

Introducing the pCODR Patient Guide: Invitation to Workshop Session

October 9, 2013

We are very pleased to announce that the pCODR Guide for Patient Advocacy Groups is now available for download from www.pcodr.ca and www.ccanceraction.ca.

The pCODR Guide for Patient Advocacy Groups is the first resource of its type in Canada and was created through a joint collaboration between pCODR and the Canadian Cancer Action Network (CCAN). Development of the guide was led by the Li Ka Shing Knowledge Institute at St. Michael's Hospital in Toronto, recognized experts in translating technical data into accessible information.

The collaboration with patient advocacy groups through CCAN's Drug Review Working Group is a unique aspect of the guide—it has been created with the help of patient advocacy groups, for patient advocacy groups. Groups like yours were consulted at every step in the process.

"This guide will encourage patient groups to have their voices heard by being part of the process. I'm very proud to have been part of the collaborative process that brought the guide to life."

*Annette Cyr
Chair, Melanoma Network of Canada
and Chair, Drug Review Working Group, Canadian Cancer Action Network*

We believe that this free, comprehensive and easy-to-use guide will help your organization participate in the pCODR process, and we want to ensure that as many patient advocacy groups as possible know that it is available.

We often talk about the importance to the assessment process of understanding patients' perspectives on the experience of living with cancer and undergoing treatment for it. It is our hope that by using the guide, you will find it easier to contribute that perspective to the pCODR process.

We are also hoping you can join us on November 22nd in Toronto from 1:00 p.m. to 4:00 p.m. at the Novotel Toronto Centre, where we will be hosting a workshop for patient advocacy groups on how to use the guide. To help you with the costs to attend, pCODR is providing the **first 20 participants that apply with a modest [travel grant](#) of up to \$250**. You would be eligible to apply if you are a member of a patient advocacy or care group that:

- has a mandate that pre-dates the group's decision to register with pCODR;
- has a means of contacting and communicating with its membership;
- represents patients or caregivers impacted by cancer;
- receives funding by more than one funder and no single funder provides more than 50 per cent of the group's operating funds; AND
- is located at least 50 km (one way) from the workshop location at the Novotel Toronto Centre (45 The Esplanade, Toronto, ON M5E 1W2).

Please note that your group does not have to be registered with pCODR to attend the workshop or be eligible for the grant. We will award [travel grants](#) to the **first 20 participants** who submit a letter confirming that they are members of an eligible patient advocacy group and ask to be considered for the travel grant. It is best to do this using your group's letterhead. Receipt of the completed letter application will be determined based on the date and time received in pCODR's e-mail inbox at info@pcodr.ca. Would you like more detail? **Please see the Appendix below for the complete information on how you can be eligible for the [travel grant](#).**

We hope you will be able to join us at this workshop session. Please confirm your attendance at the workshop session via e-mail: rsvp@pcodr.ca by **November 15, 2013**.

Sincerely,



Mona Sabharwal
Executive Director, pCODR

Sincerely,



Marjorie Morrison
CEO, CCAN

APPENDIX

pCODR Travel Grant for Patient Guide Workshop

The pan-Canadian Oncology Drug Review (“pCODR”), in partnership with the Canadian Cancer Action Network (“CCAN”), have collaborated on the release of a guidance document “*A Guide for Patient Advocacy Groups: How to provide input for a pCODR drug review*” (the “Patient Guide”) to assist patient advocacy groups to complete a submission for the pCODR drug review.

pCODR and CCAN are pleased to hold a workshop event on **November 22, 2013** to guide participants on best practices for submitting patient input summaries to pCODR.

Purpose:

To assist participants in their travel costs to attend the Patient Guide Workshop, pCODR is providing the **first 20 participants** with a modest travel grant of up to a maximum of \$250.

Applicant Eligibility:

A participant is eligible to apply for this travel grant if the person is a member of a patient advocacy or care group that:

- has a mandate that pre-dates the group’s decision to register with pCODR;
- has a means of contacting and communicating with its membership;
- represents patients or caregivers impacted by cancer;
- receives funding by more than one funder and no single funder provides more than 50 per cent of the group’s operating funds; AND
- is located at least 50 km (one way) from the workshop location at the **Novotel Toronto Centre** (45 The Esplanade, Toronto, ON M5E 1W2).

Conditions:

- pCODR will award travel grants to the **first 20 participants** that submit a completed letter application to pCODR. Receipt of the completed letter application will be determined based on the date and time received in pCODR’s e-mail inbox at info@pcodr.ca
- Only **one (1) participant** from each patient advocacy or care group will be eligible to receive the travel grant.
- The travel grant will be awarded to each eligible participant for up to a **maximum of \$250**. Any travel expenses in excess of this amount will be borne by the participant.
- The travel grant must only be used to cover travel expense claims in accordance with pCODR’s guidelines on travel, accommodation and meals. Please see below for details on the travel expenses guidelines.
- Participants must provide original receipts and submit them with an approved expense form. A pCODR travel expense form will be sent to the 20 eligible participants.

Guidelines for Travel Expenses:

Travel Expense	Level of Reimbursement				
Meals Allowances	Per diem allowances: (no receipts required)	(no Provinces & USA	Yukon & Alaska	NWT	Nunavut
	Breakfast	15.05	15.60	21.35	21.05
	Lunch	14.15	18.45	20.65	28.60
	Dinner	39.85	48.25	53.20	62.20
	Total Meal Allowance	69.05	82.30	95.20	111.85
	Meal per-diems to be adjusted for meals included as part of meetings or air/railway travel				
	Incidental Allowance	17.30	17.30	17.30	17.30
	Incidental expenses include gratuities (except for meals, which are included in the meal allowance) dry cleaning, bottled water, phone calls home, pet care, plant watering, etc. At least one overnight stay is required for traveler to be eligible.				
Air Travel must submit ticket	Economy class Airport fees If traveler chooses to stay over Saturday or Sunday for a lower fare - additional meal, accommodation, etc. expenses are covered to the extent that extended stay results in net savings to pCODR May participate in frequent flier programs as long as all decisions regarding carriers are first made based on best available flight prices and times				
Rail Travel must submit ticket	Economy, Via 1 may be acceptable under certain circumstances Travelers are encouraged to book their tickets early in order to take advantage of the best possible rates.				
International Travel	An international travel request form must be completed by the traveller and approved by the international travel.				
Car Rental	Mid-size unless circumstances warrant otherwise (# of travelers, etc.)				
Personal Vehicle Use	Kilometerage rate covers all costs, including gas, insurance, etc. No receipt required Vehicle owner is responsible to carry adequate insurance coverage for driver and any passengers				
	Location	Rate / km	Location	Rate / km	
	Alberta	52.0	Nunavut	58.5	
	British Columbia	51.0	Ontario	55.5	
	Manitoba	48.0	Prince Edward Island	51.0	
	New Brunswick	50.5	Quebec	58.0	
	Newfoundland & Labrador	54.0	Saskatchewan	46.0	
	Northwest Territories	58.5	Yukon	61.0	
Nova Scotia	52.0				
Other Ground Transportation Costs	Parking fees paid while on pCODR business, highway tolls, taxi, airport limousine				
Accommodation	Single room with private bath in a moderately priced business class hotel or motel (Holiday Inn, Delta Hotel or equivalent) Tokens of appreciation up to \$50 for friends/relatives providing accommodation				

Application Submission Procedures:

- The participant must confirm in writing that he or she is a member of an eligible patient advocacy or care group in accordance with the requirements above.
- The participant must show proof of membership with a patient advocacy or care group (e.g., send the confirmation letter using the patient advocacy or care group letter head or logo).
- The participant must submit the letter confirmation to pCODR via e-mail to: info@pcodr.ca before the submission deadline.

Submission Deadline:

Please submit your letter application to pCODR via e-mail to info@pcodr.ca on or before **November 15, 2013 by 5:00pm standard time**.

All applicants will be provided in writing as to their grant decision within a reasonable time after receipt of their submission.

Inquiries:

If you have any questions, please send an email to: info@pcodr.ca