

## CoC Cancer Conference Grid Instructions

This tool is provided to document compliance for Standard 2.9. Frequent updating of the cancer conference grid allows a cumulative summary of cancer conference activity.

1. Please copy the sheet as needed.
2. Document cancer conference activity for the **last complete calendar year**.
3. Record the meeting date.
4. Record the meeting format: departmental, facility-wide, grand rounds, or site-specific.
5. Record “yes” if the listed specialty was present at the conference. If the specialty was not present, leave blank. The cancer committee will set attendance requirements for each specialty.

Example:

Attendance Surgery	Attendance Medical Oncology	Attendance Radiation Oncology
yes		yes

6. Record the sites discussed at the cancer conference.
7. Record the total number of cases presented at all cancer conferences. At least 10% of analytic caseload (up to 300 cases) must be presented annually.
8. Record the total number of prospective cases presented. At least 75% of cases presented at cancer conferences must be prospective.
9. Cancer conference activities are reported to the cancer committee via the cancer conference coordinator.

Report includes:    Total number of conferences  
                          Total number cases presented  
                          Total number of prospective cases presented  
                          Determine if specialties met cancer committee attendance requirements

**CoC CANCER CONFERENCE GRID**  
**Year**

Meeting Dates	Meeting Format	Attendance Medical Oncology	Attendance Radiation Oncology	Attendance Surgery	Attendance Pathology	Attendance Diagnostic Radiology	Sites Discussed	Number of Cases Presented	Number of Prospective cases Presented
Total # of Conferences		Average % Attendance	Average % Attendance	Average % Attendance	Average % Attendance	Average % Attendance		Total # of Cases Presented:	Total # of Prospective Cases Presented:

Number of Analytic Cases:  
Date prepared: \_\_\_\_\_