

MEMORANDUM

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TO: Members of SWOG
FROM: SWOG Operations Office
DATE: June 2013
SUBJECT: Policy Revisions

The following SWOG policies have been revised as summarized below. These and all policies can be viewed and printed from the Group's web site at <http://swog.org/Visitors/Policies.asp>.

Revision Summation

- Policy 1 **Group Mission Statement**
Edited to make the policy consistent with language submitted in the NCTN grant.
- Policy 2 **Constitution/Bylaws**
Section 2 was revised to add a mid-term performance review for the Group Chair and to clarify the election process. Section 4 was revised to add "Consent Agenda" items. The list of Administrative Committees was revised to remove Clinical Practices Committee and add the Adolescents and Young Adults Committee, Imaging Committee and Patient Advocates Committee.
- Policy 10 **Job Description of Disease and Research Committee Chair**
This policy was revised to add term limits for Committee Chairs.
- Policy 11 **Job Description of a Study Coordinator**
This policy was revised to change "Study Coordinator" to "Study Chair" throughout. This same change has been made across the board to all policies.
- Policy 17 **Cost Containment**
A paragraph was added to the end of the policy to state that selected protocols will undergo financial analysis.
- Policy 18 **Data Evaluation Policy and Procedure**
Information regarding data submission via Medidata RAVE was added to the "Procedure" section.

Policy 21 **Data and Safety Monitoring Policy**

This policy was revised to match language required by the new NCTN guidelines.

Policy 25 **Drug Ordering Policy**

This policy was revised to update the method for ordering NCI-supplied study drug to use the required online ordering system.

Policy 35 **Conflict of Interest Policy**

This policy was revised to incorporate COI collection from speakers and planners as applicable by the ACCME, for Group Meetings, for the purpose of Continuing Medical Education.

Policy 39 **Acquisition, Maintenance and Use in Research of Tissue and Other Biologic Patient Specimens**

This policy was revised to clarify what will be included as part of the Materials Use Agreement and to mandate that investigators must provide SWOG with status updates and final reports for any projects that use SWOG specimens. The policy was also revised to clarify that Translational Medicine projects must follow SWOG publication guidelines outlined in Policy #24 and to clarify the process for ensuring adequate consent was obtained.

Policy 43 **Requests for Patient Data from Investigators and Pharmaceutical Companies**

This policy was revised to match language required by the new NCTN guidelines.

Policy 48 **Job Description of Translational Medicine Subcommittee Chair**

This is a new policy that was reviewed and approved.

All other policies had minor editorial (non-substantive changes).