

# COSA Clinical Research Professionals Group Executive Committee Meeting

## Minutes

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

1. **Present:** Andrea Provis (AP/Chair) , Cate O’Kane, (COK) Anne Woollett (AW/ex- officio) Rada Kusic (RK), Alison Richards (AR/Minutes) Vendra Severin (VS), Kathy Hall (KH) Carol Beeke (CB) joined at 1645.
2. **Apologies:** Nil
3. **Minutes of last meeting:** reviewed and passed as true and accurate record by AP and seconded by AW
4. **Correspondence:** nil
5. **New Business:**
  - 5.1 Budgets:  
The issue of budgets has been flagged at the last ASM. RK will continue to follow up; input is required to R&D group.
  - 5.2 Registry Representation:  
Email x 2 sent to Paul Jelfs from AR has not been answered. VS advised that some of the specific interests of registry and audit group members may be better met with the formation of a special interest sub-group.  
The committee agreed. VS to circulate proposed terms of reference for committee to review and endorse at next meeting. For circulation to CRPG general membership following this.  
VS also requested that April Fritz, a renowned speaker in registry and audit be considered as a speaker for CRPG/Epidemiology. Thank you to the support that members have shown for this initiative. Just a point regarding the terminology special interest group or subgroup which was raised at the meeting. If we google for the meanings and we see that special interest group has been replaced with “Interest group”, a political correction, apparently due to negative connotations of the phrase. An interest group seems a defined path, ie a specialised technical knowledge, whereas subgroup would see this operating within the CRPG, and would this mean that the Registry/ Audit group could then also use the CRPG terms of reference. Are there any specific COSA guidelines for this process that need to be followed? How soon can the group get up and running I have already had interest expressed by people willing to nominate for the roles of Chair and secretary, and people are definitely willing to get moving.
  - 5.3 Research and Development  
AP requested that this issue (previously 6.10) be discussed. This ties in with point (5.1) National review of budgets for clinical trials is being undertaken by this group. Site representation is critical. RK’s name has been put forward for the R&D working party.

## **6. Matters Arising**

### **6.1 Research Governance:**

Document from previous meeting was submitted to council, AP reported that this was received well. Impact of RG is being investigated; AP would like to hear back from committee.

**6.2 Terms Of reference:** No response to date from COSA council. AR to contact Margaret McJannett re progress.

### **6.3 Website position descriptions**

VS advised that draft document is with AW. AW to circulate to committee, for review and endorsement at next meeting. [I have attached position description document for all.](#)

### **6.4 Website**

VS reported that the DIA link is not working-not clear what link is to? VS to follow up. VS advised capacity for webpage Forum still not available. VS suggested that we post topics such as cytotoxic guidelines for comment. Distribution list needs to be updated.

Templates for position descriptions can be posted when finalised. Deb Howell still keen to be involved, a VIC based working group is likely. AP will send WA descriptions.

Terms of Reference for the group can also be posted when finalised.

[DIA link has been emailed to Erin for posting, no further developments regarding the internet site.](#)

### **6.5 Advertising of positions:**

COK has agreed to pilot. To be sent to secretary and distributed to CRPG members when we receive the updated list. An opt out clause will be included in the first email distribution.

### **6.6 Response to safety reporting:**

CRPG comments will be incorporated into the COSA response to pharma.

### **6.7 SOP Feedback**

No further feedback received. R&D taskforce have made enquiries to Cancer NSW. AP advised that Angelina will forward to CRPG for review re integrating SOPS. May be available at end of March. Awaiting feedback from Cancer Institute NSW. AP to email Angelina. KH, AW, and AP happy to review at a group level.

### **6.8 Position Descriptions**

AW will report back to R&D. COK will provide monthly updates to committee.

### **6.9 Credentialing and Bench Marking**

It was agreed to take this item off the agenda until further notice.

### **6.10 ARCS study day - See above item 5.3**

## **7. COSA 2007 ASM**

AR provided progress report regarding meeting at conference location. The committee advised that they would like more sessions than currently allocated. AR to follow up with Convenor, request three sessions.

Suggested format includes session on clinical governance, and separate sessions run by COK, AP and perhaps a budget session by RK. Committee members to forward ideas for discussion.

Committee also requested an international speaker. AP indicated that a potential speaker is being arranged through a pharma company and may be able to speak for CRPG. AR to follow up with ASM convenor. AR requested committee members provide name and details of potential speakers as soon as possible.

## **8. Other Business:** No other business was discussed.

**Meeting closed at 1700hours. Next Meeting April 11<sup>th</sup> 2007**

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