**AVAHO Education Committee May 2021 Agenda & Minutes**

Date May 24, 2021 8AM PST/11AM EST

Committee Members Invited: Rusty Crawford, Mark Kline, Kourtney LaPlant (not available on call), Julie Lawson, Kathleen Rogers (not available on call), Taylor Scialo, Janice Schwartz, Bill Wachsman, Mary Thomas

Invited Guest: Reid Paul, Editor Federal Practitioner

 JoAnn Wahl- Frontline Medical Communications

 Amy

CC: Tony Quang. MD, JD AVAHO President

 Berni Heron, PharmD Incoming AVAHO President

Agenda items:

Review of April Minutes-Attached

1. Accepted as presented unanimously.
	1. To be posted/stored as a document for retrieval if requested and as appropriate documentation as to committee’s involvement and decision-making processes.
2. Federal Practitioner Update (Mary/Rusty/Reid Paul, Editor)-Topics for discussion may include:
	1. Overview of the journal process (very brief)

-Reid discussed the move to being recognized as “PubMed certified” for the past 2+ years

-Both the quantity AND quality of submissions since PubMed acceptance is increased significantly

-2 separate editorial boards exist; one of ~25 members focused on basic VHA healthcare issues and treatment management and one of ~7 VHA providers who specialize in hematology/oncology practice and/or are prior AVAHO Presidents.

* 1. Articles already accepted and expected to be published in the August issue.

-Expected to be the largest Federal Practitioner published to date

* 1. Articles in the process that may be available for the issue.

-Reid will share with the committee some potential contributions to August issue from Boston VA “grand rounds” as a model for sharing what other institutions are doing??

* 1. Possible AVAHO member column/guest editorial (who would write?)

-Briefly discussed, but no actions taken at this time

* 1. In addition, Reid would like the assistance of AVAHO in reaching out to its members for potential reviewers or authors to contribute to the success of Federal Practitioner and their relationship over the years with AVAHO.

Once Reid provides us with a “job description” for being an editorial reviewer and also the links for submitting an article for review to Federal Practitioner we will utilize AVAHO newsletter and standard messaging to members to recruit support into these two areas.

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Action Items:

* + - 1. Reid would like assistance from AVAHO in expanding the depth and diversity of the editorial board, especially in those programs that directly relate to the goals and mission of AVAHO.
			2. Reid will provide a description explaining the requirements and expectations to work with Federal Practitioner as a representative of AVAHO on future projects.
			3. Rusty and Julie will coordinate within the AVAHO newsletter and “traditional” electronic communication venues to membership a “call” for both volunteers to work with Federal Practitioner in an editorial capacity and to contribute to future publications by submitting an article for review.
			4. It was agreed that a more “formal process” of meeting and documentation of meetings is best moving forward. Federal Practitioner should take responsibility of preparing an agenda and scheduling calls with the committee, either on a regular scheduled basis or as warranted??
1. Recap of AVAHO / Astra Zeneca Prostate Cancer Program (Julie/Taylor/Rusty)
	1. Rusty and Taylor will complete program evaluation and submit for review and archiving.
		1. It was also agreed that these evaluations should be shared with the sponsors who conducted the educational program for their internal reviews and improvements.
	2. Attendance was lower in second scheduled viewing of this program.
		1. Rusty suggested not allowing for multi day programs, they just get diluted, and the focus should be on one day with two scheduled presentations at the most.
		2. The support on the behalf of AZ was quite good, and I believe they would make for good partners in future program planning.
2. Update Regarding CME organizations and survey (Mary/Janice/Rusty)-Attached
* On-going. Survey sent out and awaiting responses to evaluate potential future AVAHO Educational providers and capabilities.
1. 2021 Annual Meeting Applications- Updates and Assignments (Julie/Mary/Rusty)
	1. Application review document for committee members attached.

<https://fs20.formsite.com/res/resultsReportTable?EParam=m_OmK8apOTAHZ6t5VjjtqzkluNuWclgLdeqrWEw8Gnp2o8xDP1Ewlx1CCWkIF7KIApCpKzb_-w0ydGEOJJ35X01sRtzeL06b>

* 1. Total number of submissions = 11 from 7 separate sponsors

-Total number of programs to be selected and breakdown of times and schedule slots -There will be a TOTAL of FOUR programs selected for this year’s annual meeting, 2 for both Friday and Saturday breakfast and lunch without any CME being offered

-Taylor will assist Julie in tracking these programs on a spreadsheet; including items like type of presentation, attendance, links to downloaded materials to AVAHO website, evaluations, etc.? for future retrieval and use by AVAHO Members

* 1. Discussion regarding assignments (8 members, 3 reviewers/submission = 33 reviewer assignments = ~4 per member), Utilize “panels” of committee members taking advantage of varied disciplines which they practice in)?

-It was decided after recommendation by Bill that all members of the committee review all submissions, giving us all a better ability to discuss the merits and weaknesses of each individual submission.

-Standardized evaluation form provided to all committee members to utilize for consistency in making our evaluations and recommendations.

-Some sponsors submitted multiple applications; it was agreed that no single sponsor would be awarded more than one program slot.

-Julie will provide the members of this committee performing the application reviews with a “list or spreadsheet” of prior years’ program recipients, along with the topic to ensure not replicating prior years programs.

-Julie will also provide to all members of this committee the most current link to review all of the submissions made by the sponsors.

-June 1st is the deadline for sponsors to submit applications, so a few more may straggle in over the next week or two.

-June education committee will be reserved for discussion/selection of programs to be awarded slots at the 2021 meeting, with the exception of a short overview provided by PleXus regarding their programs and relationship with AVAHO, and any additional data/demographics that they can share.

1. Other issues for discussion?
	1. Certificates of Recognition (Rusty)

-Rusty proposed that AVAHO should prepare and provide a “certificate of appreciation” for BOTH sponsors of educational programs on behalf of AVAHO, but also to the speakers who presented.

-It was agreed that this is “the right thing to do” in recognizing the support of our sponsors.

-Julie will prepare a sample for the committee to review, the final version sent to our sponsors should include the signatures of the current AVAHO president and Julie as the executive director recognizing the program and the sponsors support of AVAHO’s educational needs.

* 1. Status of getting educational programs on the website and educating members as to their availability and how to access (Julie)

-Briefly discussed, transition almost complete and should improve capabilities

-Rusty feels strongly that ALL documents from committee meetings and discussions involving organizational decision making and policies needs to be housed on the AVAHO website for easy retrieval for those needing it. Julie agreed and felt this would improve with new software program.

* 1. Upcoming programs (Julie)

-None are scheduled, all contractual obligations have been met

* 1. Federal Practitioner (JoAnn) Discussion-may be tabled based on length of meeting.

This E-mail was received from JoAnn after our April call, not sure all members received it or not:

-This entire topic was tabled for future discussion as the requests and proposals made by JoAnn were quite detailed and require more time for review and discussion.

-Committee was asked to review and give consideration to her email, so that we may better discuss at a time sooner instead of later

-Mary gave some basic responses to JoAnn, including our thoughts and concerns regarding the “cancer trends and data” update that is published annually. This may be a simple place to start to improve collaboration for a better end product for our members.

It was so nice to see you/hear you all on the call earlier this week. We covered a lot of topics, so I thought I'd give you some additional details here and examples to help move us forward.

First, the roundtable discussion. - this is not quite a new concept for our collaboration since we've done roundtables in print in the past, but we would like to take this to a higher level with video versions. Across the board here, we are seeing great engagement with the short videos and think this is yet another way to build on the partnership and expand awareness and expertise for AVAHO.

Here are examples of AVAHO roundtables that were published as articles in the special issues.

* Genomic Testing: <https://www.fedprac-digital.com/federalpractitioner/august_2019_avaho/MobilePagedReplica.action?pm=2&folio=S14#pg12>
* Prostate Cancer: <https://www.fedprac-digital.com/federalpractitioner/february_2019_avaho_/MobilePagedReplica.action?pm=2&folio=S6#pg4>
* Immuno-oncology: <https://www.fedprac-digital.com/federalpractitioner/may_2018_avaho_suppl/MobilePagedReplica.action?pm=2&folio=S18#pg16>

What we'd like to work with you on is a video roundtable. Here's 2 examples:

* Ovarian cancer: <https://www.mdedge.com/hematology-oncology/ovarian-cancer-roundtable>
* Small cell Lung: <https://www.mdedge.com/SCLCRoundtable2020>

We would plan to explicitly call out AVAHO as a partner on the program, very similar to this program (in collaboration with CHEST, another partner of ours).

<https://www.mdedge.com/chestphysician/article/232037/copd-highlights-chest-2020>

Amy has prepared some detailed information about the Roundtable for your information. Please see attached. The roundtable opportunity we have now is on HCC. We would like to get on the calendar to talk about that in detail with a smaller group and the editorial team that will handle that. Can we possibly schedule a call next week?

Secondly, Data Trends. We need to get started on that too. It has been highly successful the past 2 years, and yet another way to show leadership in cancer management. Attached to the email, please find the (annual) readership survey from 2020. It points to some specific topics that readers want to learn more about. We thought it might be worthwhile to get a smaller group together (again, with Editorial) to flesh out the topics and the angle, so our team can start working on their research. We want to publish before your meeting, so we must get started now.

Finally, here's a snapshot of our publication calendar:

* May: multi-topic issue (wrapping up now)
* August: multi-topic issue
* September: AVAHO abstracts monograph for distribution at the meeting in Denver.
* September: Cancer Data Trends for distribution at the meeting in Denver

Rusty, I have addressed the logo issue with art and editorial so we can ensure that the right logo is on the cover of the May issue. Amy and I are also discussing rebranding the AVAHO Updates site and e-newsletters. More to come on that!

Kindly advise on when we can schedule a smaller group meeting on Data Trends and the Roundtable. Looking forward to next steps.

Many thanks!

Warm regards,

JoAnn & Amy

-Meeting adjourned at 09:20 AM PDT