

Protocol Review & Monitoring System

Standard Operating Procedures

Title: **Data Table 3**

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SOP Type: **Administrative**

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Change in V2: update personnel, web link

PURPOSE: The purpose of this procedure is to describe the standard requirements and steps for creating the Data Table 3 (DT3) for National Cancer Institute (NCI) reporting.

SCOPE: This SOP applies to the Protocol Review and Monitoring System (PRMS) staff, responsible for reporting all necessary protocol and accrual related components to the NCI to support the NCI Designation held by the Fred & Pamela Buffett Cancer Center (FPBCC).

PERSONNEL RESPONSIBLE: The Manager of PRMS and OnCore Oncology, or their designee, are responsible for creating the DT3 for UNMC and CHMC using data received from each applicable tumor registry.

REFERENCES: All requirements in this SOP are further outlined and defined on the P30 Cancer Center Support Grant Data Table Guide 3.1, found at <https://cancercenters.cancer.gov>.

DEFINITIONS:

NCI Designated Cancer Center: An NCI recognized center that meets rigorous standards for transdisciplinary, state-of-the-art research focuses on developing new and better approaches to preventing, diagnosing, and treating cancer.

DT3: DT3 is intended to provide reviewers with an overview, organized by primary cancer site, of the number of cancer cases seen at the Cancer Center.

PROCEDURES:

PRMS Staff

- The DT3 is due annually for each Cancer Center progress report, as well as for the full Cancer Center Support Grant (CCSG) every 5 years.
 - Timeframe may be pre-defined or center defined. Note: the registry may not have data abstracted for 6-8 months after patient visit, center defined timeframe should be adjusted accordingly.
- A separate DT3 is required for UNMC and for Children's Hospital and Medical Center (CHMC) as each has a separate cancer registry, per the above linked Data Table Guide.
 - Request details
 - The email request should include all pertinent detail required in order to receive the full data set to abstract into the DT3
 1. Data range (reporting period)
 2. Analytic and non-analytic (provide definition of non-analytic per the Data Table Guide)

3. Disease sites
 4. Deadline for report
 5. Additional items needed for CCSG renewal tables may include gender, race, ethnicity and age.
- In OnCore, navigate to Menu>Reports>CCSG Data Table 3 – January 2017 Guidelines. Enter applicable timeframe, select Excel from the document type dropdown menu, select Submit.
 - Open excel document, save document labeled CCSG>applicable folder for reporting period. Use the following naming convention: CCSGDataTable3 – XX.XX.XX-XX.XX.XX.
 - Note: If a folder does not exist for the current reporting period, create a new folder using previous folders as a template.
 - Note: Create two documents. One with a separate column for analytic and non-analytic, and one version with the totals on analytic and non-analytic only marked as the final copy.
 - Use the UNMC tumor registry data to complete the primary site table in the DT3 report template downloaded from OnCore to create the UNMC DT3.
 - The following primary sites on the DT3 are individual sites listed on the tumor registry report:

<ol style="list-style-type: none"> 1. Lip, Oral Cavity and Pharynx 2. Esophagus 3. Stomach 4. Small Intestine 5. Colon 6. Rectum 7. Anus 8. Liver 9. Pancreas 10. Larynx 11. Lung 12. Bones and Joints 13. Soft Tissue 14. Melanoma, skin 15. Kaposi's sarcoma 16. Mycosis Fungoides 	<ol style="list-style-type: none"> 17. Other Skin Excludes: Melanoma, Mycosis 18. Breast 19. Cervix 20. Corpus Uteri 21. Ovary 22. Prostate 23. Urinary Bladder 24. Kidney 25. Eye and Orbit 26. Brain and Nervous System 27. Thyroid 28. Other Endocrine System 29. Non-Hodgkin's Lymphoma 30. Hodgkin's Lymphoma 31. Multiple Myeloma 32. Lymphoid Leukemia 33. Myeloid and Monocytic Leukemia 34. Leukemia, other 35. Other Hematopoietic 36. Unknown Sites
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- The following primary sites on the DT3 are the combination of multiples sites listed on the tumor registry report:
 1. Other digestive organ: gallbladder, other biliary, other digestive organ.
 2. Other Respiratory and intrathoracic: nose, nasal cavity & middle ear, trachea, mediastinum, other respiratory organs, mesothelioma.
 3. Other female genital: vagina, vulva, other female genital organs.
 4. Other male genital: testis, penis, other male genital organs.
 5. Other Urinary: ureter, other urinary organs.
 6. Ill-Defined Sites: miscellaneous.
- Note: any questions regarding which primary site to assign a tumor registry site to, should be deferred to the Associate Director for Clinical Research.

Use the CHMC tumor registry data to complete the primary site table in the DR3 report template downloaded from OnCore to create the CHMC DT3 report. The CHMC tumor registry information may be in a different format than the UNMC tumor registry report.