

**BC Cancer Surgery
Continuing Professional Development & Knowledge Transfer (CPD-KT) Committee
Terms of Reference
November 2019**

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

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 CPD-KT COMMITTEE

The CPD-KT Committee is fundamental to supporting and promoting continuous quality improvement of surgical oncology in BC. Through the development and implementation of educational and knowledge transfer opportunities, the CPD-KT Committee will communicate best practices and important information for cancer management to surgeons who perform cancer surgeries to improve practice and increase knowledge in the field of surgical oncology.

CHAIR

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

The Chair will be primarily responsible for establishing a committee to plan and develop the program for the annual Fall Update. The Chair will also serve as Executive Editor of the BC Cancer Surgery Network Newsletter and be responsible for planning the content and advising on potential contributors. The Chair will also attend the monthly team meetings.

MEMBERS

CPD-KT Committee Members are appointed by the Chair for a term of three years with possible renewal for a second three year term. The Chair will appoint up to 5 surgeons from the BC Cancer Surgery Network, where possible representing the health regions and surgical specialities in BC.

RESPONSIBILITIES

Continuing Professional Development

- Plan and deliver the annual surgical oncology Fall Update. The BC Cancer Surgery Network is committed to continuous practice improvement. Each year the Network develops, organizes and hosts a medical education program profiling one or more areas of cancer surgery and care. These all day courses, called the Fall Update, are fully accredited by The Royal College of Physicians and Surgeons of Canada. Featuring expert speakers, the Fall Update is designed to improve surgical oncology practice and knowledge by providing the most current information in the field.
- Oversee and authorize the UBC accreditation application for the Fall Update to meet the standards of The Royal College of Physicians and Surgeons of Canada.
- Assess professional development needs of members and incorporate needs assessment into the development of educational programs and communication tools.
- Consider developing other professional educational opportunities in a variety of clinical speciality areas and/or in association with other relevant programs/setting across BC.
- Provide outcome measurements to demonstrate impact of its professional development programs and assess effectiveness of communication tools and strategies.
- Identify relevant education resources for surgeons.

Knowledge Transfer

- Publish 2-3 issues of the BC Cancer Surgery Network Newsletter annually. The Newsletter is circulated to around 500 surgeons and health care providers across the province. Serving as a communication and educational vehicle, each issue contains a variety of articles highlighting recent developments, publication reviews and important information in the field of surgical oncology. This is the primary means by which BC Cancer connects with surgeons across BC. Current and previous copies of the newsletter are available on the Network website.
- Communicate to surgeons best practices and changes to cancer management guidelines.
- Support the communications needs of the Surgical Tumour Groups and the Research and Quality Practice Committees.
- Seek input from Surgical Tumour Group Chairs on professional development and communication needs of their respective surgical tumour sites.
- Communicate information on discipline specific conferences and workshops.
- Provide information on achievements and accomplishments of BC Cancer Surgery to highlight to surgeons across BC.

MEETINGS

The CPD-KT Committee will meet 3-4 times annually as needed. Quorum will be fifty percent (50%) plus one. The CPD-KT Chair will also attend the monthly BC Cancer Surgery Team meetings.

ADMIN SUPPORT

The BC Cancer Surgery Network staff will provide administrative support to the CPD-KT Committee and Chair, including coordinating meetings, preparing meeting agendas and minutes, desktop publishing for the Newsletter, planning and organizing the Fall Update, and other related tasks.

TERMS OF REFERENCE APPROVED

November 2019