



## **PROCESS IMPROVEMENT WORKSHOP**

### ***Review Process***

#### **Application Submission**

Support letters from the association president, leader of other cancer registry professional group and/or the central registry manager or director must accompany the completed application form. The application form and support letters should be sent to the NAACCR Executive Office by e-mail or fax. Electronic documents (as email attachments) will facilitate the review process and maximize our ability to conduct timely reviews. Any questions about the program should be directed to Jim Hofferkamp at NAACCR, Inc. phone (217) 698-0800 ext 5; e-mail [jhofferkamp@naaccr.org](mailto:jhofferkamp@naaccr.org); fax (217) 698-0188.

Applications may be submitted at any time. Reviews for all applications are conducted quarterly with the closing dates of January 1, April 1, July 1, and October 1 of each year.

#### **Review**

Applications that are incomplete or do not address the stated workshop objectives will be excluded from the review process. Candidates that have submitted an incomplete application will be notified by e-mail. The review process will focus on the quality of the application, particularly the clarity and appropriateness of the material presented by the applicant in response to the RFA (i.e., responsiveness to the workshop objectives and the level of collaboration between the applicant organization and other relevant organizations during the planning phase of the proposed Process Improvement workshop). The review process will not begin until the application is complete. The reviews will be conducted by the 15th of January, April, July, and October of each year.

All applicants will be notified of the review outcome within 30 days of the closing date of the quarter. Applicants that are not approved will be notified to either provide feedback to improve their application or that the application will remain active for one year. Deferred applications may be awarded at a later date.

#### **Reviewers**

Reviewers will include one NAACCR staff and a representative from each of the following NAACCR committees (for a total of 5 reviewers): Uniform Data Standards, Education, Registry Operations, and the NAACCR Board. Reviewers will serve a two-year

term, with the exception of the first rotation where two members will serve a three-year term.

Reviewers must complete an Application Review Sheet for each application. Completed Review Sheets will be e-mailed to the NAACCR office where scores will be transferred to a Summary Score Sheet and distributed to the reviewers. A teleconference will be scheduled around the 15th of January, April, July, and October to review results, discuss rationale for the scoring, and recommend approval or disapproval

The Review Panel will assess each application based on the following criteria:

**Perceived Need** – Applicants should provide information on the organization background; adequately describe the current need for process improvement, and whether NAACCR Process Improvement awards have been granted previously. The application will be reviewed and an assessment made as to the extent to which the applicant organization has fully identified the need for a Process Improvement workshop.

**Feasibility** – Applications will be reviewed and rated as to the likelihood that the proposed workshop could be accomplished by the applicant organization. Included in this criterion will be an assessment of the level of commitment of the organization presenting the proposed workshop. This effort could include but is not limited to matching funds, and provision of release or protected time for employees to plan and attend the workshop.

**Logistics** – The application must include the date, selected location, and the length of time of the proposed workshop.

**Approach** – Applicants are encouraged to primarily focus on developing Process Improvement workshops that will enhance data quality through improved collaboration and communication and will foster respect and understanding among participants. The application will be reviewed and an assessment made as to the extent to which it delineates approaches that are appropriately matched to workshop objective(s) of the proposal.

**Budget and justification** – The application will be reviewed and an assessment made as to the reasonability of costs associated with the proposed workshop. Awards may include meeting room costs, audiovisual equipment, workshop supplies, photocopying, etc. *Non-reimbursable items include, but are not limited to, food and/or beverage for breaks and/or lunch.*