

**Your Facility
Cancer Committee
First Quarter Minutes**

Date: Tuesday, January 7, 2007

Time: 12:00-1:00pm

Place: Oncology Classroom 2

Physician Members:

Non-Physician Members:

Guest:

Members Absent:

Approval of previous minutes

Old Business

New Business:

CoC Program Standards 2007

| Standard | Responsible Party(ies) | Status | Brief Description of Standard |
|--------------------------------------|-------------------------------|-----------------|--|
| Standard 1.1 | Hospital level | <i>Complete</i> | JCAHO accreditation |
| <i>JCAHO accredited Dec 1, 2006.</i> | | | |
| Standard 2.1 | Hospital level | | Cancer Committee validated in hosp/med staff bylaws |
| Standard 2.2 | Committee or other | | Review Cancer Committee roles, nominate new members PRN |
| Standard 2.3 | Committee or other | | Review coordinator roles, nominate new members PRN |
| Standard 2.4 | Committee or other | | Cancer Committee schedule and structure |
| Standard 2.5 | Committee or other | | Report annual goals & progress (mark each as ongoing, completed, etc.) |
| Standard 2.6 | Committee or other | | Cancer Conference frequency and format |
| Standard 2.7 | Committee or other | | Cancer Conference attendance |

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| Standard 2.8 | Committee or other | | Cancer Conference number and type of cases |
| Standard 2.9 | Committee or other | | Annual evaluation of Cancer Conferences |
| Standard 2.10 | Committee or other | | Evaluation of Cancer Registry quality and activity |
| Standard 2.11 | Committee or other | | Outcomes and Analysis or Annual Report |
| Standard 3.1 | Cancer Registry/CTR | | CTR must supervise or perform abstracting |
| Standard 3.2 | Cancer Registry | | Uses current data standards, coding instructions. |
| Standard 3.3 | Cancer Registry | | Maintains 90% abstracting timeliness |
| Standard 3.4 | Cancer Registry | | Maintains 80% pt follow-up rate from reference date |
| Standard 3.5 | Cancer Registry | | Maintains 90% pt follow-up rate for past 5yrs |
| Standard 3.6 | Cancer Registry | | Submit cases to NCDB-Annual Call of analytic cases |
| Standard 3.7 | Cancer Registry | | Submit cases to NCDB-Annual Call of most recent accession year |
| Standard 3.8 | Cancer Registry | | Participates in special studies |
| Registry Operations | Cancer Registry | | Registry procedure manuals, Registry Reference dates, Registry software, etc. |
| Standard 4.1 | Radiation Oncology or other | | Radiation treatment services |
| Standard 4.2 | Nursing or other | | Inpatient oncology unit services |
| Standard 4.3 | Physician, Registry, or other | | Managing physician staging |
| Standard 4.4 | Nursing or other | | Annual evaluation of specialized nursing oncology skills |
| Standard 4.5 | Nursing or other | | Nursing direction provided to oncology unit |

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| Standard 4.6 | Committee or other | | Guidelines for patient management. CAP, others. |
| Standard 4.7 | Committee or other | | Rehabilitation Services |
| Standard 5.1 | Nursing or other | | Clinical trial information is provide to pts |
| Standard 5.2 | Nursing or other | | Number of pts on clinical trials |
| Standard 6.1 | Committee or others | | Supportive services |
| Standard 6.2 | Committee or others | | Prevention and early detection programs |
| Standard 6.3 | Committee, Outreach Coordinator, or other | | Annual evaluation of community outreach activity. |
| Standard 7.1 | Committee or other | | Offer cancer related educational activity |
| Standard 7.2 | Committee or other | | Cancer Registry staff education |
| Standard 8.1 | Committee, Quality Improvement Coordinator, or other | | Develop plan to measure quality & outcomes studies |
| Standard 8.2 | Committee, Quality Improvement Coordinator, or other | | Develop plan to measure to improvement studies that directly affect pt care |

Bolded standards indicate the nine standards that may receive commendation.

The next Cancer Committee meeting will take place on Tuesday, April 3, 2007 in the Oncology Classroom 2 from 12-1:00pm.