

**BC Cancer Surgery
Research & Outcomes Evaluation Committee (ROEC)
TERMS OF REFERENCE
February 2020 (DRAFT)**

OVERVIEW OF BC CANCER SURGERY PLAN (2019-24)

In 2018, BC Cancer outlined its 5-year plan to improve coordination and best practices for cancer surgery. Success of this plan relies on engaging the surgical community in the development of an integrated provincial surgical oncology program. Ensuring that high quality surgical care is available to cancer patients across BC is a key priority of this strategy. Better surgical care for cancer patients will require an improved governance system that promotes provincially planned and regionally delivered surgical services. This will be facilitated by improved partnerships between the providers of cancer care and a means of identifying, promoting and evaluating best practice.

There are four key priorities to the BC Cancer Surgery strategy:

1. **Governance and Partnerships**

- Expand the current leadership model and infrastructure with a focus on regional/provincial strategic planning for multidisciplinary care
- Hospital partnerships to steward cancer surgery
- Provincial/regional/hospital funding partnership to enable cancer surgery timeliness and quality

2. **Building Capacity**

- Professional development, research and education for surgeons through:
 - Accredited CME programs including the annual Surgical Oncology Fall Update
 - BC Cancer Surgery Network Newsletter to communicate best practices and guidelines
 - Providing support with research programs
 - Research travel awards for medical students, residents and fellows
 - BC Cancer Surgery Network/UBC Summer Student Research Award

3. **Quality Service & Accountability**

- A cancer surgery wait-time strategy informed by evidence-based standards for access, appropriateness and quality for cancer surgical care
- Hospital report cards for cancer surgery wait times and quality metrics

4. **Continuous Improvement**

- Promoting best practices for quality cancer surgery through:
 - Alignment with national standards
 - Regional referral centres for complex cancer surgeries
 - Recruitment of surgery sub-specialists

ROLE OF THE ROEC

The ROEC is fundamental to building capacity and supporting and promoting continuous quality improvement of surgical oncology in BC. By providing guidance and assistance to Network surgeons with research projects, feasibility studies and measurement of practice improvement, the ROEC communicate best methodological practices to surgeons who perform cancer surgeries to improve practice and increase knowledge in the field of surgical oncology.

The BC Cancer Surgery Network supports research and training in surgical oncology through awards to motivate physicians and medical students early in their training to pursue an interest in surgical oncology. The ROEC will adjudicate the applications for support in these competitions.

CHAIR

The ROEC Chair is appointed by the Provincial Lead, BC Cancer Surgery, for an initial term of three years with the possibility of renewal for a second term. In special circumstances, terms can be extended or commuted at the discretion of the Provincial Lead.

The Chair will be primarily responsible for establishing and overseeing the ROEC and to provide strategic oversight on issues related to research and outcomes evaluation. The Chair will meet regularly with the ROEC Coordinator and attend the monthly administrative team meetings.

MEMBERS

ROEC members are appointed by the Chair for a term of three years with possible renewal for a second term. The Chair will appoint up to 5 surgeons from the BC Cancer Surgery Network, where possible representing the health regions and surgical specialties in BC. In addition, the ROEC will include the Lead for BC Cancer Surgery data & analytics and the ROEC Biostatistician/Coordinator. Other specific expertise may be invited at the discretion of the Chair.

ROEC COORDINATOR

- Work closely with the Chair and Network Administrative Coordinator to prepare meeting agendas and materials.
- Review feasibility applications with the Chair and provide analytic/methodology feedback to the principal investigators.
- Provide regular updates to the ROEC on the progress of projects and facilitate the research project application and review process.

LEAD, DATA & ANALYTICS

- Provide direction and expertise with data access and integration.
- Assign biostatisticians to work with research investigators to conduct the data analysis for their projects.

RESPONSIBILITIES

Research Projects

The objective of the BC Cancer Surgery Network research program is to identify and enable projects that support the priorities of BC Cancer Surgery. While the ROEC does not provide direct funding in the form of grants, it will provide in-kind statistical, administrative and organizational support for approved projects.

- Review project proposals for approval, resubmission or non-approval of projects.
- Review proposals to ensure that the project is in keeping with the objectives of the BC Cancer Surgery strategic plan and priorities of the Network.
- Provide recommendations and feedback to the principal investigators about their projects.
- 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 the Network. Ensure that appropriate processes are followed and required documentation completed – i.e. Privacy Impact Assessment; ethics applications/approval.
- 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 BC Cancer as appropriate to the advancement of the scientific knowledge of surgical oncology.
- Review the project proposal template on an annual basis and update as required.
- Provide input on the research and information/data needs of the BC Cancer Surgery Network.

Awards

The BC Cancer Surgery Network Travel Awards are intended to motivate physicians and medical students, early in their training, to pursue an interest in surgical oncology and to enable them to present their research findings at conferences. The BC Cancer Surgery Network/UBC Summer Student Research Award is a competitive award to support the funding of one MD student with a project in the field of surgical oncology for up to 8-10 weeks.

- Review BC Cancer Surgery Network Travel Award applications and adjudicate for funding. 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.
- Review the project summaries for applications to the BC Cancer Surgery Network/UBC Summer Student Research Award and prioritize them for the UBC SSRP Committee.

MEETINGS

The ROEC will meet 3-4 times annually as needed. Quorum will be fifty percent (50%) plus one. Committee members are asked to email the ROEC if they cannot attend at least 24 hours in advance to ensure we have quorum at the scheduled meeting. The ROEC Chair will also attend the monthly BC Cancer Surgery Team meetings.

TERMS OF REFERENCE APPROVED

February 2020