

## ***Quality Reporting & Analysis Template Instructions***

A Cancer Liaison Physician (CLP) is a leader who is responsible for the quality data analysis in the accredited cancer program. This area of responsibility is fulfilled through the regular review of National Cancer Data Base (NCDB) Quality Cancer Tools to interpret, and evaluate program performance. Reports are to be generated four times each year; once in each calendar quarter per CoC Standard 4.3 and are to be presented to the cancer committee to stimulate discussion and plan performance improvements when needed.

To provide meaningful reports that can be used to improve program performance and quality care, the use of the *Quality Reporting & Analysis Template* is suggested. The following details are a guide to the use of the template.

### **Physician/Date:**

- The CLP is required to complete analysis and reporting each calendar quarter as stated in Standard 4.3.
- The document should be dated to demonstrate compliance with the reporting frequency.

**Title:** Provide an appropriate title for the report to help identify the report content.

### **Source Data:**

- The NCDB tools listed on the template are a visual clue about the type of tools available for use while completing the analysis (NCDB tools include access to all facility-specific patient data).
- Other data sources may be used to inform the analysis especially when a Quality Improvement study is being suggested as a result of the analysis. Examples of non-NCDB data sources include peer reviewed journals or evidence-based cancer guidelines such as those from the National Comprehensive Cancer Network.

### **Topic of Study:**

- Offer a brief statement about the focus of the study.

### **Purpose of Study:**

- Provide a brief description of why the study topic was selected e.g. an annual review of CP<sup>3</sup>R, further analysis of a (specific) finding in the Cancer Quality Improvement Program (CQIP), or to review a problem identified by the committee.

### **Data Analysis:**

- Include a summary of the important findings from the data analysis.
- If using NCDB's Hospital Comparison Benchmark Reports, list the variables used to create the report.
- If a low performance rate exists in an analysis of the CP<sup>3</sup>R, the case audit to determine the cause of non-compliance for individual cases should be included in the report.
- Submit the report and template for inclusion in the cancer committee minutes and for attaching to the Survey Application Record or Program Activity Record.

### **Recommendations:**

- If no problem is identified, it should be stated as such without any recommendation for further study or action.
- If a problem is identified, recommendations will be based on the type of problem identified:
  - The cancer committee is to develop and execute an action plan to improve the performance rates when accountability or quality improvement measures are observed to be below the Estimated Performance Rates established by the CoC as per Standards 4.4 and 4.5.
  - If the problem involves a process of care or other unacceptable outcome, then a Standard 4.7 quality study may be recommended according to the Standard and including a national benchmark or guideline relative to the problem.



## Quality Reporting & Analysis Template

**Physician:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Standard 4.3 CLP Report for (if applicable):    Q1 / Q2 / Q3 / Q4 (circle one)

**Title:**

**Source Data** (choose at least one):

- |   |   |
|---|---|
| <ul style="list-style-type: none"> <li><input type="checkbox"/> NCDB Hospital Comparison Benchmark Reports (HCBR)</li> <li><input type="checkbox"/> Rapid Quality Reporting System (RQRS)</li> <li><input type="checkbox"/> Cancer Quality Improvement Program (CQIP)</li> <li><input type="checkbox"/> NCDB Survival Reports (Survival)</li> </ul> | <ul style="list-style-type: none"> <li><input type="checkbox"/> Cancer Program Practice Profile Reports (CP<sup>3</sup>R)</li> <li><input type="checkbox"/> Other (please list):</li> </ul> |
|---|---|

**Topic of Study:**

**Purpose of Study:**

**Data Analysis:**

### Recommendations

**Problem Identified:**  Yes  No

**Further Analysis Recommended:**  Yes  No

**Cancer Program Goal Defined (Standard 1.5):**  Yes  No

**Quality Study Recommended (Standard 4.7):**  Yes  No

**Attach presentation to this cover sheet and submit for posting**