





## Procedure Checklist

Applies to procedures only

	Case Ascertainment	Staging	Staffing	Confidentiality	Data Analysis	Tumor Board
Is the goal of the procedure clearly stated?	Yes No	Yes No	Yes No	Yes No	Yes No	Yes No
Is each step of the procedure clearly defined in simple easy to understand terms?	Yes No	Yes No	Yes No	Yes No	Yes No	Yes No
Does this procedure reflect how things are currently being performed?	Yes No	Yes No	Yes No	Yes No	Yes No	Yes No
Have others reviewed the procedure to see if they understand each step and can produce the same results?	Yes No	Yes No	Yes No	Yes No	Yes No	Yes No
Is it clearly documented who is responsible for each step?	Yes No	Yes No	Yes No	Yes No	Yes No	Yes No
Are examples and/or supporting documents included where necessary? (i.e. F/U letters, confidentiality agreement forms, casefinding lists)	Yes No	Yes No	Yes No	Yes No	Yes No	Yes No

## Updates and Review

Procedures for updating the P&P Manual

Is there a policy stating how often the Policy and Procedure Manual will be reviewed?	Yes No
If yes, does this policy define who will review the manual?	Yes No
Is there a procedure for updating the manual between reviews?	Yes No
Is it documented who can update the manual?	Yes No

