

**Cancer Committee
Cancer Conference Coordinator
Quality Control
Cancer Conference Grid**

Standard 2.8 and 2.9

GENERAL DESCRIPTION: Commission on Cancer Standard 2.8 states “The cancer committee ensures that the required number of cases are discussed at the cancer conference on an annual basis and that at least 75 percent of the cases discussed are presented prospectively”. Standard 2.9 states “The cancer committee monitors and evaluates the cancer conference frequency, multidisciplinary attendance, total case presentation, and prospective case presentation on an annual basis”. Before survey the tumor registrar may submit a cancer conference grid, calendar, or tracking tool that shows the multidisciplinary attendance.

TOOLS USED IN PROCEDURE:

Tumor Conference Agenda
Tumor Conference Attendance List for each Meeting
CoC Cancer Conference Grid

PROCEDURE:

- After each tumor conference meeting write down the date of the conference on the CoC Cancer Conference Grid.
- In meeting format state if this was a weekly tumor conference meeting or another type of meeting.
- In the following columns place an (X) in each column that had a physician present from that specific discipline:
 - Attendance Medical Oncology
 - Attendance Radiation Oncology
 - Attendance Surgery
 - Attendance Pathology
 - Attendance Diagnostic Radiology
- In “Sites Discussed” column write down each site that was discussed (like: breast, colon, prostate, etc.). Put each site on a new row.
- In the “Number of Cases Presented” column place the total number of cases presented in the top row on the appropriate meeting date line.
- In the “Number of Prospective cases Presented” place the total number of prospective cases that was presented on the top row of that appropriate meeting date.

- Quarterly give a summary of the following to the Cancer Conference Coordinator to report at the Cancer Committee meeting:
 - Total # of Conferences
 - Average % Medical Oncology Attendance
 - Average % Radiation Oncology Attendance
 - Average % Surgery Attendance
 - Average % Pathology Attendance
 - Average % Diagnostic Radiology Attendance
 - Total # of Cases Presented
 - Total # of Prospective Cases Presented
 - And determine the average attendance, by adding all physicians attending meetings for the current year and divide by number of meetings

- The Quality Control CoC Conference Grid Form will then be placed in a Quality Control notebook in the Tumor Registry.

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