



TIPS FOR IMPLEMENTATION OF COC CANCER PROGRAM STANDARDS 2012

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- 1) Set-up a yearly schedule of each committee meeting including the individual standards to review at each meeting.
 - a) You do not have to review ALL standards at every meeting.
 - b) Planning which standards should be at which meetings will guarantee they are all covered during the course of the year.
 - i. Many standards have logical timelines for discussions. Standard 5.5 & 5.6: NCDB – After NCDB due date and edit dates.
 - ii. Standard 1.2: Cancer Committee Membership – Schedule early in year, so attendance requirement (Standard 1.3) is achievable.
 - iii. Goals – Should be early in year to establish expected results for the year.

For many standards, at least 2 meetings will be needed, 1 for planning and 1 for final result monitoring of achievement. An example would be Goals: 1 meeting to establish current year goals and 1 meeting to assess whether goal was met.

- 2) Review all of the Eligibility Requirements each year and document the review outcomes in Cancer Committee minutes.
- 3) Inform each Coordinator of their responsibilities and the dates they are scheduled to report to the Cancer Committee. (Job Descriptions for each can be found on CoC website - <http://www.facs.org/cancer/coc/bestpractices.html>).
- 4) Be sure your Cancer Liaison Physician (CLP) is aware of their **NEW responsibilities** per Standard 4.3, as follows:
 - a. Liaison Physician must participate in CLP web-based education programs provided by CoC as soon as possible so they will understand their role better and gain insight on how to accomplish their new responsibilities.
 - b. Liaison Physician must present NCDB data 4 times a year to committee.
 - i. This can be CP³R, NCDB Benchmarks, and/or NCDB Survival reports.
 - ii. Select 1 measure to focus upon at each meeting. Select a different measure at each of the 4 required meetings.
 - iii. Review of prior presented measures may need to be done at subsequent committee meeting however that will not count as one of the Liaison presentations since it is not a different measure.

- 5) Review your CP³R data now to identify problem areas, so you can help your CLP with their reporting. If necessary, seek Liaison assistance early in the year to develop a process to improve your results with accurate data collection and reporting.

- 6) Download from PRS website the spreadsheet of Cancer Program Standards 2012 to monitor status, responsible party, due dates, etc. for each standard. If there is someone else responsible for program management, share the spreadsheet with them as a tool to help them monitor compliance with the new standards.

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