



AGENDA

June 6th, 2003 - 3:30 to 5:30pm

Vancouver – 4th Floor Boardroom
Victoria (VICC) - Conference Room 2 (3rd floor
Vancouver Island Cancer Centre, room 3201)

PURPOSE OF MEETING/DESIRED OUTCOMES:

- General update on Network activities.
- SON Workplan review.
- Discussion of Annual Planning meeting in fall.
- Decision and update regarding Breast Surgical Tumour Group data collection proposal.

3:30pm	1. APPROVAL OF AGENDA		ALL
3:35pm	2. APPROVAL OF MINUTES from May 2 nd , 2003	For approval.	ALL
	3. OLD BUSINESS		
3:40pm	3.a. Breast Cancer Data Collection Proposal	For discussion and approval	ALL
	4. UPDATES		
4:25pm	4.a. Clinical Practice	For Information	N. Davis
4:30pm	4.a. Continuing Medical Education (CME)	For information	R. Cheifetz
4:35pm	4.b. Communications	For information	B. Rudston-Brown
4:50pm	4.c. Research & Outcomes Evaluation	For information	P. Doris/ M. Mackinnon
5:00pm	4.b. Surgical Tumour Groups	For information	T. Strack
	5. NEW BUSINESS		
5:00pm	5.a. Annual Council Meeting	For discussion	T. Strack/ALL
5:15pm	5.b. SON Workplan/Review	For discussion	T. Strack/ALL
	6. OTHER		
	<i>Note: Next meeting is Friday, July 4th, 2003</i>		
5:30pm	7. ADJOURNMENT		



BC Cancer Agency
CARE & RESEARCH

BC PROVINCIAL SURGICAL ONCOLOGY COUNCIL & NETWORK
Minutes

Date: June 6, 2002

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

ISSUE/TOPIC	DISCUSSION POINTS	ACTION (Include Person(s) Responsible)
1. Approval of Agenda	Addition to the Agenda to include of 5C. Hiring of Program Assistant.	APPROVED as amended.
2. Approval of Minutes , May 2, 2003.		APPROVED as circulated.
3. Old Business 3.a. Breast Cancer Data Collection Proposal	P Doris & M Mackinnon discussed their visit to Victoria, which included the breast cancer proposal review, a review of the prostate project mockup at VICC & the Stroke Registry database at RJH. They reported the ideas, concepts and participating collaborators of all were positive. Discussion ensued regarding the breast cancer data collection proposal. Suggestions were made for the development of a working group to define the scope, viability and costs of an information system. Don Henkleman's involvement was discussed as crucial.	T Strack to communicate with N Davis & C Rusnack regarding formulation of working group.
4. UPDATES 4.a. Clinical Practice	N Davis reported that she and T Strack have developed the Clinical Practice Committee.	
	She reviewed an example of a clinical practice guideline from another jurisdiction. Various samples will be presented to the clinical practice committee to choose a standard for reporting of clinical practice guidelines.	Guideline template/standard to be developed over the summer for eventual incorporation into the website.

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	<p>R Cheifetz discussed the Vancouver Coastal Health Authority's surgical working group and their desire to set targets for access to patient care. She reported that she has responded to VCHA that BCCA & the Provincial Surgical Oncology Council & Network have the mandate for recommendations regarding the provision of cancer care.</p> <p>N Fatin responded that the MoH has requested PHSA take a leadership role in surgical service issues.</p>	<p>N Davis to draft a letter to Brian Schmidt, PHSA, to suggest that the PHSA has the mandate to set provincial standards and that this is best done through the Surgical Oncology Network. Ask B. Schmidt to bring this concern to regional CEOs and to hopefully coordinate the efforts of both the PHSA and BCCA..</p>
4.b Continuing Medical Education (CME)	<p>R Cheifetz reported the CME activities as follows:</p> <ul style="list-style-type: none"> • May 23 workshop in Kelowna, "Current Management of Melanoma": accreditation has been received & development of future workshops are underway. Suggested future topics include head & neck, sentinel lymph node biopsy. • November 2004 Annual BCCA Conference: Hot Topics in Surgical Oncology are in process of being determined pending communication with surgical tumour group chairs. <p>R Cheifetz has communicated with C Scudamore regarding the suggested link between BC Surgical Society Annual Meeting and the Annual BCCA Conference.</p>	<p>R Cheifetz to organize Hot Topics over the summer.</p>
4.c. Communications	<p>B Rudston-Brown reported that the communications committee has no members other he and Tina Strack, however this is not necessarily a bad thing. He also provided an update on the committee's activities:</p> <ul style="list-style-type: none"> • The next Newsletter is almost complete with an excellent debate regarding use of Interferon for melanoma. • Plan for promotion (includes increased communication with tumour group chairs) for the Newsletter & Network are in process. • Website activity needs to be activated. • Extranet activity has been stalled due to difficulties with Information Services. R. Rudston-Blair expects the 	

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	<p>problems to be resolved by the end of the year.</p> <p>The Council suggested and discussed alternate new titles for the Newsletter.</p> <p>Tumour group profiles were suggested for inclusion in the Newsletters.</p>	
4.d. Research & Outcomes Evaluation	<p>M Mackinnon reported the following:</p> <ul style="list-style-type: none"> • Progress is being made with an extract, load, transform tool for the CIHI/DAD data. • Communication has started with the surgical tumour groups with respect to available & future data needs. • Rectal Surgical Tumour Group proposal on local recurrence was approved subject to yearly reviews, 50% accrual at 1 year of the first 6 months patients and resources. 	M Mackinnon will approach new ROE members over the summer.
4.e. Surgical Tumour Groups	T Strack reported meetings with tumour group chairs are almost completed.	
<p>5. NEW BUSINESS</p> <p>5.a. Annual Council Meeting</p>	<p>Members agreed that it would be too difficult to combine the Annual Council Meeting with the BCCA Annual Conference on November 28 and 29, 2003.</p> <p>Members discussed Fall meeting location.</p>	<p>Motion to approve meetings not be linked. Council meeting dates to be confirmed by T Strack.</p> <p>Council Executive members confirmed that Vancouver is the best place to hold the Annual Council meeting.</p>
5.b. SON Workplan/Review	T Strack reviewed the implementation and workplan documents and noted that progress has been achieved. She also noted that, due to time constraints, the workplan review presented only includes the Communications and Continuing	T Strack to maintain documentation to report achievements.

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	Medical Education committee. The excellent work of Murray Mackinnon was noted by Council Executive members.	
5.c. Hiring of Program Assistant	T Strack welcomed Janet Alred as the program assistant. Her start date will be July 2, 2003.	
6. OTHER <i>Next meeting is Friday, July 4, 2003, VCC 4th Floor Board Rm.</i>		
7. ADJOURNMENT: 5:15 pm		