

**Clinical Specialist Radiation Therapist (CSRT) Project –
Sustainability Phase**

Project Oversight Committee

TERMS OF REFERENCE

PURPOSE

The Project Oversight Committee (POC) provides leadership and ongoing oversight to the Clinical Specialist Radiation Therapist (CSRT) Sustainability Project (the “Project”) in alignment with the mission and vision of Cancer Care Ontario (CCO) and in accordance with the Agreement between the Ministry of Health and Long Term Care (MOHLTC) and CCO (the “Agreement”). The Project’s agenda supports and informs the goals of the Ontario Cancer Plan (OCP) and is particularly in line with the strategic priority of developing and implementing innovative models of care. POC membership ensures alignment with other CCO and regional initiatives on planning, communication, and implementation issues.

RESPONSIBILITIES

- Set and approve strategic priorities for the Project that support and/or advance the deliverables of the Project as outlined in the Agreement
 - Lead policy development and act as the escalation point for issues related to the implementation of the Project
 - Consider innovative approaches to the implementation of the Project as brought forward by POC members and/or other stakeholders
- Oversee the execution of Project deliverables as set out in the Agreement and monitor performance
 - Advise on on-going activities to help ensure that the Project achieves its key objectives
 - Identify areas of focus and direct and approve the development, implementation and oversight of Project activities (e.g. CSRT integration, RFP process)
 - Address issues that arise with the execution of the Project’s implementation plan
 - Recommend and approve performance management and evaluation strategies for implementation
 - Oversee and advise on selection of measurement indicators and definitions
 - Advise on the development of sustainable funding models
 - Advise on the need for an ongoing oversight body upon completion of the Project
- Advise and plan strategic communications
 - Review and approve communication strategies and materials
 - Ensure alignment with other CCO and regional initiatives
 - Advise and approve government relations and stakeholder engagement strategies
 - Ensure information sharing with the Ministry and regions on planning and implementation matters

Cancer Care Ontario

Action Cancer Ontario

SUB-COMMITTEES

Additional sub-committees and working groups may be struck as needed by the POC to address specific issues, upon approval of the Co-Chairs.

MEMBERSHIP

Co-chair Project Manager, CSRT Sustainability Project – *Nicole Harnett*
Co-chair Program Manager, Radiation Treatment Program, CCO – *Eric Gutierrez*

Members:

Provincial Head, Radiation Treatment Program, CCO – *Padraig Warde*
Director, Clinical Programs – Diagnosis and Treatment, CCO – *Saul Melamed*
Provincial Program Head, Nursing and Psychosocial Oncology, CCO – *Esther Green*
Acting Director, Cancer Planning and Regional Program Development, CCO – *Elaine Meertens*
Vice Chair, University of Toronto Department of Radiation Oncology – *Pamela Catton*
Program Manager, Models of Care, CCO – *Hasmik Beglaryan*
Program Manager, Palliative Care, CCO – *Sara Urowitz*
Manager, Radiation Therapy, Princess Margaret Hospital (PMH) – *Julie Wenz*
Manager, Radiation Therapy, Juravinski Cancer Centre (JCC) – *Marcia Smoke*
Manager, Radiation Therapy, Windsor Regional Cancer Centre (WRCC) – *Carol Agapito*
Radiation Therapist, Odette Cancer Centre (OCC) – *Donna Lewis*
Clinical Specialist Radiation Therapist (CSRT), JCC – *Julie Blain*
Radiation Therapy Educator, BC Cancer Agency – *Amanda Bolderston*
Registrar, College of Medical Radiation Technologists of Ontario (CMRTO) – *Linda Gough*

COMMITTEE SUPPORT

Project Coordinator, Radiation Treatment Program, CCO – *Elizabeth Lockhart*
Representative from Public Affairs, CCO – as needed

MEETING SCHEDULE

- Two face-to-face meetings annually, 90 – 120 minutes in length
- Additional teleconference meetings as required
- Members may be asked to review and comment on relevant documents circulated electronically between meetings
- Meeting minutes and actions items to be documented and circulated

Terms of reference and membership will be reviewed annually.

ACCOUNTABILITY

The Co-Chairs are accountable to the CCO Executive Team, via the Director, Diagnosis and Treatment and Provincial Head, Radiation Treatment Program.

DECISION MAKING PROCESS

Decisions will be made by consensus of the members. If there are any issues on which consensus cannot be achieved, final decisions will be made by the Co-Chairs.

DISSOLUTION

The POC will be disbanded after the completion of the Project and as deemed appropriate by the Co-Chairs.