

## **Web-Site IG-R-O:**

### **About us:**

Interest Group (IG) “Care in Radiation Oncology, Switzerland” is one of the SASRO (Scientific Association of Swiss Radiation Oncology) affiliated associations of nursing professionals, who work in nursing and care of radio-oncology cancer patients. The organization was officially founded at the SASRO Meeting in Lucerne in March 2004 with the aim of safeguarding and improving the care of radiation oncology patients.

### **Our statutes:**

#### ***1. Name of the Interest group:***

National Interest Group (IG) Care in Radiation Oncology, Switzerland

#### ***2. Official Language:***

German

French

#### ***3. Objectives:***

- Exchange of experiences
- Exchange of information
- Building a network of nursing experts
- Sharing experiences of other institutions and their workflow
- Promotion and cooperation in the development of nursing in the field of Radiation Oncology, work on specialized topics
- Promoting cooperation between various Swiss Radiation Oncology centres, e.g. to develop evidence-based care guidelines
- Promotion of training and continuing education for nurses (e.g. active participation in specific conferences)
- Maintaining contacts with national and international interest- and working groups and associations that deal with similar or related topics
- Promotion and participation in nursing research / nursing studies in the field of radiation-oncology care
- Publishing articles in appropriate professional journals

#### ***4. Participants / Member:***

- Qualified, graduated nurses who work in a Centre for radiation oncology (in/out - patient areas)
- For the treatment of specific topics other occupational groups can participate in a working group by invitation

- Each participating Centre has, in order to ensure continuity, a mandatory presence of 1 person. These participants form the Board. Larger Centers (with walk-in clinic and ward) can be represented by two persons. The representatives are chosen by the respective Centre

### **5. Board:**

Board Members shall consist only of qualified/graduated nurses.

#### ***Chairman:***

Duties and responsibilities:

- Chairing the meetings.
- Create and maintain contacts with third parties (e.g. national and international interest and working groups in the field of radiation-oncology and oncology in general, and potentially with industry representatives)
- Informing the IG at regular intervals
- Specifying the annual goals in collaboration with members of the IG

#### ***Secretary:***

Duties and responsibilities:

- Distributing the session protocols
- The meeting protocols are written by a participant and forwarded to the secretary
- Archiving of protocols and other correspondence with third parties
- Maintaining membership and mailing lists
- Compiling meeting agendas and creating annual reports
- Distributing invitations and agenda items to the members at least 4 weeks before the next meeting in consultation with the Chairman

#### ***Delegates of IG Care in Radiation Oncology, SASRO Executive Committee:***

Duties and responsibilities:

- Representing the interests of nursing in the SASRO

### **6. Election procedures:**

- The two members of the Board are elected in writing and anonymous
- Each member has the right to 1 vote
- New elections take place every 2 years. The incumbent may be re-elected not more than twice
- 75% of the IG members must vote to elect a new committee

**7. Board Contact address:**

Work address of the chairman

**8. Rights and obligations of board members:**

- Participation in the meetings is mandatory (in order to be productive)
- A member may be represented by another delegate
- The Executive Board can, if necessary, establish working groups, which deal with certain specialized topics

**9. Budget /Finance:**

The budget is administered by the Board. The Board designates responsibility of the budget to a board member. At the beginning of the year the budget proposal is given to the participants. An account of the budget is given in the annual report:

- Income (e.g. sponsorship) is directed to the chairman
- Travel and shipping costs are at the expense of the member/ employer

**10. Decision and rights to say:**

Decisions are made by the members of the Board

At least half of the members (Centers) must be present when voting.

Each Centre has one vote.

The majority decision is binding.

The agenda must announce the topics to be voted upon.

**11. Frequency and location of the event:**

Location: the location of the event may vary

The Board of the IG meets minimum twice a year.

The annual meeting takes place at the SASRO (Scientific Association OF Swiss radiation Oncology) 1 time per year

Meeting duration: 4.5 hours (including 30 minutes of break), if possible in the afternoon.

*Example topics for agenda items:*

1. Minutes of last meeting
2. Varia (Information)
3. Information exchange
4. Specific issues (as per agenda)
5. Training opportunities

*Adopted by the Board of IG on 28/August/2009*

**News:**

2010, April (SASRO), 14th annual meeting, Bern  
2010, March 31 - April 2, 2011 (SASRO) 15th Annual Meeting, Geneva  
2012, April 19-21 (SASRO), 16.th Annual Meeting, Winterthur  
2013, July 04-06 (SASRO), 17th Annual Meeting, Davos

**Members:**

Barata-Salgueiro Eveline, Universitätsspital Zürich  
Bazzana Marianne, Kantonsspital Luzern  
Gutierrez Nita, Klinik Hirslanden Aarau  
Koller Susanne, Kantonsspital St. Gallen  
Kaufmann Florence, CHUV Lausanne  
Pedrazzoli Christa, IOSI Bellinzona  
Sester Susanne, Inselspital Bern  
Somm Petra, Hirslanden Zürich  
Stoffel Barbara, Kantonsspital Graubünden Chur  
Stotz Susanne, Stadtsipital Triemli  
Scharfenberger Marianne, Kantonsspital Winterthur  
Thorens Fabienne, Universitätsspital Genf

**Publications:**

- “Empfehlungen zur Hautpflege von onkologischen Patienten während und nach Radiotherapie“
- 2007“Die Rolle der Pflege in der Radio-Onkologischen Poliklinik“ (Flyer)
- 2011“ HNO Broschüre, die Betreuung HNO Patienten während der Bestrahlung“

**Contact:*****Chair:***

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***Secretary's Office:***

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