# Current Activities of NCRA's Council on Certification

# Meeting the Needs of a New Century

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**Division of Cancer Prevention & Control Centers for Disease Control & Prevention** 

# **CTR History**

- In 2003, NCRA celebrated 20<sup>th</sup> Anniversary of the CTR
  - 1st CTR examination 1983

 Over 3,000 people worldwide have obtained an maintained the CTR credential

#### **Council on Certification**

- In 2002, NCRA passed new by-laws creating the Council on Certification
  - Consists of 7 voting members: Administrator & 6 representatives
  - 2002 members appointed by NCRA Board
  - 2003 members elected by CTRs
  - ½ members elected for 3 years, ½ for 2 years
  - Future all elected for 2-year terms

# Council on Certification Member Eligibility

- Active member of NCRA
- Shall not hold employment in any educational services related field that provides instruction to future registrars
- Administrator: minimum of 5 years experience as a CTR
- Representatives: minimum of 3 years experience as a CTR

# Council Members 2002-2003

- Gayle Clutter, RT, CTR (GA), Administrator
- Dan Curran, CTR (CA)
- Pamela Fulton, CTR (NY)
- Kathryn Golub, CTR (WA)
- Donna Getreuer, RN, MSN, CTR (CT)
- Suzanna Hoyler, CTR (DC)
- Sandra J. Steen, CTR (AZ)

Linda Mulvihill, RHIT, CTR (NC) NCRA BOD Liaison

# Council Members 2003--2005

- Gayle Clutter, RT, CTR (GA), Administrator 3 years
- Dan Curran, MS, CTR (CA) 3 years
- Donna Getreuer, RN, MSN, CTR (CT) 2 years
- Suzanna Hoyler, CTR (DC) 3 years
- Joan Phillips, CTR (PA) 2 years
- Joyce Allan, MPH, CTR (FL) 3 years

Ryan Intlekofer, CTR (IA) NCRA Board Liaison

# Council on Certification Mission

The mission of the NCRA Council on Certification is to create and maintain credentialing processes whereby the public can be assured that individuals certified by NCRA have met a level of competence required to provide accurate information for cancer surveillance and research activities.

- Policies & Procedures
  - Developed draft P &Ps for the Council
  - Approved P &Ps for 3 standing committees
    - CTR Exam Construction Committee: determines exam content, development and validity
    - CTR Exam Item Development Committee: develops new exam questions
    - CTR Exam Item Review Committee: reviews all questions for incorporation in the item bank

- Established 2 Ad Hock Committees
  - CTR Exam Job Task Analysis (JTA) Committee
  - International CTR committee

- Certification Examination Candidates Handbook updated & posted on NCRA's website
- Eligibility criteria reviewed & modified to make them clearer
- Statement clarifying the eligibility criteria added to the NCRA website
- Current approved allied health fields reviewed & posted on the NCRA website

#### Consultant

- Review the current CTR-certification program
- Knapp & Associates International, Inc (K&AI) selected
- Specializes in the conception, planning, development, & implementation of programs designed to measure professional & occupational competence
- Expertise in technical intricacies of testing & business fundamentals of professional certification
- March 2003: K&AI Certification Program Review: Management Report

- Selection of Contractor for Job Task Analysis & Certification Testing Agency
  - Review of applications & selection of contractor
  - Testing Agency Task Force
    - Reviewed & evaluated RFP bids from testing agencies
    - Conducted interviews
    - Made recommendation for testing agency
  - Professional Testing Corporation (PTC) chosen to administer the CTR Exams in 2003, 2004 and 2005
  - PTC also tasked to complete a job task analysis & test specifications

- Job task analysis includes identifying:
  - Major areas of practice required to perform the job in US and other countries
  - Specific tasks that comprise the job
  - Knowledge & skills needed to perform tasks

- Developing test specifications
  - Test administration, scoring, reporting & statistical analysis
  - Item development, test construction & passing score determination

#### Testing Agency

- Written examinations conducted twice in 2003 based on the existing procedures
- Electronic examinations offered two times a year in 2004 and 2005
- The 2004 and 2005 examinations will be based on the results of the job task analysis findings

#### 2004 Examinations

- Computer-based at more than 600 PTC testing centers around the country and in other countries. The testing window will cover a 2-3 weeks period
- Content & weighting based on results of JTA
- Include CoC's Facility Oncology Registry Data Standards (FORDS)
- Include AJCC 6th edition

#### 2004 Examinations

- Inclusion of additional questions on Central Cancer Registry operations
  - Council has agreed that the Certification Examination should measure a candidate's ability to work in a variety of cancer surveillance settings
  - CTRs frequently work in more than one setting in the course of their careers
  - Hospital/facility based procedures & those that apply to both settings will continue to dominate the examination since this still represents the major employer of CTRs
  - Currently, 10% to 15% of examination candidates come from Central Cancer Registries

#### 2004 Examinations

- NAACCR Education Committee volunteered to submit questions
- Invite everyone to submit questions
- ## CRE hours awarded for every # questions
- For information go to NCRA website ncra\_usa.org
   Certification

- Exam Construction Committee
  - Dan Curran, CTR, Chair
  - Members consist of all Council members
  - Met at the end of January 31 to review the 2003
     Certification examinations

- Item Review Committee
  - Dan Curran, CTR, Chair
  - Spring meeting
  - Review all questions referencing COC requirements and/or standards for compliance with FORDS
  - Review all AJCC questions for compliance with AJCC 6th edition

- CTR Exam Job Task Analysis (JTA)
   Committee
  - Co-Chairs: Suzy Hoyler & Joan Philips
  - Assist PTC in development of survey tool to identify major areas of practice required to perform the cancer registrar job
  - CTRs asked to create a list of job task statements for use in the JTA survey
  - PTC creates draft JTA survey

- CTR Exam JTA Committee (cont)
  - CTRs review draft survey & provide comments
  - Survey finalized by PTC following review
  - Survey offered online
  - NCRA will send blast e-mail to all NCRA members
     & CTRs requesting that they complete the survey
  - Recommend changes for the CTR Exam & assess the need for additional levels of certification based on the job task analysis

- International CTR Committee
  - Kathryn Golub, CTR Chair (USA)
  - Wanda Diaz, CTR, MA (c) (Puerto Rico)
  - Mignon Dryden, CTR (USA)
  - Ingrid Friesen (Canada)
  - April Fritz, RHIT, CTR (USA)
  - Elaine Hamlyn, CTR (Canada)
  - Martha Oliva, CTR (USA)
  - Steven Roffers, PA, CTR (USA)

- International CTR Exam Committee (cont)
  - Reviewing the procedures needed for NCRA to offer an international CTR exam and international-CTR credential
  - Committee recommendations
    - Development of an International exam & credential of International Certified Tumor Registrar [CTR(I)] to be awarded to candidates who successfully pass the International CTR Exam
    - Non-country/non-agency specific exam

#### International CTR Exam Committee (cont)

- Annual 250 question electronic test based on items in the existing item data bank with the exclusion of U.S. specific items such as those relating to COC approvals
- Budget developed
- Market analysis is being prepared
- Developed proposal to solicit support from NCI Office of International Affairs, UICC, & investigate other funding and support options

#### 2003 -04 Activities

- Complete JTA
- Evaluate US Exam content based on JTA findings
  - Subject content
  - Subject weighting
- Evaluate eligibility criteria
  - Review approved Allied Health curriculum, licenses, & credentials

#### 2003 -04 Activities

- Develop International CTR Examination
- Develop Strategic Plan for Council on Certification

#### **Further Information**

- NCRA Website NCRA-USA.org
  - Certification

Connection articles

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