

**NAACCR Professional Development Steering Committee  
AGENDA**

Thursday, February 22, 2018  
8:30 am PT; 11:30 am ET

**Toll Free # 877-953-0411**

**Participant Passcode: 9206148**

- |  |                |
|--|----------------|
| 1. Welcome, Roll Call                      | Mignon/Frances |
| 2. Approval of minutes from 1/25/18        | Mignon         |
| 3. Survey Course and LMS Update            | Angela         |
| 4. IT Forum Update                         | Michelle       |
| 5. General Recruitment & Retention Updates | All            |
| 6. Other business – Member Awards          | All            |

Present: Mignon, Deirdre, Maria, Katheryne, Angela, Frances, Stephanie

Mignon welcomed our newest committee member, Stephanie Hall from New Jersey. She has developed a curriculum for CTR training at a local college in New Jersey, and she has developed a comprehensive training program for new cancer registrars. It includes a detailed 52-week outline of study and references many existing educational resources. She has also been active in the New Jersey state registrars association.

The minutes were approved for posting.

Angela reported on the Survey Course and the LMS. She said Recinda will have one more presentation ready for posting by the end of the month; Betsy's has been re-recorded and is ready; and she will check with Brad Wohler, who is finishing up one of the presentations. Also, there will be a demonstration on March 9<sup>th</sup> by Paul Fearn, who has agreed to create the Informatics presentations for the survey course.

Angela also said that she has been updating some features of the LMS and will have a demo of it at the annual meeting in the NAACCR booth.

Michelle was unable to be on this call, but she has given Dustin information to create a web page for the hackathon, under NAACCR's annual conference. Another meeting of the work group is scheduled for tomorrow to continue working out logistics of the event. Angela talked to Charlie about NAACCR providing cash prizes and NAACCR has agreed to the proposed amount.

The Recruitment and Retention Survey has been posted and sent out to about 70 Registry Directors. At this time, 13 surveys have been completed and 6 more are initiated. Dustin will send out a reminder in a few days.

Katheryne reported that Ann Griffin has had personal issues that have delayed her completion of her presentation on directed practice, but that she will still do it when those have been resolved.

Frances asked for a volunteer to take over the NAACCR Member Awards Program after this year. She is willing to train someone on the tasks involved, and the time commitment is not a big issue. Stephanie agreed to take on this responsibility.

Maria asked Stephanie and Frances if they would share their New Registrars Training Packets with the committee, as she has a lot of new employees in New York. They have both agreed and will send them to Mignon to share with the committee.

Meeting adjourned.