

**NAACCR Professional Development Steering Committee**  
**MINUTES**  
**Thursday, October 25<sup>th</sup> 8:30 am Pacific/11:30 am Eastern**  
**Using ZOOM for call**

1. Welcome, Roll Call – the meeting was attended by Mignon, Frances Angela, Randi, Deirdre, Jim, and Lynn Giljahn.
2. Approval of minutes from 8/23/18 – the minutes were approved with no changes.
3. Update from BOD/Chair call – Frances told the committee that she and Mignon gave a brief summary of this committee’s accomplishments and plans since the Annual Conference in June. Mignon mentioned a new task for NAACCR from NPCR that has been referred to the PDSC from the Board. Jim is the lead on this task and explained it more fully. (see next item)
4. NPCR sent out a Notice of Funding Opportunity (NOFO) and contracted with NAACCR to provide a training plan for the NPCR Education and Training Coordinators (ETCs). NAACCR will assist NPCR by developing training materials and presenting quarterly training webinars on 4 different topics. Following each webinar a PowerPoint presentation, a quiz, and case scenarios will be distributed to ETCs. The ETCs may use these materials to train central registry staff and new cancer incidence reporters at reporting facilities. Jim drafted survey questions to help determine what topics will be presented during the first set of quarterly webinars.

Discussion from the committee focused on whether the training was meant for new hospital/facility registrars or central registry staff. Jim said that he would like to focus at first on new facility registrar training with some of the basic functions (casefinding, abstracting, and coding staging and treatment). In a future series, he could address central registry functions, such as record consolidation, reporting requirements, and reportability issues. The plan would include a needs assessment performed every year, and this proposed survey would fulfill that requirement for the first year.

There was good discussion and feedback given to Jim. He is eager to finalize the survey draft as he has a meeting with NPCR next week to agree on the final survey and training plan. Committee members agreed to review the survey after it is updated and re-sent, and to give Jim any additional feedback before next Wednesday.

5. Survey Course and LMS Update -Angela had nothing new to report on the LMS. She is working on updating the PDSC portion of the NAACCR web site. The Survey Course is complete except for the last 4 modules of Information Technology section for Central Cancer Registries. This work will be significantly delayed due to the untimely death of Paul Fearn, who was creating these modules.

6. NAACCR Member Awards – Stephanie was unable to be on the call, so this was postponed.
  
7. New Committee Charges - The Committee is still discussing ways to take on these tasks – whether to create task forces for each. Some items seem relatively easy and quick to accomplish, such as the Best Practices for Telecommuting.
  - a. Framework for Higher Education
  - b. Best Practices for Recruitment & Retention – survey done and presented at NAACCR
  - c. Best Practices for Telecommuting – Lynn has policy from TN; she will be the point person for collecting other registries' policies and practices to get this work started
  - d. Global Initiatives
  - e. CDC Cooperative Agreement – this is the NOFO Jim is working on.
  - f. LMS – NDI linkage, MatchPro, Continuous Use Items – Angela will look into what existing presentations are available and if we can put them on the LMS. She also mentioned that some of NAACCR's pre-conference trainings have been made into on line presentations as 'NAACCR Talks'.
  - g. Developing a New Registrar training outline ( use examples from NJ and KY)
  
8. Other? None. Meeting adjourned. All