



## **ON-SITE REVIEW: SAMPLE SURVEY AGENDA**

*This is a sample of a typical survey agenda. Time and order may be adjusted based on the time the cancer conference/tumor board occurs. The survey should take a minimum of six hours.*

7:45 am      **Facility representative meets Surveyor(s) in a designated location**

8:00 am      **Meeting with hospital administration – Chief Leadership**

### **Required Members**

**At least one chief executive from the facility administration such as:  
CEO, COO, CNO, CFO, CIO, CMO etc and also  
Cancer Committee Chair  
Cancer Liaison Physician**

- Discuss importance and use of facility's CP<sup>3</sup>R data

8:30 am      **Surveyor meets Cancer Team (see required members)**

- Educational opportunity - Benefits of Approval and Commission on Cancer Initiatives,
- Facility Profile Information System (FIPS) level I and II
- National Cancer Data Base (NCDB) benchmarks, tools and resources
- Review Survey Application Report (SAR) – applicable standards, possible deficiencies, commendations and changes required
- Interview Coordinators/Cancer Liaison Physician
- Discussion

### **Required Members (if applicable to the program)**

Cancer Committee Chair  
Member of Administration or Representative  
Cancer Liaison Physician  
Cancer Conference Coordinator  
Quality Improvement Coordinator  
Community Outreach Coordinator  
Quality Control of Cancer Registry Data Coordinator  
Cancer Registrar  
Oncology Nursing Representative  
Rehabilitative Services Representative  
Pastoral Care Representative  
Research Nurse or Data Manager

Social Services or Discharge Planning Representative  
Dietary/Nutritional Services Representative  
Pain Control/Palliative Care Physician or Specialist  
Pharmacy Representative  
Hospice Representative  
Public Education Representative

- 10:00 am      **Chart Review (20 charts selected by the surveyor 2 weeks prior to the survey from 2008 and 2009 and 10 charts selected on site the day of survey from 2009)**
- 3.3 Abstracting timeliness (30 chart review – comparing date of first contact with date abstracted)
  - 4.6 CAP compliance (30 pathology reports in comparison with CAP checklist for compliance)
  - 4.6 NCDB tools and resources – maximum of 25 charts selected by NCDB 3 weeks prior to the survey. Educational review only.
- 12:00 pm      **Tumor Board/Cancer Conference**
- 1:00 pm      **Cancer Registry**
- Review Policy and Procedure manual
  - 3.1 confirm CTR certification
  - 7.2 confirm CE hours for cancer registry staff
  - Specific conversation with CTR(s) and Cancer Registry staff
- 1:30 pm      **Tour the Facility and Campus**  
Resource center/patient library  
Infusion center  
Inpatient medical oncology unit or functional equivalent  
Radiation oncology (if applicable to the facility)  
Pharmacy
- 2:30 pm      **Surveyor Private Time**
- 3:00 pm      **Summation – Entire Cancer Program Team**

**Survey Documents:**

**All relevant documents must be electronically attached/uploaded to the Survey Application Record (SAR) for the surveyor to review a minimum of two weeks (14 days) prior to the on-site visit.**

**The Commission on Cancer and the surveyor WILL NOT accept any paper documents being mailed to the surveyor.**

