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| **Patient, caregiver and family education and support WG Strategy Meeting** | | | | |
| **Date: 6/30/16 Start Time: 8:00am CST End Time: 9:00am CST** | | | | |
| **Attendees:** Alva Roche-Green, MD (co-chair); Kim Schmit-Pokorny, RN, MSN, OCN, BMTCN (co-chair); Hélène Schoemans, MD; Barry Schatz; Kate Houg (NMDP admin staff); Jackie Foster, MPH, RN (lead NMDP staff),  **Not in attendance:** Bronwen Shaw, MD, Margaret Bevans, RN, PhD, AOCN, FAAN; | | | | |
| **TOPIC** | **DISCUSSION**  **LEADER** | **Time** | **DISCUSSION SUMMARY** | **Action Items** |
| Welcome / Introductions | Jackie Foster | 5 min | Jackie conducted roll call |  |
| Articles Pulled | Alva |  | * Everyone was sent out the list of articles prior to the call * Everyone agreed that the articles were what we were looking for. Some were not relevant, and those will be taken out * We can divide up the abstracts between the researchers/clinicians, and social workers and ask all to weed out the abstracts that are not relevant (20 per person) * Alva will start from the beginning, and Kim will start at the end (Each do 40, meet in the middle or overlap) to ensure a second review of the abstracts | * Kate and Jackie will send out the assignments today to the WG members |
| Guidelines for members to follow |  |  | * We want to identify the research questions that are missing while looking at the abstracts * The goal of the literature review is to look at what questions have already been answered, to see where the gaps are * We will ask all members to either recommend or not recommend the abstracts to be pulled for the literature review * Remind people that there are other groups, and list the areas that we shouldn’t cover |  |
| Summary of tasks and next steps | Kate Houg | 5 min | We discussed the agenda for our next full group meeting on 7/7/16.  Agenda items:  Review the minutes  Do a brief overview of the sub group  Review the abstracts and guidelines for review  Discuss the next steps |  |