

Society of Gynecologic Oncology

Committee Descriptions

SGO & FWC Bylaws Committee

Evaluates and drafts amendments to the Bylaws of the Society as charged by the Board.

Committee Responsibilities:

- Presents amendments as needed to the Board
- Presents amendments approved by Board to the Membership for an approval vote
- Works with staff and SGO legal counsel to ensure compliance with the laws of the state and incorporate them into the existing bylaw framework

This Committee is recommended for Members who:

- Are familiar with the SGO Bylaws

Time Commitment:

- Attendance at a face-to-face meeting at the Annual Meeting on Women's Cancer (if needed)
- Participation in conference calls as needed
- Dedicate time to evaluate proposed amendments to the bylaws as charged by the Board

Clinical Practice Committee

Addresses multidisciplinary practice and management issues that impact the care of women with gynecologic malignancies; aims to provide 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 guidelines and updates them 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 guidelines 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
- Spend 5-20 hours per year on developing various manuscripts, practice statements, review and provide input toward consensus statements of fellow organizations, etc.
- Attendance at a face-to-face meeting at the Annual Meeting on Women's Cancer

SGO and FWC Communication & Awareness Committee

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 materials for the committee's Annual Meeting Media Relations campaign
- Serve as a media spokespersons 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
- Reviews NRG Oncology abstracts and provides feedback regarding possible promotion to SGO members and the public

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

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 as necessary

Development Committee

Provides development and fundraising guidance for the Foundation, and is responsible for member and industry fundraising.

Committee Responsibilities:

- Participates in all fundraising activities for SGO and the Foundation
- Offers input and guidance on all development-related activities
- Approaches potential supporters
- Develops ideas and options to raise support for SGO and the Foundation

This Committee is Recommended for Members who:

- Wish to participate in strategic decision-making for SGO Development
- Are willing to engage SGO members and industry to discuss financially supporting SGO
- Are willing and able to participate on solicitation calls and meetings with potential supporters

Time Commitment:

- Attendance during face-to-face committee meeting at the Annual Meeting on Women’s Cancer
- 6-8 committee calls per year – 30 minutes to an hour each
- Periodic solicitation calls and emails – 5-10 hours per year

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 Accreditation Council for Continuing Medical Education (ACCME)/Joint Accreditation standards. Subcommittees include: Compliance and Learning Development. 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

This Committee is recommended for Members who are:

- Experienced in medical education
- 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

SGO & FWC Finance Committee

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 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 International member benefits
- Identify international nonmember target markets.
- Actively support humanitarian outreach activities, training and mentorship opportunities
- 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 monthly and/or 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
- Listen to the needs of SGO members and prospective members
- Review 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
- Welcome new members to the SGO member family
- Create opportunities to engage and recognize members through member communications

Time Commitment:

- Participate in conference calls to work towards achieving the committee’s work plan and goals
- Attendance at a face-to-face meeting at the Annual Meeting on Women’s Cancer
- *Application Review Subcommittee:* Review member applications online as needed
- *Recruitment and Engagement Subcommittee:* Project work throughout the year as needed
- *Special Interest Group Subcommittee:* Project work throughout the year as needed

Nominating Committee

Provides a slate for the election of officers and Board members to the SGO Board of Directors for approval and voted on by the membership.

Committee Responsibilities:

- Recommends policies and procedures to the Board for the nominations process
- Reviews applications for open Board positions and provides a recommended slate to the Board and Membership
- Make recommendations for Foundation board positions

This Committee is recommended for:

- Seasoned Full Members in good standing who have displayed a commitment to the Society and the Foundation

Time Commitment:

- Participation in conference calls as necessary
- Must dedicate time to review all applications for Board and Officer positions

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: 3-5
- Conference calls throughout the year as needed
- Attendance at a face-to-face committee meeting at the Annual Meeting on Women's Cancer, if necessary

Registry Task Force

To provide guidance in the day-to-day operations of the Clinical Outcomes Registry.

Registry Task Force Responsibilities:

- Specification upgrade
- Data Specification dictionary
- Data Specification Upgrade
- Protocol for data entry, when data should be entered, day to day recommendations, etc.
- Provide input for User Manual

This Task Force is recommended for Members who are:

- Participants in the SGO Clinical Outcomes Registry (COR)
- Experienced in working with registries

Time Commitment:

- Participation in 3-4 full committee conference calls per year
- Participation in 3-5 conference calls per year for specific subcommittee/work group
- Spend 5-20 hours per year on various projects relating to the COR
- Attendance at a face-to-face committee meeting at the Annual Meeting on Women's Cancer

Society of Gynecologic Oncology Health Policy and Socioeconomic Committee Task Force Descriptions

The four Task Forces listed below receive oversight and direction from the Health Policy and Socioeconomic Committee which is comprised of the SGO Executive Committee and the Chairs of each Task Force. 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 CPT code applications and RUC surveys 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 lectures 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:

- Interested in CPT coding and Medicare reimbursement policy or have already developed specific expertise related to CPT coding and reimbursement
- 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 bi-monthly conference calls throughout the year and one committee meeting per year at the Annual Meeting on Women's Cancer.
- 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 at least one coding webinar or live coding presentation 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 proposes new policies and programs where appropriate and participates in grassroots activities.

Task Force Responsibilities:

- Ensures that policies enacted and implemented by 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

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 bi-monthly 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)

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 the upcoming changes to Medicare payments starting in 2019
- 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 bi-monthly 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 to submit to National Quality Forum (NQF) and Physician Quality Reporting System (PQRS)
- Monitors incentive and penalty payment programs such as PQRS for Medicare
- 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
- Works closely with the SGO Clinical Outcomes Registry (COR) leadership to implement developed measures into the COR and monitor the collection and analysis of the data to ensure accurate validation
- 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

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 bi-monthly 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.