

**Association of Cancer Executives**

**Certified Oncology Administrator (COA)**



**association of  
cancer  
executives**

Connecting All  
Oncology Leaders

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Certified Oncology  
Administrator (COA) Timeline

# Certified Oncology Administrator (COA)

## Credentialing Initiative Summary

### I. APPLICATION REQUIREMENTS

- Membership in ACE
- At least 20 approved CNE/CME/FACHE credits over the two years preceding the application date; Acceptable credits may be obtained in the following manner:
  - 10 credits for attendance at an ACE annual meeting
  - 2 credits for participation per ACE Hot Topic Call
  - All other cancer-related credits are calculated at one hour = one credit. Internal organizational cancer conferences are not allowable for credit.
- If in a cancer program:
  - Program must be an NCI designated Center or be currently accredited by the Commission on Cancer (CoC)
  - Applicant must have at least five (5) years direct or indirect operational and budgetary responsibility over at least three (3) of the following areas:
    - Basic Laboratory Research*
    - Cancer Registry*
    - Cancer Rehabilitation*
    - Cancer Support Services*
    - Clinical Cancer Research (Clinical Trials)*
    - Immunotherapy*
    - Inpatient Oncology*
    - Medical Oncology*
    - Pharmacy*
    - Radiation Oncology*
    - Surgical Oncology*
- If in a consulting firm:
  - At least 80% of applicant's practice must be oncology-related
  - At least 80% of the firm's clients must be NCI-designated or CoC accredited
  - Applicant must have actively participated in at least 30 cancer-related client engagements
- Applicants no longer fully active in the oncology profession must have fulfilled the above criteria in the three years prior to the application date or receive a waiver of application requirements from the ACE Board of Directors. Such a request should be directed to the ACE Executive Director, Brian Mandrier.

### II. CREDENTIALING REQUIREMENTS

- Completion of the COA application and submission of application fee
- Receipt of three (3) letters of recommendation preferably from current ACE members
- Completion of three (3) case studies chosen from the following areas (three different areas must be chosen):
  - Cancer program organizational design*
  - Clinical management and supportive care*
  - Clinical research/trials*
  - Data management and Registry operations*
  - Employee engagement*
  - Financial management*
  - Information technology*
  - Patient satisfaction*
  - Quality/process improvement*
- Personal interview by three members of the Board and/or Past Presidents Council at an ACE annual meeting

### III. RECREDENTIALING REQUIREMENTS

- Recredentialing will occur every five years
- Applicant must verify:
  - That current employment status is equivalent to that required as an initial applicant (For those in a 'retired' category, only the ACE membership and education requirements below must be met)
  - At least sixty (60) CME credits (as defined in the 'Application Requirements' section above) in the previous 5-year period from the date of recredentialing application
- Must be an ACE member to continue to use the credential

### IV. ATTACHMENTS (on following pages)

- Certified Oncology Administrator (COA) Credential Application
- ACE Member Reference Form
- Case Study Format Guidelines
- Continuing Education Log

# Certified Oncology Administrator (COA)

## Credential Application

Completing this application is the first step toward earning the COA credential. Please read and complete each section fully and accurately in clear, legible handwriting, type, or complete online. If you have any questions, please call ACE at (202) 521-1886 Monday through Friday, from 8 a.m. to 5 p.m. Eastern time or email bmandrier@hauck.com

**PERSONAL INFORMATION**

\_\_\_\_\_  
 First Middle Last

\_\_\_\_\_  
 Organization Address City State

I confirm that I am a current member of ACE.

\_\_\_\_\_  
 Email

**EXPERIENCE**

I confirm that I have at least five (5) years of direct or indirect operational and budgetary responsibility over at least three of the following. Please check those that apply:

- Basic Laboratory Research
- Immunotherapy
- Surgical Oncology
- Cancer Registry
- Inpatient Oncology
- Other (please describe)
- Cancer Rehabilitation
- Medical Oncology
- Cancer Support Services (ex. SW, CM, Cancer Registry, Navigation, Financial Counseling, etc.)
- Pharmacy
- Clinical Cancer Research
- Radiation Oncology

**CURRENT POSITION**

I attest that my current employer is an NCI designated cancer center and/or is currently accredited by the Commission on Cancer (or):

- I am employed by a consulting firm whose business is 80% oncology related and 80% of its clients are NCI designated or CoC accredited (or)
- I am no longer fully active in the oncology field, but have fulfilled the required criteria in the three years preceding the date of this application (or)
- I have obtained a waiver from the ACE Board (attached)

**JOB DESCRIPTION, ORGANIZATIONAL CHART AND RESUME**

A copy of your current job description, organizational chart showing your position and resume must be included with your application.

**CONTINUING EDUCATION**

**I attest that I have completed at least 20 hours of oncology related continuing education contact hours in the twelve months preceding the date of this application. Please complete the ACE Continuing Education Log and attach to this application.**

**REFERENCES**

**Submitting reference forms:**

Submit three (3) letters of recommendation preferably from current ACE members using the enclosed forms.

**Identifying references:**

- Use the online Member Directory to locate ACE members (or)
- Contact ACE at (202) 521-1886 Monday through Friday, from 8 a.m. to 5 p.m. Eastern time or via email at bmandrier@hauck.com.

In the spaces provided below, please list your three (3) references.

1. \_\_\_\_\_  
 Name Title  
 \_\_\_\_\_  
 Organization

2. \_\_\_\_\_  
 Name Title  
 \_\_\_\_\_  
 Organization

3. \_\_\_\_\_  
 Name Title  
 \_\_\_\_\_  
 Organization

**CASE STUDIES**

Please attach three case studies.

**ACCOMPANYING MATERIALS**

Enclosed:

- Current job description
- Current organizational chart
- Resume
- ACE Continuing Education Log
- Three case studies

**APPLICATION FEE**

**Check in the amount of \$250 is enclosed** (payable to the Association of Cancer Executives)

*Receipt of your application will be acknowledged within three weeks.* Please mail this application, the \$250 non-refundable fee by check and accompanying materials to the address below. Keep a copy of your application for your files. If you have questions, please contact ACE at (202) 521-1886 or at bmandrier@hauck.com.

What influenced you to become certified?	Colleague or coworker	Internet browsing	Other
	Attended an educational program	University/College program	
	Employer	Professor/Instructor	

**Mail completed application to:** Association of Cancer Executives  
 1000 Potomac St. NW Suite 108  
 Washington, DC 20007

# Reference Form

This page to be completed by the candidate.

**Candidate:** Please complete the information on this page then forward the form to your reference(s) for their completion. Please remember, it is preferred that your references be members of ACE.

**Reference:** Please complete this form and email or mail it to ACE as soon as possible. You may also complete and submit your reference form at cancerexecutives.org.

DATE \_\_\_\_\_

### REFERENCE INFORMATION

Name		Email	
Title	Organization		
Address	City	State	Zip

### CANDIDATE INFORMATION

Name		Email	
Title	Organization		
Address	City	State	Zip

The following section is to be completed by the reference. \_\_\_\_\_

**Reference:** Please complete this form and email or mail it to ACE as soon as possible. You may also complete and submit your reference form at cancerexecutives.org.

### CONFIDENTIAL INQUIRY ON APPLICANT TO BECOME CERTIFIED BY THE ASSOCIATION OF CANCER EXECUTIVES

You have been listed as a reference by the candidate whose name appears in the above section. We would appreciate your efforts to complete and return this form to ACE as soon as possible. Your reply will be held in strict confidence. ACE is interested in learning of the candidate's professional reputation, accomplishments, competence, judgement, integrity and ethics. Candidates also must have oncology executive healthcare management experience in order to become certified. Thank you.

**Due date:** November 22, 2019

**QUESTIONS:**

1) Please describe how you know the candidate.

2) What are the candidate's responsibilities in the organization?

3) The candidate must have five years of executive oncology management experience to be eligible for certification. Does the candidate meet this requirement?

Yes      No

Please provide your rationale:

4) Do you recommend this candidate for certification in oncology administration?

Yes      No

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Printed Name

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Signature

## Case Study Guidelines

The following is a suggested guideline for preparing case studies. The case studies should focus on issues and/or opportunities in oncology. Please see the example case study which is available on the ACE website.

### COVER PAGE

Include case study title, author name, and date of submission

### INTRODUCTION

Current situation analysis and pertinent background including a synopsis of the relevant information from the case analysis.

### BODY

- Key Issues/goals/problems
- Decision criteria
- Assumptions
- Data analysis
- Preferred alternative with rationale
- Justification/predicted outcome or recommendations
- **Document length should not exceed two (2) pages exclusive of the cover page, references, or appendices**

### CONCLUSION

### REFERENCES

It is recommended that business journals, periodicals, and textual references, as well as any online research, be referenced.

### APPENDICES

All charts, financials, visuals, and other related items should be placed here and referenced in the report.

### FORMAT

Please use MLA formatting throughout your paper. For details on MLA style, see <http://owl.english.purdue.edu/owl/resource/747/01/>

- Font: Times New Roman, 12 pt.
- Margins: 1 inch all around
- Page Numbers: on every page
- Page Limit: two per case study

## Candidate Interview Questions

- Briefly tell me about your career trajectory in the field of oncology administration. What led you into the field of oncology administration? Over what specific aspects of oncology patient care and treatment have you had responsibility?
- How do you feel you have contributed to the field of oncology administration?
- What do you see as the greatest issues of concern to oncology program administrators today?
- When you look back over your career in oncology administration, what specific accomplishment are you most proud of?
- Why are you interested in obtaining certification in oncology administration?
- How have you contributed to the Association of Cancer Executives?





# Implementation Calendar

<b>NOVEMBER 4, 2019</b>	Request waiver due to ACE HQ. Please send to Brian Mandrier at <a href="mailto:bmandrier@hauck.com">bmandrier@hauck.com</a>
<b>NOVEMBER 6, 2019</b>	Board call to approve/disapprove waivers Notify applicants of waiver status
<b>NOVEMBER 22, 2019</b>	Completed application and fees are due to ACE HQ. Please send to Brian Mandrier at <a href="mailto:bmandrier@hauck.com">bmandrier@hauck.com</a>
<b>DECEMBER 2019</b>	ACE Past President's Council reviews applications and establishes interview schedule, participants
<b>JANUARY 2, 2020</b>	Applicants are notified of interview schedule at Annual Meeting
<b>JANUARY 22-24, 2020</b>	<i>Annual ACE Meeting – New Orleans</i> Candidates interviewed by Board and/or Past Presidents
<b>JANUARY 27 - FEBRUARY 6, 2020</b>	Conference calls for applicants not attending ACE Annual Meeting
<b>FEBRUARY 2020</b>	ACE Past Presidents' Council makes recommendations to Board Applicants notified of approval status by email
<b>MARCH 2020</b>	Certificates mailed to recipients ACE newsletter and social media introduces inaugural certification recipients