

**Patient and Family Advisory Council – Cancer Care Program  
November 8<sup>th</sup>, 2017  
Dr. H. Bliss Murphy Cancer Centre, Room #2044, Administration**

**MINUTES**

**1.0 Welcome / Introductions**

New members were welcomed to the Committee. Introductions were made around the table as well as via conference call.

**2.0 Approval of Agenda**

The Agenda was approved as circulated.

**3.0 Approval of Previous Minutes – September 27<sup>th</sup>, 2017**

The Minutes were approved with a couple of spelling corrections.

**ACTION ITEMS:**

Communications will be contacted regarding putting the Minutes of the Patient and Family Advisory Council on the Cancer Care Program's website. Minutes will also be posted at the Cancer Centre in St. John's as well as the Regional Centres.

E-Mail for Patient and Family Comments is: [client.familyadvisors@easternhealth.ca](mailto:client.familyadvisors@easternhealth.ca).

Material for Meetings will be sent out 2 weeks prior to the meeting scheduled.

It was suggested that instead of sending e-mails to the whole group, to just sent e-mail with inquiries to Program Director and/or Provincial Program Manager.

**4.0 Safety Moment**

A safety moment on Daylight Savings Time was circulated prior to the meeting. Discussion took place regarding the helpful tips outlined in the document.

**5.0 Business Arising**

**5.1 Patient Experience**

Two patient experiences were provided to the group.

**5.2 Overview of Cancer Care Program**

A presentation on "An Overview of the Cancer Care Program" was provided. A request was made for assistance with cancer care terminology and abbreviations.

**ACTION:** An information package with brochures for members and a glossary list will be provided to members.

### **5.3 Dr. H. Bliss Murphy Cancer Care Foundation Presentation**

A presentation was provided to the group on the role of the Dr. H. Bliss Murphy Cancer Care Foundation.

### **5.3 Experience of Care AOPSS Presentation**

A presentation was provided to the group on “Ambulatory Oncology Patient Satisfaction Survey Results”. One item of interest to the group was around “Did patients receive services from Patient Navigators?” Discussion took place regarding the role of the Cancer Patient Navigators and how this can be communicated so that the public is informed of this role.

**ACTION: Patient Navigator to present at our next meeting.**

### **5.4 Access to Central Venous Access Devices**

Discussion was held regarding access to Central Venous Access Devices for patients in Central Region and the travel associated with this access.

**ACTION: Program Director will follow-up with Diagnostic Imaging regarding this item. An update will be provided at our next meeting.**

### **5.5 Recruitment to Screening Program (Options – Personalized or General Invitation)**

A Cancer Screening Task Force Planning Day is scheduled in November for Colon, Breast and Cervical Screening. Members were asked the question “How we should recruit patients to the screening programs?” i.e. send out personal e-mails; sent invitation to everyone in the Province; should it come from Family Physicians? The group felt that promotion and education are effective. Discussion was held regarding promotion through social media; partnering with another vendor to get the information out to the public as well as education in schools.

### **5.6 New Patient Orientation**

On-going working is being completed on the content for the New Patient Orientation.

### **5.7 Picture Permission Form**

A reminded to the group to complete the Picture Permission Form for a group photo at our next meeting.

**6.0 Other Business**

**6.1 Consent Forms**

A copy of signed Consent Forms was requested.

**6.2 Presentations for Next Meeting**

A presentation will be provided to the group on the following:

Canadian Cancer Society  
Patient Navigation

**7.0 Next Meeting – Wednesday, December 13<sup>th</sup>, 2017**

The next meeting on December 13<sup>th</sup>, 2017 will be held from 2:30 – 4:30 p.m.

**8.0 Adjournment**

There being no other business, the meeting adjourned at 5:30 p.m.

  
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Janet Templeton  
Co-Chair

December 22, 2017  
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Date