

MEMORANDUM

TO: Members of SWOG
FROM: SWOG Network Operations Center, San Antonio
DATE: May 2024
SUBJECT: Policy Revisions

The following SWOG policies have been revised as summarized below. These and all policies can be viewed from the Group's web site at <https://www.swog.org/about/policies-procedures>.

Policy Revision Summation

Policy 2 Constitution / ByLaws

This policy was revised to add a brief description of the Vice-Chair for Diversity, Equity, Inclusion (DEI) and Professional Integrity. Editorial edits were made consistent with the changes being made as part of the DEI effort. The policy was also updated to reflect the NCORP committee changes for Cancer Survivorship, Palliative and End of Life Care and Symptom Control and Quality of Life.

Policy 26 The SWOG Radiation Therapy Quality Assurance Committee

In 2014, all radiation therapy quality assurance services for SWOG were moved from QARC to the Imaging and Radiation Oncology Core (IROC). This policy was revised to reflect this change and to document site requirements for radiation therapy facilities participating in NCTN clinical trials.

Policy 33 Institutional Performance Review

This policy was revised to reflect Site Score and Query Reports

Policy 41 Debarment, Suspension or Other Administrative Actions and the Handling of Allegations of Research Misconduct or Issues Related to Professional Integrity

This policy was revised to include information about the role of the Vice-Chair for DEI as ombudsman for issues involving professional integrity.

Policy 46 Job Description of a Principal Investigator

This policy was revised to make the Site PI (SPI) Workshop mandatory for all newly designated Site PIs, approved after 4/6/24. Existing Site PIs will not be required to take the SPI Workshop for as long as their institution(s) remain in good standing and have no ongoing IPR/performance issues.

All other policies are being edited to reflect SWOG's efforts to ensure our policies are aligned with our efforts to embrace inclusive language. Policies will be uploaded to the SWOG website as they are updated.