OFFICE OF THE EXECUTIVE DIRECTOR

The Director of the Cancer Research Center is responsible for the administrative direction of the Center, the recruitment of associates and staff, recommendations for staff appointments and promotion through the usual University procedures, space allocations, budgetary planning and control, program review and evaluation, and the development of the Cancer Research Center. In addition to the administrative responsibilities listed above, the Director of the Cancer Research Center also:

- Provides the day-to-day administrative direction of the Center.
- Gives leadership, direction and support to all components of the Center, including overall planning and evaluation functions, centralized services, and project review. Current programs are in Epidemiology, Data Resources, Basic Science, Clinical Science and Cancer Information.
- Cooperates closely with cancer-related education programs of the Schools of Public Health and Medicine of the University of Hawaii.
- Assists the respective heads of the Cancer Research Center programs in developing coordinated research and education programs and encourages interdisciplinary approaches to research problems involving more than one program.
- Cooperates closely with on-going research programs in the community, to promote, develop and expand new cancer research activities among individual investigators in the community.
- Develops and maintains cooperative and collaborative relationships with all relevant departments and programs of the University, the Research Corporation of the University and the medical and lay associations and societies in the communities.
- Maintains effective relations with the National Cancer Institute (NCI).
- Seeks funding for the Cancer Research Center programs and projects from other potential sources in addition to the National Cancer Institute.
- Develops and maintains appropriate relationships with other cancer centers in the nation as well as with international programs in cancer.
Cancer Research Center Board of Advisors

In order to obtain further community liaison, a Cancer Research Center Board of Advisors has been established. This Board is composed of some 16 to 18 knowledgeable, community-oriented representatives from the professionals of cancer care and prevention (e.g., physicians, dentists, nurses, hospital executives); from cancer oriented volunteer associations such as the American Cancer Society, Hawaii Division; from cancer interested public health sectors; from the University of Hawaii; and from consumers of cancer care and prevention. Members are appointed by the President of the University of Hawaii.

Laboratory Facilities:

The Center maintains a variety of shared resources or laboratory facilities that are available to all investigators in or affiliated with the Center. These include:

- Pathogen-Free Animal Quarters
- Human and Animal Tumor Cell Banks
- Biohazard Facility for Carcinogens and Viruses, P-3 category
- Computer Resource and Biostatistical Services

Administrative Services:

Staff services in fiscal and personnel affairs are provided under the direction of the Director:

- Development and control of the budget
- Procurement of services and goods
- Maintenance of all grants and contract accounts for principal investigators
- Support for grant administration
- Liaison with the University of Hawaii and community institutions on all fiscal matters
- Liaison with the Research Corporation of the University of Hawaii (RCUH) on all accounts management for grants and contracts service ordered to the RCUH
- Implementation of personnel policies for University employees
- Preparation of personnel documents
- Maintenance of personnel records
- E.E.O. officer for the Center.

PROGRAMS

BASIC SCIENCE PROGRAM

The major functions of the Basic Science Program are to:
- Develop and implement well-defined basic research programs studying the immunology, virology, molecular biology and chemical induction of cancer that are consistent with the stated goals of the National Cancer Act.
- Promote interaction between basic scientists and scientists associated with the Center’s Epidemiology and Clinical Science Programs.
- Coordinate basic cancer research programs existing throughout the State, particularly in the areas of environmental carcinogenesis, cancer immunology, and experimental therapeutics.

- Encourage basic scientists with research interests similar or complementary to those of the Center scientists to become formally associated with the Cancer Research Center.

- Develop interdisciplinary programs that take advantage of our strengths and unique capabilities.

- Provide support for the development of new approaches for the study of cancer prior to requests for funding from extramural agencies.

- Provide a forum for interchange of new ideas and new technology.

- Provide centralized resources easily accessible to cancer researchers that would be difficult for individual scientists to acquire and maintain.

**CLINICAL SCIENCE PROGRAM**

The major functions of the Clinical Science Program are to:

- Improve cancer care through the application of clinical research.
- Develop treatment protocols in chemotherapy, immunotherapy, and radiation therapy designed to meet the needs of Hawaii's diverse population.
- Participate in the application of national treatment protocols through the various oncology groups.
- Develop an outreach program for outer island physicians so as to give them access to experimental drugs.
- Provide radiation physics support statewide for radiation therapy.
- Provide treatment planning statewide for radiation therapy.
- Engage in pharmacological studies for cancer chemotherapy drug metabolism.

EPIDEMIOLOGY PROGRAM

The major functions of the Epidemiology Program are to:
- Identify etiologic factors in human cancer, through both descriptive and analytic epidemiologic studies.
- Emphasize the unique characteristics of the population of Hawaii, particularly its multi-ethnic composition, as the primary focus for these studies.
- Collaborate with other units of the Cancer Research Center, and with agencies outside the Center, in both research and service activities.
- Provide assistance in the areas of research design and data analysis to other units of the Cancer Research Center.
- Support training of future researchers in the field of cancer epidemiology.
- Help maintain the statewide Hawaii Tumor Registry (HTR) as a vital resource for cancer research, treatment and control.

DATA RESOURCES PROGRAM

The major functions of the Data Resources Program are to:
- Support and coordinate all levels of computer-related activities in the Cancer Research Center.
- Develop and promote utilization of population data sources for cancer research and control.
- Analyze the computer needs of the Center by developing a timetable, identifying personnel and computer time requirements and deriving a cost estimate.
- Serve as a liaison group between the Center's investigators and other computing resources in the community for special applications.
- Develop and maintain generalized programs for data storage, retrieval and analysis.
- Coordinate and supervise the use of temporary programming help within the Center.
- Manage and supervise the use of the computing facility dedicated for cancer research and control activities.
- Provide computer job processing service and schedule shifts for authorized project personnel.
- Provide training and technical assistance to investigators for the use of computing facilities available in the Data Resources Program.
- Identify and acquire existing health-related data sources in Hawaii.
- Organize and link various data sources in the computer for the improvement of information retrieval.
- Demonstrate the use of relevant information in the population data base for hypothesis testing.
- Promote collaborative efforts in formulating new hypotheses in the etiology of cancer using the population data base testing.

CANCER INFORMATION SERVICE

The major functions of the Cancer Information Service are to:
- Operate a toll-free telephone service to respond to inquiries for cancer-related information from the public, cancer patients and family members, and health professionals.
- Provide general and technical information on the most current cancer research and treatment methods, using a variety of resources including but not limited to: CIS subject matter files, CIS library, National Cancer Institute publications and databases.

- Compile and maintain a statewide directory of cancer resources including hospitals, clinics, screening programs, psychosocial services, self-help groups, financial/legal assistance, medical supply companies, etc. Provide information and referral on these and other community services.

- Provide free public patient, and professional education pamphlets to callers.

- Develop appropriate local information/education materials.

- Counsel callers who are contemplating or attempting to quit smoking.

- Work with electronic and print media on programs and articles on cancer. Respond to inquiries from media for information on cancer. Provide media with perspective on cancer news items.

- Create and display educational exhibits for health and community fairs.
- Provide speakers on cancer topics for public and professional groups.
- Distribute educational materials at meetings of public and professional organizations.
- Serve on local advisory groups, consortia, and task forces for health-related issues.
- Collaborate with community agencies/health professionals in cooperative cancer education programs.
- Provide guidance/support in identifying current cancer research protocols.