

NAACCR Town Meeting
NAACCR Committee Activities – Education and Registry Operations
December 21, 2006
1:00 pm Eastern; 12:00 pm Central; 11:00 am Mountain; 10:00 am Pacific

Present – Representatives from the following registries and organizations:

1 Canada: Cancer Care Ontario

12 U.S.: Cancer Registry of Northern California, Louisiana Tumor Registry, Massachusetts Cancer Registry, National Cancer Institute, Nebraska Cancer Registry, New Hampshire State Cancer Registry, New York State Cancer Registry, Oregon State Cancer Registry, Registry Widgets, Rocky Mountain Cancer Data System, South Carolina Central Cancer Registry, Virginia Cancer Registry

3 Speakers: Ms. Mignon Dryden – Chair of Education Committee, Ms. Susan Bolick-Aldrich – Co-Chair of Registry Operations Committee, Dr. Susan T. Gershman – Co-Chair of Registry Operations Committee

3 NAACCR Staff: Dr. Holly Howe, Moderator – Executive Director, Royale Anne Hinds – Assistant to the Executive Director, Shannon Vann – Program Manager of Education and Training

1. Introduction and Background

Holly Howe

The NAACCR Board wants to increase the communication between NAACCR's members and committees. They decided to hold a series of Town Meetings each having two or three committee chairs speak about the major activities of their committee. This gives registries an opportunity to match their staff's abilities with the needs of the committees. It can be beneficial to the registries to have their employees work on a committee.

2. Education Committee

Mignon Dryden

The Education Committee is charged by the Board to determine the educational needs of the Association and propose methods of meeting those needs. More specific activities include:

- Generating ideas for the workshops held though out the year and in conjunction with the annual meeting.
- Being responsible for the matrix of education and training resources that is housed on the NAACCR website. Updates from the registries are necessary to keep current. Submit updates to Shannon Vann or Jim Hofferkamp at NAACCR or to Mignon.
- Updating the annotated bibliography, which will be updated and on the NAACCR website after the first of the year.
- Addressing recruitment and retention issues through a work group that has been created. They are focusing on understanding the issues, so they can help address the issues. There are representatives from NPCR, SEER, ACoS, NAACCR Education Committee, a hospital registry that is involved in the MERP project with CDC, and other interested parties.

A number of workshops are being planned for before and after the annual meeting in Detroit. They are listed below:

- The Recruitment and Retention Workshop has a workgroup preparing a survey to send out to the membership. The survey will help assess and better understand the issues involved with recruitment and retention for all positions within registries, not just CTRs. The issues will be addressed in a workshop forum so that members can discuss and find solutions that will work for them.
- The Multiple Primary and Histology Workshop will look at the first data that comes through and how it has been affected by the new coding rules. SEER staff is helping with presentations for this workshop.
- The Six Sigma Workshop will discuss Six Sigma, which is a management tool to evaluate the efficiency of an operation/process and how much value is added to the final outcome or product by each particular operation. Lilia O'Connor and Mark Sheridan from California Cancer Registry are heading this workshop.
- The Confidentiality and Data Usage Workshop was recommended by the DUR Committee.
- A Leadership Workshop, which was also offered two years ago.
- SEER*Stat and SEER*Prep
- The Short Course

The Education Committee wants to meet the needs of the member registries, if you have an idea that an educational workshop or webinar series could address, please contact Shannon Vann or Jim Hofferkamp at the NAACCR office or Mignon Dryden at the Cancer Registry of Northern California. The Education Committee has monthly teleconference calls on the second Tuesday of every month. If you or someone at your office would be interested in participating on the Education Committee, please contact Shannon, Jim, or Mignon.

Jim Martin in Virginia asked if the Recruitment and Retention survey results would be evaluated at the workshop. Mignon responded that an initial analysis would be completed to help fine-tune the agenda for the workshop in June. After the workshop, they plan to produce a written summary of the results. Jim asked if it would be yes/no or multiple choice. Mignon reviewed some of the 13 questions that are currently on the survey. They are trying to make it user friendly by using "click on all that apply", but the last question is open-ended.

Holly commented the Recruitment and Retention project is a high priority for the NAACCR Board because we are starting to experience an exodus of people leaving to retirement or positions in other fields. It is time to cultivate the younger staff for leadership and bringing new people into the field to perpetuate the field.

Mignon described the C-Change internship program that NAACCR is applying for two positions. One would be paid for by C-Change and the other would be paid for by NAACCR. They are hoping to attract a candidate in the registry area, so they can work directly with the registry, using registry data or CINA Deluxe. They could be epidemiology students or in an undergraduate, masters, or doctoral program and interested in using captured data for research. The internship runs six weeks during the summer. C-Change would pay for two meetings for the interns to attend and the intern

would be responsible for presenting a poster at the fall meeting of C-Change. Please contact Holly if you know of anyone that may be interested in the internship.

Eric Holowaty asked if there were plans to repeat the workshop on Electronic Reporting/Real Time Reporting that was offered last year. Susan Gershman asked about it being offered as a webinar. Shannon responded that it could be considered if there is enough interest and has added it to a list of topics to pursue in the future.

3. Registry Operations Committee

**Susan Bolick-Aldrich
Susan T. Gershman**

The Registry Operations Committee is charged by the Board to provide a forum for discussion of methodological issues as they apply to the policies, procedures and operations of a central cancer registry and provides suggested models and developing standards for the policies, procedures, and operation of central cancer registries. The committee facilitates the peer-to-peer exchange of information on methods, procedures, and policies among registries. The Registry Operations Committee has approximately 25 members, including representatives from all the standard setters and they meet on the fourth Wednesday of each month. Most of their work is done through subcommittees and work groups, including the Record Consolidation Subcommittee which consists of three work groups, Tumor Linkage Work Group, Data Items Work Group, and Record Consolidation Test Work Group.

The ROC work plan objectives include:

1. Address any issues that may arise with implementation of Histology and Multiple Primary rules.
2. Create a comprehensive death clearance document that includes all the relevant information needed to conduct death clearance.
3. Support the Process Improvement Program.
4. Notify NAACCR members of issues impacting registry operations.
5. Define registry operations security needs for example, hardware, security policies, and data recovery. They work with the Confidentiality Subcommittee of the DUR Committee to accomplish this objective.
6. Finish and publish a resource document for consolidation of demographic data items that will produce accurate, verifiable results which will take into account the reporting circumstances.
7. Begin development of a resource document for consolidation of staging data items.
8. Complete analysis of tumor linkage site table.
9. Identify the best approach to determine and publish the histology pairs using the 2007 Multiple Primary rules.

Current activities include:

- The Record Consolidation Test Work Group is looking for new members. They receive updates from Carol Hahn Johnson at NCI.
- A new group, Multiple Primary and Histology Coding Committee is going to work on the rule for malignant CNS tumors to put in the same format as the 2007 rules. The next site is the hematopoietic cancer.
- The ROC has a representative on the NCRA Workload Task Force.
- The ROC has an issues group that makes sure the Listserv is used so that everyone is aware of coding changes.

- The ROC with the IT Committee has started a new Security Work Group. They will explore the feasibility of planning Information Technology needs, for example firewalls, data encryption, disaster recovery. They are looking for new members to join.
- Mary Jane King will be starting updates from Canada.
- Two projects for 2007 include an update of Volume III which is for completeness, quality and analysis management of data and an update of Standards and Guidelines that were published in 2003.
- Shannon Vann provides updates to the ROC of the activities of the Education Committee and NAACCR Training Program.
- A Death Clearance document, which gathers all death clearance information in one place, will be completed in 2007. This stems from unresolved issues that were identified at the Death Clearance Workshop.

4. Closing Remarks

Holly Howe

Lines are always open if you have issues in your operations that you would like brought to a committee for consideration. You can contact ROC and use NAACCR Resources! NAACCR wants to expand the Training Program and make it what registries need in the ever-changing world. Holly thanked everyone for joining the call. The next Town Meeting in the committee series will be with the Uniformed Data Standards and Information Technology Committees and will be held in late January or early February. When details are finalized, they will be sent via the NAACCR ListServ.