

Minutes of
MW Chapter AAPM Board Meeting
1/13/11

Meeting was convened at approximately 7:30PM; motion to open the meeting by Mary Ellen Smajo, seconded by Neil Worlikar.

Present: Alex Markovic, Vythialinga Sathiaselan (Seelan), Neil Worlikar, Ina Sala, and Mary Ellen (M.E.) Smajo

1.) Chapter Dinner Meeting with panel discussion of Patient Safety/ QA/ Risk Assessment: after lengthy discussion, the following was decided:

- Date: Change to Mid-March (i.e. Thursday March 10, 2011 or Thursday March 17, 2011?)
- Location: Oakbrook at a restaurant
- Cost: \$15 per person to defray the cost of dinner (the chapter will subsidize costs)
- Restaurant: Alex & ME will get quotes
- Plan for 30 people max
- Plan for 5 tables of 6 people each to foster break-out session discussions
- Attendees must RSVP and pre-pay via PayPal (Neil will set up the method of payment)
- If interest is extensive, perhaps it would be possible to reserve a larger room
- Keynote:
 - ❖ Neil contacted Joseph Cafazzo PhD PEng, who spoke at the national safety meeting last June: chapter would need to pay a very large fee plus lodging and travel expenses;
 - ❖ instead, ask Bill Hendee; Alex will contact him
 - ❖ if Bill Hendee can't, ask Michael Herman at Mayo, or Todd Palwicki, or Eric Klein
- Format:
 - ❖ begin at 6PM
 - ❖ ask Bill to speak from 6:30PM – 7:30PM
 - ❖ hold break-out sessions at each table; then report to the big group -> “you will be encouraged during the meeting to discuss what you are doing in your clinic with regard to patient safety”
 - ❖ end at 9PM
- Get CAMPEP credit (even if it's just 1 hour for Bill's talk)
- Invite physicists (i.e. don't specifically invite dosimetrists or therapists for this meeting)
- The board will consider / submit questions for the break-out sessions to Alex
- Example break-out question ideas so far:
 - ❖ Whose responsibility is it / how should the responsibility for safety and error prevention be shared between vendors, physicists, dosimetrists, therapists, administrators, etc?
 - ❖ What changes have you implemented wrt safety since the NY Times articles came out?
 - ❖ What would you recommend to manufacturers to make safety features more effective?
 - ❖ Should more safeguards be in place prior to products coming to market? Discuss pros & cons;
 - ❖ What can the MCAAPM do to better support you in minimizing errors?
 - ❖ Maybe start the discussion with questions for the participants like “What's wrong with this chart?”
- Do not advertise this event to the members until the details re: speaker, date and restaurant are settled

2.) Spring Chapter Meeting:

- Venue: per Plato, Mark Pankuch and the Proton Center will host;
- Date: Saturday April 16, 2011

- Raffle to encourage attendance: plan to try it in Spring and see if it helps attendance significantly; Neil will look into a device (maybe an iPad or e-reader?) that will be raffled off;
- Program:
 - ❖ Begin the meeting with an SBRT panel (a panel at the start should increase interest & attendance); include Rob (CyberKnife), someone from the Northwestern group, ask John Fan, ask someone from the Loyola group, ask someone from the U. of C. group, possibly ask an outside speaker like Stan Benedict from U. of Virginia; ask Plato to contact them all;
 - ❖ Per Plato, Dr. Conway from the ACR will discuss ACR Accreditation.
 - ❖ If we meet at the proton center, it would be appropriate to have a talk on protons; should this be an outside speaker? Ask Plato to ask Mark Pankuch to speak on (or to find a speaker on) protons
 - ❖ Rob will discuss accelerated partial breast irradiation / SAVI; possibly Sienna will sponsor.
 - ❖ Include the Young Investigator's Symposium!
 - ❖ In the "Call for Papers", Plato will include "Please submit your abstract/outline" to help facilitate CAMPEP credit.
 - ❖ Will we post the talks on the chapter website?

3.) CAMPEP credit for meetings:

- Alex has spoken with students about hiring one to handle the CAMPEP submission process; he will follow up with them.
- Alex will contact Cindy Thomason to learn what process she follows to obtain CAMPEP credit for the North Central Chapter.

4.) Next year's Fall Meeting will be in conjunction with the North Central Chapter (Wisconsin); Cindy Thomason (president) has already contacted us about this; the MCAAPM board recommends Lake Geneva in October. Alex & Plato will discuss this with Cindy. Maybe include a panel discussion?

5.) Changes to the Young Investigator Symposium for the Fall Meeting:

- Go back to it being a competition
- ME will contact Chet Reft (who has always been the moderator for this session) and ask him to prepare evaluation forms so that the young investigator talks can be evaluated (maybe use the same ones as in the past?)
- New tiered prize system:
 - First place: \$200
 - Second place: \$150
 - Third place: \$100
 - All non-placing participants: \$50 each

6.) Midwest Chapter Survey:

- GOOD JOB JOHN ROESKE for putting the survey together and analyzing the results!!!
- The board discussed the survey responses and considered future actions in light of the results

7.) Ideas for future meetings:

- Ask the state of Illinois to come out once per year to update the membership on what's new / what we should be aware of; discuss incidents / issues, discuss both materials and machines (i.e. ask Gib Vincent or Daren Fararro); ask Plato to see if they can come for the Spring meeting?
- Invite dosimetrists to our meetings, or plan joint meetings? Alex will contact Mirel's dosimetrist, current head of the dosimetrist's group

8.) Elections:

- At the Spring meeting, Alex will announce the call for nominations for President-Elect, Treasurer, Secretary, and Board-Members-at-Large; try to have more than one candidate on the ballot for each office
- Ballots need to be collected 1 month prior to the Fall meeting
- ME will send ballots electronically to the current members (i.e. members who have paid dues)

9.) Status of New Speaker Timer? Rob was looking into this; ask Rob for an update

Meeting adjourned at approximately 9:45 PM; motion to adjourn by Seelan, seconded by Ina