

RATIFIED DOCUMENT

June 3<sup>rd</sup> , 2013

TERMS OF REFERENCE:

OFFICIAL NAME: Canadian Association of Head and Neck Surgical Oncology (CAHNSO)

Previous Name: Canadian Society of Otolaryngology – Head & Neck Surgery, Head & Neck Surgery Special Interest Group

PARENT ORGANIZATION: Canadian Society of Otolaryngology – Head & Neck Surgery

EXECUTIVE:

Co-Chairs:

CANADA WEST: Dr. Hadi Seikaly

CANADA CENTRE: Dr. Ralph Gilbert

CANADA EAST: Dr. Mark Taylor

Secretary:

Dr. Dan O’Connell

MEMBERSHIP:

Membership is open to any individual who has successfully completed an Royal College of Surgeons of Canada accredited post-graduate training program (or national equivalent) in Otolaryngology – Head & Neck Surgery, General Surgery, and/or Plastic Surgery and whose clinical practices focus on the surgical treatment of diseases and cancers of the head & neck and is a member in good standing with the Canadian Society of Otolaryngology – Head & Neck Surgery.

MISSION STATEMENT

To enhance and enable knowledge in Canada relevant to the surgical treatment of cancers and other neoplastic diseases of the head and neck, including both reconstruction and rehabilitation.

## SECONDARY GOALS:

1. To strive to promote and encourage the highest possible professional, academic and ethical standards pertaining to the surgical treatment of head & neck neoplastic diseases in Canada.
2. To encourage and enhance research and educational collaboration between institutions and individuals in Canada involved in Head and Neck Surgery
3. To promote and educate individuals and institutions in Canada regarding best evidence practice and quality guidelines pertaining to clinical treatment and training of practitioners involved in Head & Neck Surgery.
4. To remain dedicated to the common goals of the Canadian Society of Otolaryngology – Head & Neck Surgery.

## DELIVERABLES:

1. Bi-annual newsletter distributed to all members regarding important issues relating to Head & Neck Surgery internationally as well as within Canada including but not limited to policy and/or consensus statements, educational opportunities, research initiatives, as well as recognition of individuals or groups who have made important contributions to Head & Neck Surgery
2. Generation and dissemination of policy or consensus statements regarding aspects of head and neck surgery agreed upon by members of the Canadian Association of Head and Neck Surgical Oncology (CAHNSO).
3. Delivery of educational materials and mentorship to any individual or institution desiring to enhance clinical and/or academic aspects of the surgical treatment of head and neck neoplastic diseases.
4. Facilitation and guidance regarding the initiation and maintenance of collaborative research programs
5. Formal assessment of advanced head & neck oncologic and reconstructive training / fellowship programs functioning at Canadian institutions.
6. Formal report delivered by the CAHNSO Executive to the Canadian Society of Otolaryngology – Head & Neck Surgery (CSOHNS) Council meeting during the CSOHNS Annual Meeting.
7. Annual meeting of CAHNSO to coincide with the CSOHNS Annual Meeting to allow all associates of the CAHNSO to present issues and initiatives pertinent to academic, professional and/or ethical aspects of head & neck surgery both nationally and within their respective province or territory.

## SCOPE AND JURISTICTION

1. The Canadian Association of Head and Neck Surgical Oncology (CAHNSO) represents a collection of voluntary members who have a clinical, academic and/or research focus that lies in the surgical treatment of cancers and diseases of the head and neck. The CAHNSO is not a licensing body and holds no jurisdiction over national, provincial and territorial licensing and/or accreditation bodies.
2. The intended scope of the CAHNSO is to foster and develop life-long learning and excellence in Head and Neck Surgeons in Canada through facilitation of continuing medical education in members, generation and dissemination of national and provincial consensus statements, practice guidelines, and quality initiatives specific to the practice of head and neck surgery as well as voluntary assessment of fellowship training programs functioning within Canada.

## GOVERNANCE

1. The Executive Council of the Canadian Association of Head and Neck Surgical Oncology is comprised of three co-chairs representing Canada West (British Columbia, Alberta, Saskatchewan and Manitoba), Canada Centre (Ontario and Quebec) and Canada East (Maritime provinces and Newfoundland and Labrador)
2. The original Executive Council of the Canadian Association of Head and Neck Surgical Oncology including the 3 Co-Chairs and Secretary were nominated during the meeting of the CSOHNS- Head & Neck Surgery Special Interest Group Annual Meeting during the 66<sup>th</sup> Annual Meeting of the Canadian Society of Otolaryngology – Head & Neck Surgery on May 21, 2012 in Toronto ON.
3. All active members of the CAHNSO who are members in good standing with the Canadian Society of Otolaryngology – Head & Neck Surgery and who have completed an American Head and Neck Society accredited (or equivalent) fellowship AND/OR dedicate the majority ( $\geq 50.1\%$ ) of their clinical practice to head and neck oncologic surgery are eligible for executive council positions.
4. All active members of the CAHNSO who are members in good standing with the Canadian Society of Otolaryngology – Head & Neck Surgery and who have completed a American Head and Neck Society (or equivalent) recognized fellowship AND/OR dedicate the majority ( $\geq 50.1\%$ ) of their clinical practice to head and neck oncologic surgery are eligible for executive council positions are eligible for leadership positions on subcommittee and focus group under the jurisdiction of the CAHNSO.

5. Potential executive council candidates are nominated by members prior to the annual meeting of the CAHNSO and elected via open ballot during the annual meeting.
6. All executive positions will serve for a 3-year term renewable for a single term.
7. Members serving in Executive positions may be elected to other Executive positions once their term(s) have been completed.
8. Executive council members will be elected the year prior to their inaugural term during the annual meeting of the CAHNSO during the CSOHNS annual meeting.
9. Major policies arising from the CAHNSO will be decided on via 2/3 majority vote. All policy decisions will be voted on via open ballot at the annual meeting of the CAHNSO.
10. Minor policies and initiatives arising from the CAHNSO will be disseminated by the executive to all active members of the association. Following a 30 day review period if no major issues or challenges to minor policy changes or initiatives have been formally sent to the executive, the executive council will decide via consensus within the council regarding this category of policy and initiatives.

#### SUB-COMMITTEES AND FOCUS GROUPS (Proposed)

1. Head and Neck Endocrine Surgery Focus Group
  - a. This focus group's mission is to improve CAHNSO access to established, and available treatment guidelines and consensus statements, to enhance and encourage education on and to facilitate collaborative research regarding the treatment of thyroid and parathyroid diseases in Canada.
  - b. To interact and establish linkages with the existing Head and Neck Endocrine Committee functioning within the scope of the Canadian Society of Otolaryngology – Head & Neck Surgery
2. Canadian Head and Neck Oncologic and Reconstructive Surgery Education and Training Committee
  - a. This Committee's mission is to strive to advance and secure the quality of head and neck oncologic and reconstructive surgery education within Canada.
3. Research Committee
  - a. This committee's mission is to facilitate and encourage the development of collaborative research between individuals and institutions in Canada regarding topics specific to the surgical treatment of diseases and cancers of the head and neck.

#### RESOURCES AND BUDGET

Currently all resources and funds for the Association of Canadian Head & Neck Surgeons derive from voluntary contributions and donations of members and the Canadian Society of Otolaryngology – Head & Neck Surgery. Following ratification of the Canadian Association of Head and Neck Surgical Oncology by members, annual dues will be instituted to generate operating funds and capital.