



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 member of the committee may serve as the coordinator for the quality of cancer registry data.

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 (CAP) 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. Case 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 requirements
 - C. Follow-up on recommendations and corrective action
 - D. Document reports in the cancer committee minutes