

Standard 2.3: Program Activity Coordinators

Job Description: Cancer Conference Coordinator

The cancer committee monitors cancer conference activity through the work of the cancer conference coordinator. The cancer conference coordinator is chosen on the basis of their specialty, knowledge, skills, and interest. Both physician and non-physician members of the committee may serve as the cancer conference coordinator.

The coordinator's roles and responsibilities are defined by the cancer committee. These include, but are not limited to:

- I. Contribute to the development of the annual cancer conference goals and objectives of the cancer committee**
 - A. Format of conference
 - B. Frequency of conference
 - C. Multidisciplinary specialty attendance requirements and the number of times (percentage) they are to attend.

- II. Monitor the cancer conference activities**
 - A. Format and frequency are appropriate for category and facility needs.
 - B. Multidisciplinary attendance requirements
 1. Need for consultative services
 2. Need for education
 - C. Prospective presentation of annual analytic accessions
 1. Types of cases seen by facility
 2. Prospective case presentation

- III. Report cancer conference activities**
 - A. Communicate regularly with cancer committee chair
 - B. Recommend corrective action if activity falls below the annual goals or requirements
 - C. Follow-up on recommendations and corrective actions
 - D. Document reports in the cancer committee minutes

Standard 2.3: Program Activity Coordinators

Job Description: Quality Improvement Coordinator

The methods used to monitor quality improvement are set by the cancer committee and documented in the cancer committee minutes. The cancer committee monitors quality improvement activity through the work of the quality improvement coordinator. The coordinator is chosen on the basis of their specialty, knowledge, skills, and interests. Both physician and non-physician members of the committee may serve as the quality improvement coordinator.

If the facility has an established department (e.g., Quality Improvement Department) or staff in place the coordinator works cooperatively with this person to coordinate, monitor, and recommend improvements to the assigned area or program.

The cancer coordinator's roles and responsibilities are defined by the cancer committee. These include, but are not limited to:

- I. Contribute to the development of the annual quality improvement goals and objectives of the cancer committee**
 - A. Appropriate number of studies completed
 - B. Appropriate source of study data used

- II. Coordinate the completion of quality improvement studies**
 - A. Define quality measures to evaluate the topic
 - B. Analyze the data related to the quality measures
 - C. Design and initiate actions based on the evaluation of data
 - D. Document each study
 1. Study topic
 2. Criteria for evaluation
 3. Summary of findings
 4. Actions recommended
 5. Follow-up steps to monitor the actions implemented

- III. Monitor the quality improvement activities**
 - A. Ensure the completion of each study and dissemination of study results
 - B. Evaluate the appropriateness of study topic for meeting quality improvement goals

- IV. Report quality improvement activities**
 - A. Communicate regularly with cancer committee chair
 - B. Recommend corrective action if activity falls below the annual goals or requirements
 - C. Follow-up on recommendations and corrective actions
 - D. Document reports in the cancer committee minutes

Standard 2.3: Program Activity Coordinators

Job Description: Coordinator for the Quality of Cancer Registry Data

The methods used to monitor cancer registry data are set by the cancer committee and documented in the cancer registry quality control plan. The cancer committee monitors cancer registry data and activity through the work of the coordinator, for the quality of cancer registry data. This coordinator is chosen on the basis of their specialty, knowledge, skills, and interest. Both physician and non-physician members of the committee may be serve as the quality improvement coordinator.

The cancer conference coordinator's roles and responsibilities are defined by the cancer committee. These include, but are not limited to:

I. Contribute to the development of the annual quality control plan

- A. Sets the review criteria
- B. Sets the quality control time table
- C. Identifies the quality control methods and individuals involved
- D. Defines the scope of evaluation
- E. Establishes the minimal quality benchmarks

II. Coordinate the implementation of the cancer registry quality control plan

- A. Reviews required activities
 - 1. Casefinding
 - 2. Abstract timeliness
 - 3. Accuracy of abstracted data
 - 4. Follow-up information
 - 5. Completion and accuracy of AJCC staging by the managing physician
 - 6. College of American Pathology Protocols
 - 7. NCDB data submission, correction of data errors, and re-submission of corrected data
- B. Maintains documentation of the quality control activity
 - 1. Review criteria
 - 2. Cases reviewed
 - 3. Identified errors and resolutions

III. Monitors the results of the quality control activities

- A. Participate in registrar education to improve the quality of data
- B. Recommend physician education or intervention, as needed

IV. Report cancer registry quality control activities

- A. Communicate regularly with cancer committee chair
- B. Recommend corrective action if activity falls below the annual goals or requirements
- C. Follow-up on recommendations and corrective actions
- D. Document reports in the cancer committee minutes

Standard 2.3: Program Activity Coordinators

Job Description: Community Outreach Coordinator

The cancer committee monitors community outreach activity through the work of the community outreach coordinator. The coordinator is chosen on the basis of their specialty, knowledge, skills, and interest. Both physician and non-physician members of the committee may serve as the community outreach coordinator.

The coordinator works to develop, implement, and monitor community outreach activities. If the facility has an established outreach department or staff the coordinator works cooperatively with them to plan, coordinate, and monitor activities. Ensuring the appropriate number of prevention and early detection programs are in place.

The coordinator's roles and responsibilities are defined by the cancer committee. These include, but are not limited to:

- I. Contribute to the development of community outreach goals and objectives of the cancer program.**
 - A. Evaluate patient needs for:
 - Supportive services
 - Prevention programs
 - Early detection programs
 - B. Facilitate direct access or referral
- II. Work with the local American Cancer Society representative on strategies to accomplish community outreach goals**
- III. Monitor the community outreach activities:**
 - A. Ensure the provision of supportive services on-site or by referral
 - B. Ensure the provision of prevention and early detection programs
 1. Minimum number of activities
 2. Reflects the cancer experience at the facility
 - C. Evaluate the effectiveness of access and referral process
 - D. Utilizes the NCDB Hospital Comparison Benchmark Reports to study patterns of care at the facility and quality improvement initiatives targeted at improving identified gaps in care.
- IV. Report/develop community outreach**
 - A. Communicate regularly with cancer committee chair
 - B. Recommend corrective action if activity falls below the annual goals or requirements
 - C. Follow-up on recommendations and corrective actions
 - D. Document reports in the cancer committee minutes