



***Commission on Cancer  
2009 Cancer Committee Checklist***

In order to support the work of the cancer committee, we have developed a “checklist” of activities that should be addressed to ensure continued compliance with CoC standards, along with a list of CoC resources that we encourage the cancer program staff team to utilize.

***Cancer Committee Activities for 2009***

- Update your facility’s resources and services information in the Facility Information Profile System.
- Discuss and decide on the release of your program’s cancer caseload data for display by the American Cancer Society (coming in February).
- Record cancer program activity from 2008 in the Survey Application Record.
- Establish cancer program goals for the year.
- Identify and/or reaffirm the required coordinator positions.
- The following standards require review, action, and documentation by the cancer committee in the meeting minutes this year - Standards 2.3, 2.5, 2.6, 2.7, 2.9, 2.10, 4.7 and 6.3.
- Review details on the CoC website that explain changes in the following Standards for 2009, 2.8, 2.10, 4.3, 4.6 and 7.1.
- Submit any corrections to your facility’s 2007 cancer case submissions by June 1<sup>st</sup>, if needed.
- Select from one of the CoC’s focus areas and work with your Cancer Liaison Physician to identify one or more strategies to accomplish/implement this year.
- Review your facility’s Cancer Program Practice Profile Reports (CP3R) performance related to breast and colon cancer standards of care and take action if needed.
- Utilize the new facility-specific Survival Reports application to contribute to compliance with Standard 2.11.

***Other Resources/Recommendations***

- Nominate your Cancer Liaison Physician for a recognition award - nominations are due March 31<sup>st</sup>.
- Encourage your residents and fellows to participate in the CoC Paper Competition – Call for Abstracts. The abstract submission deadline is March 31<sup>st</sup>.
- Visit the Best Practice Repository on the CoC web site to learn about and utilize best practices identified by others to comply with CoC Standards.
- Participate in one of the many educational opportunities offered by the CoC to include the Survey Savvy Workshop (March), Online Education Center and the 2009 Web Conference Series.

***More information about all of the above is available from the CoC Website at [www.facs.org/cancer](http://www.facs.org/cancer)***