Each calendar year, all required coordinators are appointed for one a calendar-year term at a time by the cancer committee at the first quarter meeting and are responsible for specific areas of cancer program activity and compliance. An individual cannot fulfill more than one coordinator role during a term.

**Cancer Conference Coordinator**

Cancer conferences provide a forum to formalize the disease stage of patients discussed using nationally recognized, evidenced-based treatment guidelines, when appropriate, and continuing medical education. A coordinator is appointed each calendar year and is a required member of the cancer committee. This coordinator is responsible for monitoring the cancer conference activity. He or she will report the findings to the cancer committee at least annually and recommend corrective action if activity falls below the annual goal or requirements. The cancer conference coordinator will be responsible for overseeing compliance for ER3 and Standard 1.7. A cancer registrar can be selected to fulfill this coordinator role.

**Quality Improvement Coordinator**

The quality improvement program is the mechanism for evaluating and improving patient outcomes. A coordinator is appointed each calendar year and is a required member of the cancer committee. This coordinator is responsible for monitoring the quality improvement program activity and reports the findings to the cancer committee at least annually. He or she recommends corrective action if activity falls below the annual goal or requirements. The quality improvement coordinator will be responsible for overseeing compliance for Standards 4.7 and 4.8. A cancer registrar cannot be selected to fulfill this coordinator role.

**Cancer Registry Quality Coordinator**

The cancer registry database is the basis for monitoring the quality of care. A coordinator is appointed each calendar year and is a required member of the cancer committee. This coordinator will monitor the quality of the cancer registry data and report the findings to the cancer committee at least annually and recommend corrective action if activity falls below the annual goal or requirements. The cancer registry quality coordinator will be responsible for overseeing compliance for ER 5 and Standard 1.6. A cancer registrar can be selected to fulfill this coordinator role.
**Community Outreach Coordinator**

A community outreach coordinator is appointed each calendar year and is a required member of the cancer committee. This coordinator monitors the prevention and screening activities, reports at least annually to the cancer committee, and recommends corrective action if activity falls below the annual goal or requirements. The coordinator is not a marketing position and eligibility for the role is outlined in Standard 1.8. The community outreach coordinator will be responsible for overseeing compliance for Standards 1.8, 4.1, and 4.2. A cancer registrar **cannot** be selected to fulfill this coordinator role.

**Clinical Research Coordinator**

A clinical research coordinator is appointed each calendar year and is a required member of the cancer committee. This coordinator will be responsible for tracking patients enrolled in clinical trials from within the program and/or patients referred for enrollment in clinical trials at other facilities or physician offices. Examples include, but are not limited to, the following: clinical research coordinator, research nurse, or research data manager. This coordinator will be responsible for overseeing **ER9** and **Standard 1.9**. A cancer registrar **cannot** be selected to fulfill this coordinator role.

**Psychosocial Services Coordinator**

A psychosocial services coordinator is appointed each calendar year and is a required member of the cancer committee. An oncology social worker (OSW-C preferred), clinical psychologist, or other mental health professional trained in the psychosocial aspects of cancer care is selected to fill this role. This coordinator works collaboratively with established departments and community organizations to provide, improve, and expand the range of psychosocial services. This coordinator will be responsible for overseeing **ER10** and **Standard 3.2**. A cancer registrar **cannot** be selected to fulfill this coordinator role.