

**NAACCR Professional Development Steering Committee  
AGENDA**

Thursday, April 26, 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. Hackathon Update                               | Frances        |
| 5. General Recruitment & Retention Updates/Survey | All            |
| 6. Other business                                 | All            |

Present: Mignon, Maria, Katheryne, Angela, Frances, Stephanie, Jim, Betsy

The minutes were approved for posting.

Betsy informed the committee that she and Nan Stroup had met with the representatives of the Puerto Rico Cancer Registry after the hurricane hit there, and wanted to offer help and support to them. When asked their biggest need, they said training and education, since many of their staff had left and they now had many new, inexperienced staff members. They gave Betsy a detailed syllabus (10 pages long) of the kinds of topics they would like to have addressed. They had hoped that someone could come to PR for a week long in person training, but that is not possible. Betsy asked if the PDSC could review their syllabus and see if there were existing resources, materials or webinars that could be provided to them. She said Mary Lewis of NPCR was also looking into existing resources at NPCR. Mignon felt the committee could review the outline and see what was currently available for the short term.

We learned that PR has about 54 hospitals and 3 are COC approved. Katheryne mentioned the week-long course that April Fritz and Louanne Currence had taught in the past and Stephanie said she had also helped with this training program. It was noted that the New Registrar training packets outlined from NJ and KY, as well as SEER Educate, could be helpful to them. The committee was unsure exactly what was being asked of its members – a short term immediate form of assistance or a longer term program of instruction for low resource countries. Most committee members felt they could not commit any additional time to developing something new in the short run. Mignon agreed to contact Betsy, who had already left the call, with our questions and concerns, and if necessary, let Betsy know that the committee could not do a resource scan in the next two months as first discussed because of prior work-related commitments by all members of this committee.

Angela reported on the Survey Course and the LMS. She said Recinda is re-recording 4 presentations; and Betsy's has been re-recorded and is posted. Also, there will be a demonstration on May 4<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 make it more user friendly. Unfortunately, she will not be at the annual meeting in the NAACCR booth.

Frances gave the hackathon update: the judges have been selected and will meet to discuss their judging criteria. Most of the volunteer slots are covered and confirmed, but anyone else who wants to volunteer to help at the hackathon is welcome. Dustin and Angela have been researching and finalizing many of the details with regard to marketing, transportation, and catering. We are finalizing the time and location of the judging at the hotel.

The Recruitment and Retention Survey has been closed and the results have been sent to Maria for analysis. Frances asked her to have her report completed by May 10<sup>th</sup> so she can create the presentation for the breakout session.

Frances reported that a reminder Listserve had been sent out for the Member Awards Program. So far, 17 requests for points have been submitted, so she sent out another reminder today. Stephanie agreed to take over this responsibility, so she and Frances will get together to show her how the software and approvals process works.

Meeting adjourned.