(A) Policy Statement

Patients who are treated at the University of Toledo Medical Center (UTMC) can expect to receive planned, individualized, appropriate care. Through the use of the Cancer Conferences, discussion of various treatments and care for patients can be conducted in a multidisciplinary format.

(B) Purpose of Policy

Uniting multidisciplinary and various other healthcare team members to promote collaboration for the purpose of:

1. Discussion and planning to meet the needs of the patient and family
2. Assuring a smooth transition along the continuum of care
3. To encourage and support the patient to achieve the optimum potential level of care

(C) Scope

This policy applies to the cancer registry and the cancer program of UTMC.

(D) Procedure

In order to fulfill the requirements set forth by the American College of Surgeons Commission on Cancer (ACS/CsC) Standards, the Cancer Committee will evaluate annually the frequency, format and multidisciplinary specialties and those disciplinary attendance requirements as documented in the Cancer Committee minutes. The Cancer Committee ensures that at least 10% of the number of annual analytic cases seen at UTMC is presented at Cancer Conferences, with 75% of the selected cases being prospective, addressing patient management issues. Per Commission on Cancer Standard 2.6: The Cancer Committee establishes the cancer conference frequency and format on an annual basis.

The table below lists the frequency and format of each cancer conference at UTMC for 2012.

<table>
<thead>
<tr>
<th>Conference Type</th>
<th>Frequency</th>
<th>Recommend Format</th>
</tr>
</thead>
<tbody>
<tr>
<td>General Cancer Conference</td>
<td>Will meet a minimum of 45 times per year</td>
<td>Facility-Wide</td>
</tr>
<tr>
<td>Urology Cancer Conference</td>
<td>Will meet a minimum of 12 times per year</td>
<td>Site-Focused</td>
</tr>
<tr>
<td>Gynecology Cancer conference</td>
<td>Will meet a minimum of 12 times per year</td>
<td>Site-Focused</td>
</tr>
</tbody>
</table>
Per Commission on Cancer Standard 1.7: The Cancer Committee establishes the multidisciplinary attendance requirements on an annual basis.

The table below lists the attendance requirements for each cancer conference at UTMC for 2014.

<table>
<thead>
<tr>
<th>Conference Type</th>
<th>Diagnostic Radiology</th>
<th>Pathology</th>
<th>Surgery</th>
<th>Medical Oncology</th>
<th>Radiation Oncology</th>
<th>Urologist/Gynecologist</th>
</tr>
</thead>
<tbody>
<tr>
<td>General Cancer Conference</td>
<td>90%</td>
<td>90%</td>
<td>90%</td>
<td>90%</td>
<td>90%</td>
<td>0%</td>
</tr>
<tr>
<td>Urology Cancer Conference</td>
<td>90%</td>
<td>90%</td>
<td>90%</td>
<td>90%</td>
<td>90%</td>
<td>90%</td>
</tr>
<tr>
<td>Gynecology Cancer Conference</td>
<td>90%</td>
<td>90%</td>
<td>90%</td>
<td>90%</td>
<td>90%</td>
<td>90%</td>
</tr>
</tbody>
</table>

Discussion of cases presented prospectively must include the following:

1. American Joint Commission on Cancer (AJCC) staging (either clinical or working stage). AJCC working stage is defined as all staging information (clinical and pathological) that is available at the time of discussion. Documentation is recorded on the Tumor Board Checklist template.
2. National Comprehensive Cancer center Network (NCCN) treatment guidelines or other treatment guidelines developed nationally recognized organizations such as American Society of Clinical Oncology (ASCO) should be considered when discussing treatment options. Documentation is recorded on the Tumor Board Checklist template.

UTMC holds weekly, facility-wide Cancer Conferences with the key departments of Diagnostic Radiology, Pathology, Surgery, Medical Oncology, and Radiation Oncology present. Case selection for the General Cancer Conference is determined by the review of pathology reports and requests from physicians.

The Cancer Registry is responsible for supporting and managing the General Cancer Conferences which are held every Monday of the month from 12:00 p.m. -1:00 p.m. in the Health Education Building (Room # 105).

There are other site-specific cancer conferences which are supported and managed by the individuals of the respective departments. Those Cancer Conferences are as follows:

1. The Urology Cancer Conferences are held the first and third Wednesday of the month from 7:00 a.m. -8:00 a.m. in Dowling Hall, Urology Library (Room # 2168). Attendance will consist of the key departments of Urology, Diagnostic Radiology, Pathology, Surgery, Medical Oncology, and Radiation Oncology.
2. The Gynecology Cancer Conferences are held on the second and forth Wednesday of the month from 7:30 a.m.-8:30 a.m. in Dowling Hall, Pathology Conference Room. Attendance will consist of the key departments of Gynecology, Diagnostic Radiology, Pathology, Surgery, and Radiation Oncology.

Determination for case finding for the General Cancer Conference:

1. All new cases identified by pathology reports as cancer will be placed on the agenda by the Cancer Registry.
2. An email will be sent to the requesting physician of the pathology report, which will serve as a notification to the physician of the case’s placement on the agenda by the Cancer Registry.
3. Physicians that need outside pathology or radiology are responsible for requesting the outside films and slides needed for the case presentation.
Addition of cases by physicians for the General Cancer Conference:
1. Physicians can call or email the Cancer Registry with cases they would like to present at the General Cancer Conference. The requesting physician will provide the patient’s name and medical record number.
2. The request will be logged on the Cancer Registry Intake form to ensure all information is received.

Notification to the Pathology and Radiology Departments for the General Cancer Conference:
1. The Cancer Registry will notify the Pathology and Radiology departments of the patients whose cases will be presented and what pathology and radiology information is required from within UTMC.
2. On the Wednesday before the scheduled Cancer Conference, there is a 12:00 p.m. cut-off to ensure adequate notification to the pathology and radiology departments. This is necessary to allow time for the requested information to be prepped for the Cancer Conferences.
3. Cases can still be added on for the upcoming Monday until 12:00 p.m. on the Thursday before the scheduled Cancer Conference, but with the understanding that the pathology and radiology departments may not be able to have the time or resources needed to prep their part of the case presentation.

Notification to the Pathology and Radiology Departments for Site Specific Conferences:
1. The designated representative of the Site Specific Conference will notify Pathology and Radiology departments of the patients whose cases will be presented and what pathology and radiology information is required from within UTMC.
2. Cut-off times are agreed upon by the sponsoring Site Specific Conference representative and the Pathology and Radiology departments. This is necessary to allow time for the requested information to be prepped for the Site Specific Conference.
3. Cases add-ons are still possible, but with the understanding that the Pathology and Radiology departments may not be able to have the time or resources needed to prep their part of the case presentation.

Attendance Requirements:
1. The required attendance and frequency of attendance of the disciplines of UTMC is determined by the Cancer Committee.
2. All the key departments must be in attendance for the Cancer Conference to be considered multidisciplinary.
3. As set by the Cancer Committee, there is a 90% mandatory attendance for each required specialty (Diagnostic Radiology, Pathology, Surgery, Medical Oncology, and Radiation Oncology) for the cancer conferences.
4. If a presenting physician cannot make the scheduled General Cancer Conference, notice will be given to the Cancer Registry.
5. If there is an Associate or Resident that can present the patient’s case in place of the absent physician, notification will be given to the Cancer Registry as soon as possible.
6. If the case cannot be presented during the scheduled date, the patient’s case can be scheduled for the following week at the presenting physician's discretion.

Continuing Medical Education (CME):
1. Everyone attending the Cancer Conferences will sign in and have the ability to fill out and online CME form.
2. The Cancer Registry will collect copy and keep record of the sign-in sheets for all physicians, residents, students and ancillary personnel.
3. Administration of the CME documentation is then completed by the Cancer Registry which includes:
   a. Copy the agenda and attendance sheets
4. The CME documentation is then forwarded to the CME department after each conference.
5. The information for the conferences will be filed in the Cancer Conferences binder located in the Cancer Registry.
6. The Excel spreadsheet created for compliance with the ACS/CoC Standards will be updated using the design of meeting date, disciplines in attendance, number of cases discussed, number of prospective cases, meeting format, sites discussed, number of cases presented that clinical or working stage was discussed and number of cases presented where treatment guidelines were discussed.

Other Cancer Registry duties for the General Cancer Conferences:
1. The Cancer Registry will request the room for those dates and will arrive early to ensure that the room is set up.
2. The Cancer Registry will coordinate with Media Services to ensure that the room is in working order.
3. The Cancer Registry is responsible for making arrangements for the food provided.
   a. Food is provided through the Hospital Administration.
4. After the conclusion of the Cancer Conferences, the Cancer Registry will ensure that the room is cleaned.

<table>
<thead>
<tr>
<th>Approved by:</th>
<th>Date</th>
</tr>
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<tbody>
<tr>
<td>Carrie Andrews, BA, CTR</td>
<td>4/29/14</td>
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<tr>
<td>Cancer Registry Supervisor</td>
<td></td>
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<tr>
<td>Allen Seifert, Administrative Director</td>
<td>5/2-14</td>
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<tr>
<td>Eleanor N. Dass Cancer Center</td>
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<tr>
<td>Chinghu Chen, MD</td>
<td>5/12/2014</td>
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<tr>
<td>Chairman, Cancer Committee</td>
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