

**BC SURGICAL ONCOLOGY NETWORK  
RESEARCH & OUTCOMES EVALUATION COMMITTEE  
TERMS OF REFERENCE**

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**PURPOSE**

To support research and evaluation activities of the Surgical Oncology Network by providing guidance and assistance to Network surgeons with research projects, feasibility studies and measurement of practice improvement. Committee members will provide guidance and feedback with the development of projects that will lead to improved surgical oncology practice and increased knowledge in the field of surgical oncology. The Committee will oversee data collection and database development initiatives of the SON. The ROE Committee will work closely with the Clinical Practice Committee on developing outcomes reporting mechanisms and models.

**ROLES AND RESPONSIBILITIES**

**1. Committee**

*Research*

- Review project proposals and make recommendations, with feedback, to the Executive Finance Committee for approval, resubmission or non-approval of projects.
- Review proposals to ensure that the project is in keeping with the objectives of the SON.
- Mentor internally generated scientific research ideas, facilitate study direction, and improve the study hypothesis, design and implementation.
- Provide formal, timely, consistent processes for evaluating and prioritizing projects.
- Conduct a rigorous and consistently applied review of the methodology, ethics, budget and/or resources required from SON.
- Prioritize the project from scientific and internal resource perspectives.
- Encourage multidisciplinary cooperation in research between basic scientists, clinical scientists, including all professional practice groups at the Agency as appropriate to the advancement of the scientific knowledge of surgical oncology.
- Review project proposal template on an annual basis and update as required.
- Review SON Resident Travel Awards applications and make recommendations for funding to the Council Executive. Where appropriate applications will also be reviewed by the relevant Chair of the Surgical Tumour Group. The quality and significance of the research will be considered.

### *Quality Improvement of Practice*

- Oversee the implementation of mechanisms to support, evaluate and measure quality improvement in the practice of surgical oncology across the province.
- Oversee the development of data collection and database development initiatives of the SON.
- In conjunction with the Clinical Practice Committee, oversee the development of an outcomes reporting model/process.
- In conjunction with the Clinical Practice Committee, oversee the development of practice audit and quality improvement initiatives.
- Provide input on the research and information/data needs of the Surgical Tumour Groups.

### *Data Collection and Stewardship of SON Databases*

- Ensure that all projects involving databases and data collection follow the Freedom of Information and Protection of Privacy Act (FOIPPA) guidelines.
- Ensure that appropriate processes are followed and required documentation completed – i.e. Privacy Impact Assessment; ethics applications/approval.

## **2. ROE Chair**

- Oversee ROE committee – call meetings, correspond with Surgical Tumour Sites and other groups, agencies and organizations.
- Provide strategic oversight on issues related to research and outcomes evaluation.
- Meet regularly with Surgical Oncology Coordinator of the ROE Committee.

## **3. ROE Coordinator**

- Work with ROE Chair and Program Assistant to schedule meetings and prepare meeting agenda and materials.
- Provide regular updates to ROE Chair and Committee on progress of projects.
- Facilitate ROE project application process.

## **MEMBERSHIP**

- Up to five (5) members at large, where possible representing each of the different health authorities and from a variety of surgical specialities.
- Surgical Oncology Network Biostatistician.
- Surgical Oncology Network Programmer.
- Specific expertise (e.g. clinical epidemiology, surgical specialties, methodologists, ethicists), multiple Centres, and external interested parties (e.g. Ministry of Health) will be invited at the discretion of the Chair.

## **CHAIR**

The Chair is appointed by the Council Executive. Preference will be given to someone with a graduate degree in epidemiology.

## **LENGTH OF TERM**

Committee members will be appointed for an initial term of up to 3 years with the possibility of renewal for 2 years.

## **SCHEDULE OF MEETINGS**

The ROE committee will meet bi-monthly or at the call of the Chair.

## **QUORUM**

Fifty percent (50%) plus one.

## **REPORTING**

**Surgical Oncology Council Executive** - The ROE Chair, or designate, will provide a verbal report at each Council Executive meeting.

**Surgical Oncology Council** - A written report on ROE activities will be circulated annually to the Surgical Oncology Council in conjunction with the annual meeting. Updates will be provided as needed for newsletter publication.

## **SUPPORT STAFF**

The Program Assistant will provide administrative assistance (e.g. scheduling meetings, recording minutes, update website, etc). The Biostatistician will provide expertise and support with project methodology and data analysis. The Programmer will provide expertise and support with database development and reporting mechanisms. The Research Assistant will provide expertise and support as needed. The Network Manager will provide administrative oversight and report to the Executive Finance Committee and Council Executive.

**TERMS OF REFERENCE APPROVED:** September 2007

## **CURRENT CHAIR, MEMBERS AND START OF TERM**

1. Dr. Carl Brown, Chair (2008), General & Colorectal Surgery, St Paul's Hospital - 2007
2. Dr. Nadine Caron, Prince George Regional Hospital - 2007
3. Dr. Noelle Davis, Chair, Clinical Practice Committee - 2001
4. David Gavin, Director of Data Integration, BCCA – 2007
5. Dr. Andrew Gemino, Assistant Professor, Faculty of Business Administration, Simon Fraser University - 2007
6. Paul Mak, Programmer, SON - 2007
7. Colleen McGahan, ROE Committee Coordinator – 2007
8. Dr. Sam Wiseman, St. Paul's Hospital – 2007
9. Erdem Yazganoglu, Manager, Surgical Patient Registry – Nov. 2008