

Commission on Cancer Standards - Oncology Committee Agenda Guide

STANDARD	DEFINITION	Jan	Ma	May	July	Sept	Nov
2.1	The organizational structure of the facility or medical staff gives the cancer committee, or other appropriate leadership body, responsibility and accountability for the cancer program activities.						
	<ul style="list-style-type: none"> Review medical staff by-laws for compliance with this standard 	X					
2.2	The membership of the cancer committee, or other appropriate leadership body, is multidisciplinary, representing physicians from the diagnostic and treatment specialties and non-physicians from administrative and supportive services.						
	<ul style="list-style-type: none"> Review membership to include all required members 	X					
	<ul style="list-style-type: none"> Appoint new members as required 	X					
	<ul style="list-style-type: none"> Set attendance and quorum requirements 	X					
	<ul style="list-style-type: none"> Review attendance and make changes in membership as needed 				X		X
2.3	Based on category requirements, 1 coordinator is designated for each of the specified areas of cancer program activity.						
	<ul style="list-style-type: none"> Designate coordinator for each of four required areas 	X					
	<ul style="list-style-type: none"> Define roles and responsibilities of each coordinator 	X					
	<ul style="list-style-type: none"> Coordinators report to cancer committee 	X	X	X	X	X	X
2.4	The meeting schedule and structure of the cancer committee, or other appropriate leadership body, fulfill the requirements for the category.						
	<ul style="list-style-type: none"> Determine frequency of cancer committee meetings (must be at least quarterly) 	X					
	<ul style="list-style-type: none"> Determine need for subcommittees and meeting frequency 	X					
2.5	As required by the category, the cancer committee, or other appropriate leadership body, develops and evaluates the annual goals and objectives for the endeavors related to cancer care.						
	<ul style="list-style-type: none"> Develop and approve goals for following year 				Request	Develop	Approve
	<ul style="list-style-type: none"> Assess whether goals are being met 	X	X	X	X	X	X
2.6	The cancer committee, or other appropriate leadership body, establishes the cancer conference frequency and format on an annual basis.						
	<ul style="list-style-type: none"> Develop grid for conference frequencies & format (OTPC, Breast, Lung, Head and Neck) 	X					
2.7	The cancer committee, or other appropriate leadership body, establishes the multidisciplinary attendance requirements for cancer conferences on an annual basis.						
	<ul style="list-style-type: none"> Develop grid for required multidisciplinary attendance at conferences 	X					
2.8	The cancer committee, or other appropriate leadership body, ensures that the required number of cases are discussed at the cancer conference on an annual basis and that at least 75% of the cases discussed are presented prospectively.						
	<ul style="list-style-type: none"> Verify that 10% of annual caseload presented 		X			X	
	<ul style="list-style-type: none"> Verify that >75% of cases are presented prospectively 		X			X	
	<ul style="list-style-type: none"> Verify that cases selected for discussion include the 5 major sites 		X			X	

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2.9	The cancer committee, or other appropriate leadership body, monitors and evaluates the cancer conference frequency, multidisciplinary attendance, total case presentation, and prospective case presentation on an annual basis.						
	<ul style="list-style-type: none"> Cancer conference coordinator presents above data to cancer committee 		X				
2.10	The cancer committee, or other appropriate leadership body, establishes and implements a plan to evaluate the quality of cancer registry data and activity on an annual basis. The plan includes procedures to monitor case finding, accuracy of data collection, abstracting, timeliness, follow-up.						
	<ul style="list-style-type: none"> Coordinator develops and presents plan for registry review to cancer committee for approval 	X					
	<ul style="list-style-type: none"> Conduct and report reviews to cancer committee 	X	X	X	X	X	X
2.11	Each year the cancer committee, or other appropriate leadership body, analyzes patient outcomes and disseminates the results of the analysis						
	<ul style="list-style-type: none"> Complete patient outcome analysis including survival data compared to national standards 				X		
	<ul style="list-style-type: none"> Present outcome analysis to cancer committee 				X		
	<ul style="list-style-type: none"> Complete annual report with additional outcome analysis 						X
	<ul style="list-style-type: none"> Cancer committee must determine annual report content and publication schedule 			X			
6.2	Each year, 2 prevention or early detection programs are provided on-site or coordinated with other facilities or local agencies						
	<ul style="list-style-type: none"> Develop plan for prevention or early detection programs 		X				
	<ul style="list-style-type: none"> Report outcomes of prevention or early detection programs to cancer committee 		X				X
6.3	The cancer committee, or other appropriate leadership body, monitors the community outreach activities on an annual basis. The findings are documented.						
	<ul style="list-style-type: none"> Community outreach coordinator summarizes activities and reports to cancer committee 						X
7.1	Other than cancer conferences, the cancer committee, or other appropriate leadership body, offers 1 cancer-related educational activity each year.						
	<ul style="list-style-type: none"> Plan annual educational activity 	X					
8.1	Each year, based on category, the cancer committee, or other appropriate leadership body, completes and documents the required studies that measure quality and outcomes.						
	<ul style="list-style-type: none"> Determine 2 studies to be conducted including one utilizing registry data 		X				
	<ul style="list-style-type: none"> Develop criteria to be studied 		X				
	<ul style="list-style-type: none"> Present summary of results to cancer committee 				X		
	<ul style="list-style-type: none"> Committee makes recommendations for action based on study 					X	
	<ul style="list-style-type: none"> Follow-up done to monitor the actions implemented 						X

8.2	Annually, the cancer committee, or other appropriate leadership body, implements 2 improvements that directly affect cancer patient care. The improvements are documented.						
	<ul style="list-style-type: none"> • Determine at least 3 improvements to be made and include in annual goals 	X					
	<ul style="list-style-type: none"> • Follow-up review to assure improvements being implemented 			X			