



### **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 cases 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 recommendation and corrective actions
  - D. Document reports in the cancer committee minutes