

CLINICAL TRIALS BC (CTBC)

ADVISORY COUNCIL MEETING MINUTES

Tuesday, June 18, 2020

11:00am to 12:00 pm

Attendees:	Rob McMaster, Chair Melanie Reid Cindy Trytten Margaret MacDonald Tania Bubela	Wendy Hurlburt Stephania Manusha Gavin Stuart Rob Olson Kendall Ho
Ex-Officio:	Alison Orth Danielle Lavallee	Terri Fleming Jean Smart
Regrets:	Soren Gantt Scott Garrison Geoff Payne	
Recording Secretary:	Sarah Hanif	
Guest:	April Facey	

1. Call to order / Roll Call

- 1.1 The Chair welcomed all members to the meeting of the Clinical Trials BC Advisory Council (AC) and thanked everyone who joined by Zoom.

2. Approval of agenda / Additions

- 2.1 The agenda was approved as presented.

3. Member Changes

3.1 Welcoming our New Scientific Director to BC AHSN

Introducing Dr. Danielle Lavallee who brings expertise in patient and stakeholder engagement to the network through her work on Comparative and Effective Research Translational Network. Danielle research focus is on advancing methods to incorporate the patient's perspective in both clinical care and research activities.

Danielle has a key role in the senior leadership of BC AHSN, working with all operational units and supported networks. She brings expertise in patient and stakeholder engagement to the Network through her work with the Comparative Effectiveness Research Translation Network (becertain.org), which supports active patient and stakeholder engagement in research and quality improvement initiatives. Her research focuses on advancing methods to incorporate the



patient perspective into both clinical care and research activities through the capture of patient-reported outcomes and active patient involvement in research conduct.

In addition to being BC AHSN's Scientific Director, Danielle is a Research Associate Professor and health services researcher in the Department of Surgery at the University of Washington. She holds a Doctor of Pharmacy from the University of Kansas and a PhD in Pharmaceutical Health Services Research from the University of Maryland, Baltimore.

4. Chair Nomination – Alison Orth

This is the fourth meeting since the Advisory Council was established almost a year ago in 2019. The Advisory Council's Chair Dr. Rob McMaster's term is due to end July 30, 2020 but he has kindly agreed to temporarily extend his role until the Fall given the current situation in BC with COVID-19 and the need for attention to activities around this.

Clinical Trials BC is currently accepting nominations from this Council for the Chair role (self-nominate or nominate a member). The Chair term is generally two years and can be extended. In the second year, a Vice Chair can be appointed to potentially be the incoming chair after the two-year period and the previous chair moves to Past Chair.

Action: Members to send nominations to Alison – aorth@bcahsn.ca

5. COVID-19 Response and Updates:

5.1 Current approved trials in BC – Alison Orth

April newsletter was sent to Council members recently, detailing activities of operating unit over the last quarter.

Dr. McMaster attended BC AHSN Board of Directors meeting to present on the work of CTBC Advisory Council and strategic pieces of Clinical Trials BC, which Jean Smart also presented on. If Council members are interested. The video was presented on 'The Importance of Clinical Trials' which was launched for International Clinical Trials Day 2020 which was well received.

If members haven't seen this video and would like to see it, please contact shanif@bcahsn.ca.

There was a lot of interest in the CTMS (Clinical Trials Management System) initiative which is being implemented across the province.

Strengthening of the relationship with industry was also discussed and will be a key focus on the next meeting's agenda in September.

The Board was complimentary on the activities and COVID-19 response.

Wendy Hurlburt agreed to work with Alison Orth on the development of strengthening connections with the device and pharmaceutical industries.



5.2 BC Showcase Website – Alison Orth

BC Showcase website <http://bc.cctam.ca/> was presented at BIO Digital last week. Clinical Trials BC is currently working with a marketing agency to refresh this website and assess what are the real benefits of BC for international sponsors to conduct their clinical trials.

Feedback from Council members on the planning around this initiative would be greatly appreciated and a short meeting will be arranged for volunteers to provide their input.

Update post meeting: Instead of a meeting, a survey has been sent out to all Council members for their feedback.

Action: Members to provide feedback on the BC Showcase Survey.

5.3 Clinical Trials BC Activities / Conference Update – Jean Smart

Jean Smart presented on this topic.

- Jean presented on COVID-19 response from leadership, as well as educational initiatives and information around increased regulatory consulting and navigation.
- Jean confirmed that the Clinical Trials BC Conference which was meant to take place in June 2020 is being postponed and there is not a confirmed date yet. The following is currently being assessed:
 - Contract and financing review are underway
 - Virtual options are being reviewed
 - Communications and announcements are going out to all members who originally planned to attend/facilitate in the next few weeks
 - Recognition Awards Event which was to take place at the conference will now be a separate event and take place in Fall 2020. Awards will not move into 2021 as they are anniversary related and should be presented this year.

6. CTMS Program Update (Clinical Trial Management System) – Guest: April Facey

Introduction to April Facey: Senior Program Advisor for (CTMS) and Change Management Consultant

April Facey presented on this topic.

- April presented on the CTMS Program, including information around programs vs projects, setting clear visions and measurable objectives, the organizational chart of the program team as well as roles and responsibilities and the program framework/timeline.
- Program framework:
 - Preparation
 - Planning/Readiness: April – July
 - Implementation: August – September
 - Post Implementation: Sept – October



7. Business from the floor

It was noted that the next meeting should be for a longer duration to open more room for discussion.

8. Meeting adjourned at 12pm

Upcoming meeting dates: October 2020 – Date TBC

February 2021, June 2021