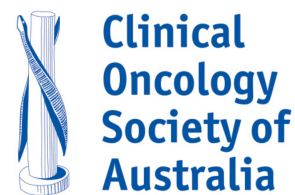


Terms of Reference

COSA Teleoncology Guidelines Working Group



Background

The Clinical Oncology Society of Australia (COSA) is the peak national body representing health professionals from all disciplines whose work involves the care of cancer patients.

Vision: Quality multidisciplinary cancer care for all.

Mission: To improve cancer care and control through collaboration.

COSA achieves this by:

- Supporting the professional and educational needs of cancer health professionals
- Enhancing cancer care and control through network development
- Advocating for improvements in cancer care and control
- Facilitating research across the spectrum of cancer

COSA Rural and Regional Group

The COSA Regional and Rural Group is a multidisciplinary group focused on the unique issues facing cancer service delivery outside metropolitan areas. The Group's goals are to work at highlighting the deficiencies in service delivery and to enhance the equity of access to current best practice care, cancer services and clinical trials.

Teleoncology

Telehealth is the use of telecommunication techniques to exchange health information and provide health care and health education over a distance.

Telehealth services use information and communications technologies to transmit voice, data, images and information rather than moving patients, health professionals or educators.

Telehealth encompasses diagnosis, treatment, preventive and curative aspects of healthcare services and typically involves patients and health professionals or educators.

In the cancer care setting telehealth is referred to as teleoncology.

Terms of Reference

Title of Group

COSA Teleoncology Guidelines Working Group

Aims and Objectives

This aim of this group is to publish guidelines for the use of teleoncology in Australia on the Cancer Guidelines Wiki platform.

The group will achieve this through the following objectives:

- Formalise questions to guide the review

- Perform a literature review according to NHMRC criteria
- Prepare draft guidelines for public consultation
- Publish the guidelines on the Cancer Guidelines Wiki platform

Membership

Chair

The Chair of the COSA Regional and Rural Group will act as Chair of the COSA Teleoncology Guidelines Working Group.

Membership

To be determined

Committee Support and Secretariat

A COSA Project Coordinator will provide secretariat support to the working group.

Conduct of Meetings

Frequency of Meetings

Meetings of the group will occur by teleconference as required. It is expected that the group will hold three teleconferences during the course of the project.

All other communication will be by email and on the wiki.

Minutes

Minutes of all meetings will be prepared by the group secretariat, and approved by the Chair prior to circulation to all members.

Confidentiality and Conflict of Interest

All group business remains confidential unless otherwise advised by the Chair.

Subgroups

The group will form subgroups for each question. Subgroups will be responsible for writing the chapter in answer to the question.

Evaluation and Review

All members agree to adhere to these terms of reference

Terms of Reference Approval History

Approved by Committee: <date of Committee meeting>

Approved by COSA Council: <date of Council meeting>