the second conference. Should revenues not cover expenditures for this second conference, the surgical tumour group requests a contribution, not to exceed \$5,000.	Approved.
<b>6. OTHER</b>		
<i>Next meeting is Friday, May 2, 2003</i>	The Cttee discussed the possibility of the June meeting to be in Victoria.	June 6, 2003, meeting in Victoria: Location to be confirmed.
<b>7. ADJOURNMENT:</b> 4:45 pm		