

MEMORANDUM

TO: Members of the Southwest Oncology Group
FROM: SWOG Operations Office
DATE: November 2010
SUBJECT: Policy Revisions

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The following Southwest Oncology Group 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 2 **Constitution/Bylaws**

This policy was amended as follows: Added the Professional Review Committee and the Scientific Leadership Advisory Group; Removed the Scientific Advisory Board, GYN and Translational Medicine Committees; The Conflict of Interest Committee was added as an Administrative Committee.

Policy 26 **Radiation Therapy Quality Assurance Committee**

This policy was revised to change the process for stereotactic radiosurgery institution approval. Approvals will now be based on satisfactory performance on the QARC standardized benchmark for stereotactic radiosurgery (instead of SWOG RT committee chair discretion).

Policy 30 **Responsibility for Patient Follow-Up**

Language was added to section 8 regarding the transfer of patients and re-consenting of transfer patients.

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

This policy was revised to add information about the collection of IRB approvals for research on specimens. The following sentence was deleted, "Data generated from analysis of biospecimens submitted to SWOG repositories are considered the property of SWOG."

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

This policy was re-drafted based on requested edits from the National Cancer Institute.

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The following policy had minor edits (non-substantive changes):

Policy 13 Protocol Guidelines