

**STATE OF HAWAII
UNIVERSITY OF HAWAII
UNIVERSITY OF HAWAII AT MĀNOA
ORGANIZED RESEARCH
CANCER RESEARCH CENTER OF HAWAII**

FUNCTIONAL STATEMENT

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 for the Center.
- Gives leadership, direction and support to all components of the Center, including overall planning and evaluation functions, centralized services, faculty personnel reviews, and project reviews. Current research programs and laboratories are Cancer Etiology - Molecular Carcinogenesis, Cancer Etiology - Epidemiology, and Prevention and Control. In addition, there is also a Clinical Trials Unit and an Outpatient Clinic.
- Cooperates closely with cancer-related education programs of the schools of public health, medicine, college of natural sciences and other relevant schools and research institutes of the University of Hawaii.
- Encourages faculty to participate in UH medical, public health and graduate school teaching programs as appropriate.
- 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 including the recruitment of the appropriate faculty and staff of these programs.
- 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.
- Encourages scientists with research interests similar or complementary to those of the Center scientists to become formally associated with the Cancer Research Center.
- Develops interdisciplinary programs that take advantage of the Center's special strengths and unique capabilities.
- Provides support for the development of new approaches for the study of cancer prior to requests for funding from extramural agencies.
- Provides a forum for interchange of new ideas and new technology.
- 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 including the pharmaceutical industry.
- Maintains effective relations with federal and state legislature and legislative staff.
- Develops and maintains appropriate relationships with other cancer centers in the nation as well as with international programs in cancer.
- Seeks opportunities that can provide Center-wide support for all program faculty and staff.
- Coordinates methods to enhance public awareness of programmatic activities at the Cancer Research Center.
- Coordinates charitable contributions development in collaboration with the UH Foundation.
- Coordinates volunteers for Center activities, including the Friends of Cancer Research in Hawai'i.
- Coordinates development of Center-wide promotional, business and scientific brochures and reports.

DIRECTOR'S ADVISORY COMMITTEES AND BOARDS

Friends of the Cancer Research Center of Hawai'i

The Friends of the Cancer Research Center of Hawai'i work to prevent and reduce cancer-related death and suffering by promoting community support of cancer research and education focused on the opportunities unique to Hawai'i. The 17-member Board is made up of community leaders who advise the Center Director regarding community involvement and education.

External Advisory Committee or the External Board of Scientific Advisors

This committee consists of center and program directors of five of the nation's well recognized cancer centers. They are:

Thomas Burish, Ph.D.
Provost and Professor of Psychology and Medicine
Vanderbilt University

Judith C. Gasson, Ph.D.
Center Director and Professor, Department of Biological Chemistry
Jonsson Comprehensive Cancer Center

E. Robert Greenberg, M.D.
Director
Norris Cotton Cancer Center

Richard. R. Love, M.D.
Associate Director of Education and Cancer Prevention
University of Wisconsin Comprehensive Cancer Center

The External Advisory Committee evaluates the Center's strengths and weaknesses and gives advice for the future direction of the Cancer Research Center of Hawai'i. During their annual review, the advisors are asked to reassess the soundness of the goals set by the Internal Advisory Committee; to assess the progress made with regard to achieving the Center's goals since the previous year; to evaluate the Center's present strengths and

weaknesses for each program and the Center as a whole; and to recommend actions for improvements and changes necessary to reach the goals sooner.

Internal Advisory Committee

This committee consists of the Center Director, Deputy Director, Assistant Director for Scientific Administration, Assistant Director for Research Education, Administrative Officer, program leaders, and senior leaders representing other institutions in Hawaii with close ties to the Center and its activities. The committee advises the Director on all Cancer Center activities, including research program direction, integration, and development, as well as education, administration, fund-raising activities, and public relations.

SHARED (CORE) SUPPORT SERVICES

Administration

The major functions of the administration are:

- Development and control of the budget.
- Assistance with the Center's planning process.
- Assistance with promoting internal communications.
- Procurement of services and goods.
- Maintenance and monitoring of all grant and contract accounts for principal investigator.
- Support for grant administration.
- Issue bills and monitor income for revolving accounts.
- Liaison with the RCUH on all accounts for grants and contracts which are service-ordered to the RCUH.
- Liaison with the University of Hawai'i Foundation.
- Implementation of personnel policies for University and RCUH employees.
- Preparation of personnel documents.
- Preparation of personnel records.
- Enforcement of E.E.O. regulations.

Public Information

The major functions of public information are:

- Management of liaison with community health professions and the public in general.
- Identify public information needs; distribute press releases, informational brochures, media kits.
- Coordinate public education and awareness activities with CRCH programs.

Facilities Maintenance

The major functions of facilities maintenance are:

- Plan, coordinate, and provide maintenance support and services for the following:
 1. Building and grounds.
 2. Equipment.
 3. Laboratories, offices and other rooms.
 4. Utilities, (A/C, Telephone, Electricity).
 5. Furnishings and Furniture.
- Provide custodial support services.
- Provide storage area for supplies, equipment and property.
- Provide and maintain centralized resources such as the hot room and cold room.
- Plan, coordinate and monitor capital improvement projects.
- Coordinate maintenance and requirements with UH and Community Institutions.

Computer Support

- 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.
- 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.
- Advise and provide support and services for Center automation, telecommunications, and visual information (graphics).
- Provide formal training to new and existing employees.

Research Conferences and Seminars

- Sponsor and initiate extramural conferences and intramural research seminars to communicate findings, enhance interaction and provoke new ideas within the local community of scientists and also with the national and international community who share the Center's research goals.
- Coordinate Center-sponsored national and international research conferences and other business meetings held with community organizations.
- Sponsor and initiate seminars and conferences for continuing medical education for the medical community at large.

Biostatistics Resource

The major functions of the Biostatistics Resource are:

- Provide assistance in statistical aspects of study design and data analysis to all units of the Cancer Research Center.
- Coordinate activities relating to the population database and computerized record linkage.
- Keeping abreast of relevant developments in the field of computer science and biostatistics.
- Perform research in relevant biostatistical methods.
- Participate in UH School of Medicine and School of Public Health teaching programs as appropriate.

Nutrition Resource

The major functions of the Nutrition Resource are:

- Provide dietary assessment information that will support diet related cancer research studies.
- Provide investigator access to the comprehensive food composition data base.
- Update the food composition data base by adding new dietary components, developing recipes of reported mixed dishes, and reviewing 24-hour recalls, food records and diet histories of various studies for accuracy.
- Participate in UH School of Public Health teaching programs as appropriate.

Library and Learning Resources

- Plan, coordinate and maintain Center-wide library and learning services.

RESEARCH PROGRAMS

Cancer Etiology: Molecular Carcinogenesis Unit

The major functions of the Molecular Carcinogenesis Unit are:

- 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 will provide biological/pharmacological explanations for ethnic associated cancer incidence and outcome differences detected through epidemiology research.
- Develop laboratory tests which can be adapted for use in risk assessment, early diagnosis, prognosis, treatment selection and monitoring of certain cancers.
- Promote interaction and collaboration between laboratory scientists and scientists in the other 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.

- Collect and examine flora and fauna of the Asia-Pacific region and Hawai'i in order to discover new anti-cancer agents.
- Participate in UH medical, and graduate school teaching programs as appropriate.
- Support training of future researchers in the field of molecular carcinogenesis.

Cancer Etiology; Epidemiology Unit

The major functions of the Epidemiology Unit are:

- Identify etiologic factors in human cancer, through both descriptive and analytic epidemiologic studies.
- Emphasize the unique characteristics of the population of Hawai'i, 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 services activities.
- Participate in the UH medical, public health, and other relevant teaching programs as appropriate.
- Manage the Hawai'i Health Registries (Hawai'i Tumor Registry and Hawai'i Birth Defects Registry) in cooperation with the State Department of Health and Hawai'i Medical Association.

The major functions of Hawai'i Tumor Registry are:

1. Provide local researchers, public health workers and health care providers with current data on cancer incidence and survival in Hawai'i.
2. Provide statewide data on cancer incidence and follow-up status to the National Cancer Institute's Surveillance, Epidemiology and End Results (SEER) Program.
3. Serve as a surveillance system from changing trends in cancer incidence and survival in Hawai'i.
4. Serve as a resource for epidemiologic research on the etiology of cancer.
5. 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.

The major functions of the Hawai'i Birth Defects Registry are:

1. Provide data and information on birth defects and other adverse reproduction outcomes for the State of Hawai'i (demographic and diagnostic on affected babies and biological parents).
2. Be a reliable, valid and timely information source for ascertaining the number of pregnancies resulting in adverse outcomes as well as the number of infants and children born with specific defects.
3. Monitor birth defects and other adverse reproductive outcomes for trends and changes over time, including the identification of geographic and other clusters.
4. Provide an information base for case-control studies and for developing public awareness education programs about birth defects and their causes.
5. Act as resource for the planning and development of appropriate services and preventive strategies.

Prevention and Control

The Prevention and Control program is directed with the help of a community-based Steering Committee. The major functions of the Prevention and Control Program are:

- Improve cancer care through the application and evaluation of clinical research in Hawai'i's unique multi-ethnic population.
- Develop treatment protocols in chemoprevention, chemotherapy, immunotherapy, radiation therapy and surgery designed to meet the needs of Hawai'i's diverse population.
- Participate in the application of national treatment protocols through cooperative group memberships.
- Develop an outreach program for neighbor island physicians so as to give them access to state-of-the-art treatment including 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 the 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 services.
- Develop outreach projects for high risk minority populations in order to provide them with the state-of-the-art cancer care and determine how to improve the outcome for these groups.
- Participate in UH medical and public health graduate teaching as appropriate.

- Provide continuing professional education to physicians, nurses, and allied health professional.
- Operate a statewide, toll-free telephone service to respond to inquiries for cancer-related information for 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 with perspective on cancer new ideas.
 - 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 tasks forces for health-related issues.