



Cancer Liaison Physician Checklist – How to Get Started



1-3 MONTHS.....

- Log on to CoC Datalinks at www.webfacts.org/cocdatalinks/ and update your Cancer Liaison Physician contact information.
- Review contents of the Cancer Liaison Physician (CLP) Orientation Packet.
- Review list of Cancer Liaison Physician responsibilities.
- Skim the Commission on Cancer (CoC) *Cancer Program Standards*.
- Attend Web conference presentation on the Role of the Cancer Liaison Physician.
- Read monthly *CoC Flash* newsletters and CLP quarterly update, *News CliPs*.
- Make personal contact with the local ACS field staff and schedule an initial meeting.
- Introduce yourself to your CoC State Chair.
- Meet with your cancer registrar to learn about registry operations.

3-6 MONTHS.....

- Secure a regular slot on the cancer committee agenda to communicate CoC updates.
- Work with your cancer registrar to review Level II FIPS data and status of release to ACS.
- Invite local ACS cancer control staff to cancer committee meetings.

6-9 MONTHS.....

- Access and review your National Cancer Data Base (NCDB) Cancer Program Practice Profile Reports (CP³R).
- Access and review your facility's NCDB Hospital Comparison Benchmark Reports and compare data to other hospitals in your category, state, ACS region and/or nationally.

WITHIN 1ST YEAR.....

- Attend annual meeting (in-person or conference call) held by your State Chair.
- Complete CLP Activity Report in preparation for survey or during the Annual Update period (July 1 – September 30).
- Help obtain/maintain CoC Approval and ensure compliance with all standards.
- Establish a schedule of regular meetings with your ACS representative.
- Make a Power Point Presentation to the cancer committee provided by the CoC (e.g. Role of the CLP, New Standards, AJCC 6th edition, Benchmark Reports etc.).

WITHIN 2ND YEAR.....

- Increase your leadership role on the cancer committee – serve as chair or fill a CoC-defined coordinator role.
- Present your state cancer plan to the cancer committee and identify ways that your facility can be involved.
- Become a member of ACOSOG and/or other cooperative research groups to encourage increased enrollment in clinical trials.
- Submit best practices (i.e. an activity or project implemented at your facility that was unique or particularly effective) to the CoC central office.

WITHIN 3-Year Term.....

- Attend an Annual CLP Breakfast Meeting in conjunction with the Fall meeting of ACoS.
- Assist in preparation for and attend your CoC cancer program survey.