

# COSA Clinical Research Professionals Group Executive Committee Meeting

## Minutes

Wednesday February 14<sup>th</sup>, 2007  
4pm (Sydney time)

Present : Andrea Provis (AP/Chair) , Cate O'Kane, (COK) Anne Woollett (AW/ex- officio)  
Rada Kusic joined at 1645.

Apologies: Alison Richards

**Minutes of last meeting:** reviewed and passed as true and accurate record by AP and seconded by AW

**Correspondence:** nil

**New Business:**

Feedback from ASM – COK to provide summary by end of February.

**Cyto- toxic guidelines** have been sent to all members of the exec. COK has reviewed the guidelines in light of phase I studies and the conclusion is that there is no need for the CRPG to be involved in the review as the guidelines encompass best practice which encompasses the requirements for clinical trials .

**Research governance:** The document was circulated to all members of the exec. AW and COK approved the document being forwarded to the COSA Council. AR had supported the document going to the Council prior to the commencement of the meeting. The document will be table at the next COSA council meeting .

**Response to safety reporting :** The document was circulated to all members of the CRPG exec, feedback has been received from COK , AW and AR . The final document will be forwarded AP on behalf of CRPG.

**Position descriptions:** The development of the ARCS position descriptions were discussed in light of the work already done by the CRPG last year on career pathways and position descriptions. It was decided that the UK model was probably the best model to follow and COK will establish a sub committee to look at moving this forward.

**ARCS study day:** Reminder to all to look at the program and attend if possible.

**Committee positions results:** Notified of new member unfortunately neither Carol Beeke nor Kathy Hall at the teleconference to welcome to committee

**Terms Of reference:** AW to send an email to AR regarding the outcome of the discussion with COSA Council Exec. Report no further action at this time

**6.3 and 6.4** not discussed

**6.5 Advertising of positions:** AW has discussed with Marg McJannett and ok to circulate amongst the group , suggested that all advertisements be sent to secretary (AR) for circulation ? Need support of an extra person to do this.

**6.6 SOP's :** AW had no further information re the purchase etc of SOPs . COK commented that she attended a meeting re SOP's in Victoria and that 14 SOPs will be created to be used by sites, these will be available on the MIA website.

**6.7** deferred to next meeting

### **Other Business**

1. The issue of the administrative requirements for ANZ and other co-operative group studies. It is generally felt that there is a lack of administrative support to sites in both human and financial terms and as such this impacts on a sites ability to participate in co-operative group trials. A document to initiate discussion has been drafted and sent to all the members of the CRPG exec. Members of the CRPG executive to discuss this at a site level and a final draft to be written and after review forwarded to the co-operative groups executives from the CRPG.

2. Radiation Safety Guidelines were discussed –. Until recently oncology patients were exempt when the prognosis was considered less than five years. Increasingly sites are required to seek approval for studies in which scanning is required above standard practice. This would be a good topic to raise awareness of at COSA council.

3. To facilitate all members of the committee being able to review and comment on new or other business raised it would be beneficial if those putting forward the items could circulate a brief document outlining the main issues prior to the meeting .

Meeting closed at 1405 Perth time