

# Society of Gynecologic Oncology Committee Descriptions

## Advanced Practice Provider (APP) Committee

### Taskforce Responsibilities:

The primary function of the Society of Gynecologic Oncology (SGO) Advanced Practice Provider (APP) Committee is to identify and address issues relevant in Gynecologic Oncology for Advanced Practice Providers. In addition, the APP Committee will support and foster the role of APP's and advise the society as well as the SGO Board of Directors on emerging issues as they relate to education, practice and research.

### Composition of the Committee:

The APP Task Committee will be composed of SGO members practicing as Nurse Practitioners, Physician Assistants, Advanced Practice Providers and Nurses.

### Time Commitment:

The APP Task Committee shall meet via conference call and hold additional meetings as necessary or appropriate in order for the Committee to fulfill its responsibilities. In addition, the Committee will also have one (1) in-person meeting the Annual Meeting. Projects the committee will be working on include Allied Healthcare Workshop with the ½ day Pharmacology course and 2019 APP Practice survey.

## Clinical Practice Committee

Addresses multidisciplinary practice and management issues that impact the care of women with gynecologic malignancies. Additionally, the committee provides information to appropriate audiences that may assist healthcare providers in delivering the highest quality of care to their patients.

### Committee Responsibilities:

- Reviews and assesses existing SGO clinical practice literature and update as necessary to ensure accuracy and best practice
- Develops clinical documents, of either clinical opinion or evidence-based research, on important issues in gynecologic oncology
- Reports as a liaison to fellow oncologic organizations to share best practice guidelines and exchange upcoming news and events within the oncology community
- Collaborates with fellow oncologic organizations/colleagues to deliver joint clinical documents on emerging issues in gynecologic cancer

### This Committee is recommended for Members who are:

- Experienced in writing for publication
- Interested in participating in the development of best practice statements/manuscripts regarding significant topics of gynecologic cancer
- Enjoy communicating and collaborating with fellow oncologic organizations to learn about/exchange best practice information and emerging news within the oncology community

### Time Commitment:

- Participation in 3 full committee conference calls per year
- Participation in 3-5 conference calls per year for specific subcommittee/work group projects
- Spend 5-20 hours per year on developing various manuscripts, practice statements, review and provide input toward consensus statements of fellow organizations, etc.
- Attend in person meeting during the Annual Meeting on Women's Cancer

## Communications Committee (SGO and FWC)

Develops monitors and evaluates SGO public relations, media relations, advocacy efforts and member communications programs and projects. Creates awareness of the role of the gynecologic oncology subspecialty in the prevention and treatment of women's cancers through communications vehicles aimed at both lay and professional audiences.

### Committee Responsibilities:

- Remains informed of all emerging issues in gynecologic oncology and suggests issues to address to members, media and public
- Develops and approves lay position statements and promotes SGO Clinical Practice Statements and other Society and Foundation work as appropriate
- Develops and reviews science-based content of SGO/FWC websites and other educational materials
- Develops and reviews materials for the committee's Annual Meeting media relations campaign
- Serve as a media spokesperson when approached by consumer/trade news outlets and able to respond to specific requests in a timely manner, depending on reporter deadlines

- Evaluates and provides strategic input on various ways SGO can implement social media vehicles to enhance the Society and Foundations online presence

This Committee is recommended for Members who:

- Have interest in promoting the Society and Foundation through multiple communication vehicles and willing to serve as a media spokesperson for the Society via interviews, news stories, advocacy efforts
- Have interest in contributing to and reviewing clinical statements (and other communication documents) that are distributed on behalf of the Society
- Willing to respond on short notice to time-sensitive inquiries.

Time Commitment:

- Attendance at a face-to-face meeting at the Annual Meeting on Women’s Cancer
- Participation in one full committee conference call and 3-4 working group conference calls or as necessary each year
- Participation on various volunteer work group assignments

### **Diversity & Inclusion Taskforce**

Taskforce Responsibilities: Identify and execute strategies to increase diversity and inclusion in SGO membership, staff, committee participation, and gynecologic oncology professions and to improve clinical care and outcomes of minority patients.

Time Commitment:

- Participate in conference call as needed throughout the year (approximately 3-5)
- Attend face-to-face committee meeting at the Annual Meeting on Women’s Cancer
- Spend 10-20 hours reviewing data, drafting documents, developing recommendations

### **Education Committee**

Identifies educational needs, develops educational activities in various learning formats for the multidisciplinary women’s cancer care team, and aims to assure all educational activities are in compliance with Joint Accreditation standards, which includes Accreditation Council for Continuing Medical Education (ACCME), American Nurses Credentialing Center (ANCC), and Accreditation Council for Pharmacy Education (ACPE). Subcommittees include: Compliance, e-Learning Development, and Accreditation. Workgroups Include: Journal Review, ConnectEd content development, and ConnectEd maintenance. Other workgroups to be developed as needed.

Committee Responsibilities:

- Reviews and assesses all new and existing education initiatives
- Develops ideas for new education offerings for live meetings and e-learning courses based on learning gaps determined through expert opinion and evaluations
- Provides input on all compliance policies and statements
- Reviews outside organizations’ applications that seek SGO endorsement
- Review current education documentation and files to provide feedback regarding education program accreditation compliance in preparation and maintenance of reaccreditation.

This Committee is recommended for Members who are:

- Experienced in developing team-based education
- Experience in developing education for health care professionals (MDs, APPs)
- Experienced as faculty for scientific meetings
- Familiar with e-learning technology

Time Commitment:

- Attend 1-2 face- to-face meetings per year
- Participation in 4-6 conference calls per year
- Participation in 3-8 conference calls per year for specific subcommittee and workgroup assignments
- Attend the SGO Annual Meeting on Women’s Cancer
- Spend 10-15 hours per year on project development

### **Finance Committee (SGO & FWC)**

Prepares the annual budget for consideration of the Boards, reviews the annual audit and makes recommendations to the Boards about the financial affairs and investments of the Society.

#### Committee Responsibilities:

- To understand the current and projected financial position of The Society and Foundation
- To review and recommend the annual budget
- To review, and recommend financial policies
- To communicate to the Board the financial position of The Society and Foundation

#### This Committee is recommended for Members who:

- Have an interest in, and aptitude for, financial information
- Have an MBA or other type of business education is a plus, but not requirement
- Are willing to make an extended time commitment to evaluate and understand the financial structure of The Society and Foundation

#### Time Commitment:

- Attendance at a face-to-face meeting at the Annual Meeting on Women's Cancer
- Participation in monthly conference calls
- Participation in ad hoc meetings, as necessary

### **Governance Committee**

The Governance Committee assures SGO's governance structure and operations are continually improving – resulting in the best possible Return on Governance (ROG) for the Society. Includes assuring individual Board and committee members are appropriately oriented and supported in their role as association leaders.

Composition: The Chair of the Governance Committee will be the Immediate Past President (one-year term).

#### Committee Responsibilities:

- Oversee the board and committee orientation process, including assuring up-to-date orientation materials are available
- Administer board and committee member continuing development, mentoring, and coaching programs
- Assure the following are reviewed at least annually for relevance and possible editing:
  - Governance policies
  - Member leader job descriptions
  - Governance decision-making model
- Facilitate administration, at least annually, of governance self-assessment (independent external assessment)
- Assure an effective process is administered to assess the contributions of individual member leaders and committee members
- Provide semi-annual reports (March and July) of Committee progress to the board
- Oversee revision of the SGO bylaws to align with the current governance policies and structure

#### Time Commitment:

- Attendance at a face-to-face meeting at the Annual Meeting on Women's Cancer, except at the 2019 Annual Meeting in Honolulu, HI.
- Participation in quarterly conference calls as necessary.
- Participation in ad hoc meetings, as necessary.

### **International Committee**

Provides strategic review and counsel for SGO's international initiatives and programs as well as International membership recruitment and engagement.

#### Committee Responsibilities:

- Work with SGO committees, staff and outside International organizations to engage SGO members and volunteers in gynecologic oncology global initiatives.
- Identify program offerings designed to grow and retain the international member base as well as improve International educational programming.
- Help to identify, update and maintain member benefits for individuals practicing outside of the U.S.
- Identify international nonmember target markets.
- Actively support humanitarian outreach activities, training and mentorship opportunities.
- Participate in international training and mentorship opportunities.

This Committee is recommended for Members who:

- Have demonstrated leadership within a multidisciplinary oncology setting.
- Are active in international gynecologic oncology communities.
- Are willing to commit their knowledge and resources in the promotion of the SGO's strategic goals, members and programs.

Time Commitment:

- Attendance at a face-to-face meeting at the Annual Meeting on Women's Cancer.
- Participation in quarterly conference calls as necessary.
- Participation in ad hoc meetings, as necessary.

### **Membership Committee**

The SGO Membership Committee is comprised of multidisciplinary SGO members responsible for overseeing the recruitment and retention of a multidisciplinary member base. Committee members also serve as society ambassadors to our members and friends.

Committee Responsibilities:

- Develop programs, products and services to ensure value is delivered to SGO membership.
- Listen to the needs of SGO members and prospective members.
- Review membership recruitment and engagement plans to grow, satisfy and sustain SGO membership.
- Examine membership policies, membership qualification criteria and evaluate member categories to ensure SGO is following the gynecologic oncology market trends.
- Create a welcoming environment for all new SGO members.
- Create opportunities to engage and recognize members through member communications.

Time Commitment:

- 1-2 full committee conference calls per year to work towards achieving the committee's work plan and goals
- Attendance at a face-to-face committee meeting at the Annual Meeting on Women's Cancer

### **Palliative Care Taskforce**

The Palliative Care Taskforce serves SGO Members interested in hospice and palliative care medicine.

Taskforce Responsibilities:

- Create education related to palliative care for SGO members.
- Collaborate with outside organization on projects and research to ensure palliative care needs are being addressed within all of women's cancer care.
- Maintain a community of members who are board certified in palliative care or interested in a palliative network to share ideas, cases, research and education.
- Create tangible products that address palliative care issues and advocacy to the attention of other groups within SGO.

Time Commitment:

- Participate in 2-3 full taskforce conference calls per year.
- Participate in conference calls as needed for specific workgroup initiatives
- Attend in person meeting during the Annual Meeting on Women's Cancer, if necessary

### **Publications Committee**

Reviews Society manuscripts for scientific integrity and appropriate representation of SGO prior to submission to peer-reviewed journals.

The Committee is recommended for Members:

- Two of whom are at early career stage
- Two at intermediate career stage
- Two at senior career stage
- Able to conduct committee business on short notice

Time Commitment:

- Committee members have two weeks to read and comment on manuscripts submitted to the committee. Estimated number of manuscripts submitted each year: 10-15
- Conference calls throughout the year as needed
- Attendance at a face-to-face committee meeting at the Annual Meeting on Women's Cancer

### **Wellness Taskforce**

The Wellness Taskforce is comprised of those who are interested in Wellness as well as educating fellow SGO members on various Wellness topics. The taskforce is comprised of four workgroups; Annual Meeting, Communications, Curriculum and Future Directions.

Workgroup Descriptions:

- Annual Meeting: Planning wellness activities and Post Graduate course for Annual Meeting. Past activities have included; Wellness Zone including seated massage, Tweeting wellness tips, Welcome Reception entertainment, Yoga, Step Challenge & Fun Run
- Communications: Recruiting volunteers and topics for monthly blogs feature in SGO Issues. Collect and review wellness resources for SGO website
- Curriculum: Develop wellness didactic modules and disseminate to Gynecologic Oncology Fellowship Programs

Future Directions: Working on a mentorship plan for SGO membership and other wellness advocacy initiatives to bring to the membership and institutions.

## Society of Gynecologic Oncology Health Policy and Socioeconomic Committee (HPSE) Task Force Descriptions

The four Task Forces listed below receive oversight and direction from the Health Policy and Socioeconomic Committee. Task Force members will engage in several projects during the year, some of which require Task Forces to work together.

**Members will be selected for their expertise or willingness to learn and their ability to dedicate sufficient time to work on projects both independently and within working groups. Task Force Members must be dedicated, attentive and able to conduct research and complete assignments in a timely manner.**

### Coding and Reimbursement Task Force

Represents the interest of gynecologic oncologists regarding regulatory and other issues, such as coding questions and education, Medicare payment regulations, and CPT code changes that impact coding, billing and reimbursement.

Task Force Responsibilities:

- Makes recommendations on coding education content and programs
- Assists in the development and presentation of coding webinars and courses as requested by the chair
- Participates in answering coding questions submitted through SGO website and reviews the archived online Q & A
- Assists in the review and development of coding information and tools found on the SGO website
- Makes recommendations with regards to development and/or revision of CPT and/or ICD codes; responsible for completing necessary documentation
- Reviews variations for new or existing CPT codes through AMA/ Specialty Society Relative Value Scale Update Committee (RUC) and provide comment when necessary
- Is or becomes well versed in the RUC surveying process
- Monitors coding and reimbursement regulations pertinent to the SGO membership
- Review annual Medicare Physician Fee Schedules and provide arguments for comment letter
- Provide clinical responses and arguments to NCCI edits

This Task Force is recommended for Members who are:

- Have some knowledge in CPT coding and Medicare reimbursement policy
- Willing to review federal regulations and provide comment with guidance from Staff Liaison
- Able to dedicate time to complete short-term projects and research/answer incoming coding questions

Time Commitment:

- Participation in quarterly conference calls throughout the year and one committee meeting per year at the Annual Meeting on Women's Cancer. Participation in project conference calls as needed
- Serve as resource on a rotating basis to SGO staff for coding questions submitted via email
- Minimum 1-3 hours per month depending on projects being conducted
- Attend coding webinars and live coding course at Annual Meeting and develop a functioning expertise in CPT and ICD-10 coding and Medicare reimbursement policy and processes

### Legislative and Regulatory Affairs Task Force

Monitors legislative and regulatory activity at the national level and drafts fact sheets and papers on Federal legislation, policies and programs where appropriate and participates in SGO grassroots activities.

#### Task Force Responsibilities:

- Ensures that policies enacted and implemented by the government are favorable to SGO members by monitoring and reviewing draft regulations and legislation and its applicability for gynecologic oncology practice
- Assists with drafting SGO responses to federal regulations, e.g., Annual Medicare Physician Payment Rules, other Medicare and Public Health Service Regulations
- Recruits SGO members for SGO Congressional Ambassadors program to conduct grassroots programs in contacting members of congress and policymakers
- Educates Members of congress and other national policy figures in support of programs that impact gynecologic oncology
- Determines SGO's involvement in issue specific coalitions
- Actively supports continuation of the Ovarian Cancer Research Program at the Department of Defense
- Contribute to drafting of SGO position statements and letters

#### This Task Force is recommended for Members who are:

- Interested in public policy and its impact on the practice of gynecologic oncology and the research funding for these cancers
- Willing to contact their elected officials and also meet with them in their district offices
- Have a relationship with their elected officials
- Interested in issues related to NCI such as research funding and clinical trials
- Interested in Medicare reimbursement issues
- Willing to participate in workgroups and complete writing assignments

#### Time Commitment:

- Participation in quarterly conference calls, intermittent work group calls as assigned, and one committee meeting per year at the Annual Meeting on Women's Cancer.
- Minimum 1-4 hours per month to complete specific projects
- Complete calls and submit letters multiple times throughout the year to elected officials
- Schedule a district office visit or practice tour with elected official(s)
- Attend SGO Fly-in in Washington, DC when offered

#### **Future of Physician Payment Reform Task Force**

Monitors the ongoing transition from a fee-for-service system to a value-based system, leads the change to prepare SGO members' practices for payment reform while ensuring the delivery high-quality and cost-effective gynecologic oncology care.

#### Committee Responsibilities:

- Becomes familiar with the Medicare Access and CHIP Reauthorization Act of 2015 (MACRA) and its implications to physician payment
- Develops forward-thinking practice models for physician payment
- Considers policies to support SGO members and address multidisciplinary practice and management issues
- Monitors Medicare local coverage policies and private insurance coverage policies for new technology and for limitation on existing procedures. Coordinate SGO's response
- Provides expertise to the Centers for Medicare and Medicaid Innovation (CMMI) in defining alternative payment models for gynecologic oncology
- Develops relationships with private payors and educate them on gynecologic oncology
- Interfaces with insurance companies to test bundled payment models
- Networks and represent the interests of SGO within other medical societies and collaborate when appropriate
- Develops and provide education and communications to SGO members regarding the future of physician payment

#### This Committee is recommended for Members who are:

- Committed to leading change and preparing SGO members for ongoing changes to Medicare payments
- Experienced/interested in developing care pathways and payment models for testing and implementation
- Interested in collaborating with fellow organizations in the oncology community to learn/share knowledge developing alternative payment models
- Able and willing to commit significant time and energy completing research and workgroup projects such as developing optimal care pathways and payment models for gynecologic cancers

#### Time Commitment:

- Participation in quarterly conference calls, intermittent work group calls as assigned, and one committee meeting per year at the Annual Meeting on Women's Cancer.
- Possible meetings with payers and other medical societies regarding APM development and acceptance.

- Spend a minimum of 15-25 hours per year on various project development, research, etc.

### **Policy, Quality and Outcomes Task Force**

Monitors opportunities for SGO members to participate in quality reporting programs, assumes a leadership role in defining indicators of quality care and fosters the development of tools and expertise to advance the delivery of high-quality gynecologic oncology care.

#### Committee Responsibilities:

- Keeps informed of all emerging quality and outcomes issues in Gynecologic Oncology
- Becomes familiar with the Medicare Access and CHIP Reauthorization Act of 2015 (MACRA) and its implications to physician payment
- Develops and tests quality measures for use in national and local quality improvement programs and registries
- Monitors development of measurement systems, addressing challenges of quality measurement and evaluation, providing input to the future design of effective quality reporting systems
- Identifies potential areas for improvement in efficiencies of care in gynecology oncology
- Develops quality measures for the subspecialty of gynecology oncology in concert with the registry workgroup
- Collaborates with fellow organizations to learn more/exchange ideas about improving the quality of women's health care
- Participates in various appropriate roundtable discussions concerning issues in the quality of care for women with gynecologic malignancies
- Provides educational materials to SGO members regarding quality reporting programs and policies
- Interest in development of Patient Reported Outcomes Measures (PROMS)

#### This Committee is recommended for Members who are:

- Driven to improve the practice of gynecologic oncology care by increasing awareness of outcomes data and applying this knowledge into practice
- Experienced/interested in developing outcomes and other quality measures
- Experienced/Interested in comparative effective research
- Interested in collaborating with fellow organizations in the oncology community to learn/share knowledge of emerging issues in quality of care
- Able and willing to commit time and energy completing workgroup projects

#### Time Commitment:

- Participation in quarterly conference calls, intermittent work group calls as assigned, and one committee meeting per year at the Annual Meeting on Women's Cancer.
- Completion of various documents related to quality measures submissions to CMS, NQF, etc.
- Possible attendance at meetings to advocate for SGO developed measures
- Spend a minimum of 10-20 hours per year on various project development, research, etc.