



### **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 interest. 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 of activity falls below the annual goals or requirements
  - C. Follow-up on recommendations and corrective actions
  - D. Document reports in the cancer committee minutes