



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 of 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, and 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