



Productive TG Writing in the Face of Competing Demands on TG Volunteers

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Congratulations! Your TG Proposal is Approved.



Your Tasks



1. Build the Team
2. Set Expectations
3. Find the right tools
4. Navigate the Roadblocks



Build the Team



TG Chair/First Author





Who Gets a Seat in the Boat?

Diverse groups outperform homogenous groups.

- Diverse experience with TGs:
 - Previous TG writing (knows how to navigate the process)
 - First TG experience (motivated to prove themselves)
- Diverse work background (results in lots of discussions!), e.g.
 - Senior and Junior Physics perspectives
 - Academic center, large hospital, small rural clinic
- Diversity of people, e.g.
 - Gender
 - Nation of Origin (AAPM TG are international resources!)
 - Other parameters



The Ideal Chair & Vice-Chair Team

- Experienced in TG leadership, mentoring the “new to TG” one
- At least one should have good people skills!
- And one with good writing skills
- Asynchronous workload
 - E.g. you should not both commission a new linac at the same time during the peak writing phase.



Look for Mindset

- Required skill is a given
- Pick people who hold themselves to high standards
- Data shows people with the right mindset outperform in the long run
- Ask potential members why they want to be a part of a TG
 - Service to MedPhys community
 - Challenging themselves to grow their expertise



Set Expectations



Set Expectations I: Timeline

- Everything works better with a clear deadline!
- No more *unlimited* extensions of sunset date
- Work backwards from the timeline to have deadlines for:
 - Rough content of each section
 - Key Recommendations
 - Rough draft
 - Reviewable draft

Proposed Timeline:

1. Rough draft with key recommendation 1 year from formation of TG.
2. Reviewable draft to parent committee 2 years from formation of TG.



Set Expectations II: Clarity of Goals

- TG charges should be addressed in TG content
- Weight of TG content should be *roughly* equal distribution across charges
- Each charge is matched by **Key Recommendations**

Official Charge(s):

1. Review the inaccuracies of current analytical dose calculations in proton radiotherapy
2. Review the pros and cons of current Monte Carlo dose calculations for different proton beam delivery modes (i.e., passive scatter and pencil beam scanning)
3. Provide guidance and risk analysis for commissioning of Monte Carlo dose calculation engines to ensure accuracy and consistency among different institutions



Setting Expectations III: Assigning Tasks

- Each section has assigned authors
- Often results in one lead, 1-2 contributing authors
- Authors from one section review other sections

3 Rationale and Background
(**Schuemann, Poenisch, Taylor, Beltran and Lin**) (~3 pages)

3.1 Review of issues with analytical dose calculations

3.2 Role of Monte Carlo in dose calculations in plan evaluation and optimization

3.3 Define the areas where Monte Carlo in proton therapy dose calculations are required

3.3.1 Range shifters of variable air gaps and thickness

3.3.2 Beam paths of very heterogeneous tissues and artificial implants

3.3.3 Generation of additional data (LET, RBE, ...)



Geography



Teams Across Time Zones



- Required functions:
 - Version tracking
 - Comments
 - Joining two versions
- Google Docs, Box, DropBox, Microsoft Teams, etc.
- **Survey** members which tools are easily accessible from work & home

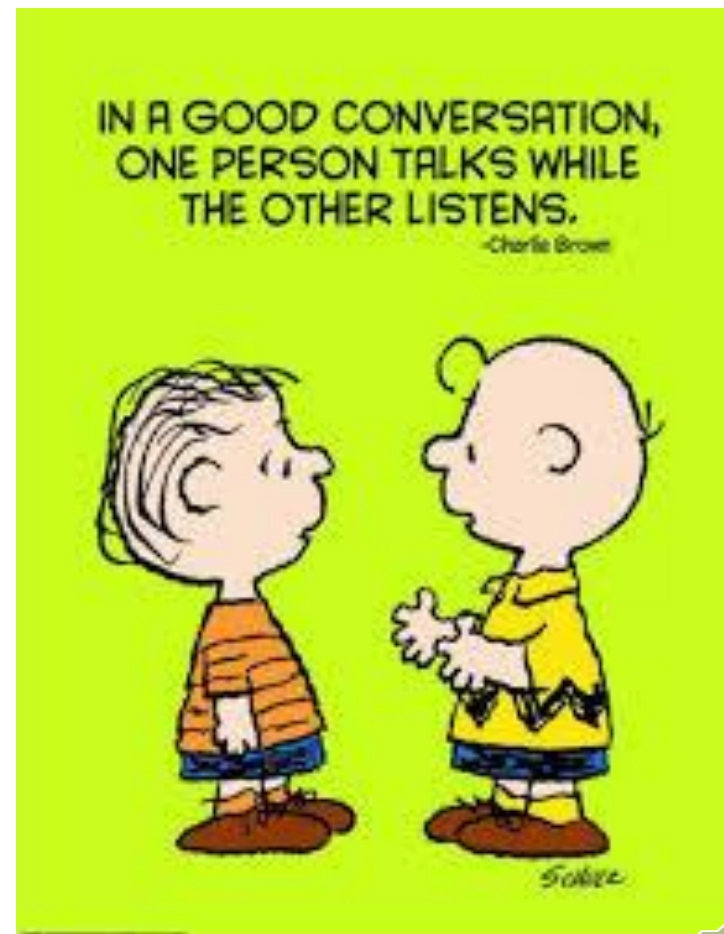


Navigate the Roadblocks



Most common: Non-Contributing Member

- START with a phone call
 - More personal
 - Ask why & listen
 - Ask for proposed solutions
- Option 1: all is well 😊
- Option 2: temporary issue
 - Commissioning
 - Personal or family
 - Moving jobs
- Option 3: Permanent issue
 - Too much to handle
 - FRIENDLY parting (no impact on future invites)
- Repeat as needed



2nd Most Common: Final Editing Delays

- Don't go back to this ->
- Assign each author their respective subsection to edit
- Ask for help
 - from Vice Chair
 - Other TG members



In Summary

Be prepared!

1. Pick the right people
2. Set expectations
3. Use the best tools
4. Address roadblocks early

