OFFICE OF THE DIRECTOR

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

- 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 research programs are in Epidemiology, Laboratory Science and Clinical Science - Cancer Control.
- Cooperates closely with cancer-related education programs of the Schools of Public Health, Medicine, and other relevant schools and research institutes 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 of Hawaii (RCUH), and all relevant medical and lay associations and societies in the community.

Maintains effective relations with the National Cancer Institute (NCI), other appropriate federal funding organizations, the American Cancer Society, and other state and private funding organizations.

Maintains effective relations with federal and state legislatures and legislative staff.

Develops and maintains appropriate relationships with other cancer centers in the nation as well as with international programs in cancer.

**DIRECTOR'S ADVISORY COMMITTEES AND BOARDS**

**Cancer Research Center Community Advisory Board**

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 and the Hawaii Pacific Division; from other cancer healthcare-related private and state organizations; and from consumers of cancer care and prevention. Members are appointed by the President of the University of Hawaii.

**Cancer Research Consortium Board of Directors**

The University of Hawaii, Kuakini Medical Center, Queen's Medical Center and Saint Francis Medical Center have contractually committed to jointly fund clinical cancer research in the community to a certain level each year. Representatives of the above institutions constitute a Board of Directors whose function is to govern the disposition of these funds.
American Cancer Society/Cancer Research Center of Hawaii Steering Committee

A committee of representatives from each organization meets regularly to guide joint programs and to prevent unnecessary duplication of efforts in cancer control within the community.

**SHARED (CORE) SUPPORT SERVICES**

The following support services are provided under the direction of the Director:

**Administration**

Staff services in fiscal and personnel affairs are provided as follows:

- Development and control of the budget.
- Assistance with the Center planning process.
- Assistance with promoting internal communications.
- Procurement of services and goods.
- Maintenance and monitoring of all grant 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 RCUH on all accounts management for grants and contracts which are service-ordered to the RCUH.
- Liaison with the UH Foundation for Center accounts held at the UH Foundation.
- Implementation of personnel policies for University and RCUH employees.
- Preparation of personnel documents.
- Maintenance of personnel records.
- Enforcement of E.E.O. regulations.

**Center Development**

The following functions are provided by Center Development:

- Coordinate methods to enhance public awareness of programmatic activities at the Cancer Research Center.
- Assist with developing communications with state legislatures and legislative staff.
- Coordinate charitable contributions development in collaboration with the UH Foundation.
- Coordinate volunteers for Center activities.
- Coordinate cooperative research project development with relevant state and private business interests.
- Coordinate Center-sponsored national and international research conferences and other business meetings held with community organizations.
- Coordinate development of Center-wide promotional, business and scientific brochures and reports.
- Assist with the Center planning process.
- Assist with promoting internal communications.

Biostatistics and Computer Resources

This shared resource is under the direction of the Director of the Cancer Research Center. The major functions of the Biostatistics and Computer Resources Services are to:

- Provide assistance in statistical aspects of study design and data analysis to all units of the Cancer Research Center.
- Coordinate, manage, and operate Center-wide shared computer resources.
- Develop, maintain, and/or support software tools for data storage, retrieval and analysis.
- Maintain Center-wide data resources.
- Coordinate activities relating to the population database and computerized record linkage.
- Assess evolving computer needs of the Center; propose and implement solutions to these needs.
- Coordinate and provide computer programming support to all units of the Cancer Research Center.
- Keep abreast of relevant developments in the fields of computer science and biostatistics.
- Perform research in relevant biostatistical methods.
- Participate in UW School of Medicine and School of Public Health teaching programs as appropriate.

**PROGRAMS**

**Laboratory Science Program**

The Laboratory Science Program is divided into Basic Laboratory Science and Applied Laboratory Science components. The major functions of the program are to:

- Develop and implement well-defined laboratory research projects studying the mechanisms of cancer development at the molecular, cellular and whole animal level.

- Develop laboratory tests which can be adapted to monitoring cancer treatments and chemoprevention.

- Develop laboratory tests which can be adapted to the early detection of certain cancers in high risk populations.

- Develop novel in vitro and in vivo systems to pharmacologically characterize marine and other natural products isolated primarily in the University of Hawaii's Chemistry, Marine Biology, and Tropical Agriculture programs and use these systems to help select new drugs for clinical trials.

- Develop a clinical pharmacology laboratory to provide pharmacokinetics, metabolism, and in vitro sensitivity (drug resistance) testing to support clinical trials. Use this capability to study the pharmacokinetic, metabolic, and chemosensitivity differences of Hawaii's multi-ethnic population.

- Develop a clinical immunology laboratory to support the clinical testing of immunomodulators. Use this capability to study immune function in Hawaii's multi-ethnic population to determine whether the remarkable cancer incidence and mortality differences observed in Hawaii might be related to ethnic differences in host defense mechanisms.
Promote interaction and collaboration between laboratory scientists and scientists in the other Cancer Research Center programs.

Coordinate laboratory research programs existing throughout the state, particularly in the areas of environmental carcinogenesis, cancer biology, cancer immunology, and experimental pharmacology and therapeutics.

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

Develop interdisciplinary programs that take advantage the Center's special 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.

Participate in UH Medical and Graduate School teaching programs as appropriate.

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

- Pathogen-Free Animal Quarters.
- Human and Animal Tumor Cell Banks,
- Biohazard Facility for Carcinogens and Viruses, P-3 category.

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.
- Emphasize unique culturally sensitive methods as a
primary focus for these studies.

- Provide assistance in the area of research design to other programs of the Cancer Research Center.
- Support training of future researchers in the field of cancer epidemiology.
- Collaborate with other programs of the Cancer Research Center, and with agencies outside the Center, in both research and service activities.
- Participate in the UH School of Public Health, Medical School and other relevant University of Hawaii teaching programs as appropriate.

**Hawaii Tumor Registry**

This shared resource is managed by the Epidemiology Program, under its director, in cooperation with the Hawaii Medical Association and the State Department of Health.

The major functions of the Hawaii Tumor Registry are to:

- Provide local researchers, public health workers and health care providers with current data on cancer incidence and survival in Hawaii.
- Provide statewide data on cancer incidence and follow-up status to the National Cancer Institute's Surveillance, Epidemiology and End Results (SEER) Program.
- Serve as a surveillance system for changing trends in cancer incidence and survival in Hawaii.
- Serve as a resource for epidemiologic research on the etiology of cancer.
- Provide a mechanism for monitoring the effectiveness of public health programs to reduce the incidence of cancer, and of treatment programs to improve the long-term survival of cancer patients.

**Clinical Science - Cancer Control Program**

The Clinical Science component is directed with the help of the community oncologist-based Clinical Science Steering Committee. The Cancer Control component is directed with the help of a
community based Cancer Control Liaison Committee, and with input from the Clinical Science Steering Committee. The major functions of the Clinical Science - Cancer Control Program are to:

- Improve cancer care through the application of clinical research.
- Develop treatment protocols in chemotherapy, immunotherapy, radiation therapy and surgery designed to meet the needs of Hawaii's diverse population.
- Participate in the application of national treatment protocols through cooperative group membership.
- Develop an outreach program for neighbor island physicians so as to give them access to experimental drugs.
- Identify new methods to increase the adoption of established cancer prevention and control interventions in the following areas:
  1) Risk factor removal and protectant addition as in smoking and diet modification.
  2) Early detection procedures such as mammography and Pap cervical smears.
  3) Access to and compliance with state-of-the-art cancer treatments.
- Provide educational, administrative and scientific support for all studies introduced into the community through the Center.
- Provide second opinion consultation outpatient and inpatient service to community physicians.
- Conduct pharmacologic, immunologic, and cellular-molecular marker studies in patients receiving cancer treatments.
- Participate in oncology and internal medicine teaching at the Medical School.

Information and Education

This service is included as part of the Clinical Science - Cancer Control Program and is directed with the help of community-
Major functions of the service are to:

- Operate a statewide, 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.
- Provide guidance and support in identifying current cancer research protocols available locally and nationally.
- Compile and maintain a statewide directory of cancer-related community resources including hospitals, clinics, screening programs, support groups and other psychosocial services, 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.
- Coordinate Center-sponsored continuing education activities for cancer healthcare professionals.
- Coordinate and develop Center-wide library and information services.