

NAACCR Professional Development Steering Committee

AGENDA & MINUTES

Thursday, July 26, 2018

8:30 am PT; 11:30 am ET

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AGENDA

1. Welcome, Roll Call Mignon/Frances

2. Survey Course and LMS Update Angela

3. Hackathon Debrief/Evaluation/Future Steps? Michelle/Frances

4. New Committee Charges from Board: All/Deirdre
 - a) Need more committee members
 - b) Framework for higher education
 - c) Complete the Survey Course (almost done)
 - d) Best Practices for Recruitment & Retention
 - e) Work with RDU on education in LMS for NDI linkage and MatchPro
 - f) Get continuous use items in LMS – work with other committees
 - g) Best practices for telecommuting
 - h) Implement Team Charter (should be getting template)
 - i) Global Initiatives – simplified education plan for low-resource countries
 - j) CDC Cooperative Agreement

5. Other? All

MINUTES:

1. The meeting was attended by Mignon, Frances, Stephanie, Deirdre, Katheryne. Randi, Michelle, Angela, and Jim. There were no minutes from the June meeting at NAACCR in Pittsburgh.
2. Survey Course Update – Angela reported that she has received 2 presentations from Paul Fearn and Marina Matatova, which deal with software and database management issues for central cancer registries. They expect to produce 6 modules in all; the 2 submitted so far are very high quality and the scope is comprehensive. Angela is expecting Recinda to have another module recorded and finished by August 1st.
Angela is also working on a plan to move the LMS forward in all areas – adding training modules from other committees as well as supporting NPCR activities outlined in NAACCR's cooperative agreement with them.

3. Hackathon update – Michelle said it was very well received and the judging was well attended. It was very energizing to the participants and to the attendees in a positive way. In the future, we would like to have more attendees, and therefore should focus more effort on advertising and engage the NAACCR Communications community to help spread the word about the event. Angela shared some notes from the de-briefing: the work group received feedback about changing the judging to a ranking system, possibly setting rules about allowing current cancer registry employees be participants, and having more generic projects that do not require specialized cancer registry knowledge. The participants gave high marks to the handling of registrations, and the logistics of the event itself. They also mentioned that they would like more clarification at registration about the privacy policy (especially about picture taking) and team registration.
4. Deirdre went over the detailed charges for future direction of this committee from the NAACCR Board. (See item 4 on the agenda above.) First, the BOD recognized that there were a lot of projects they would like to be accomplished by this committee, but that did not mean that the Steering Committee members were expected to do all of the work. They encouraged the committee to recruit more people to join its Work Groups and Task Forces to engage more NAACCR members in the Professional Development activities that they had outlined. Mignon suggested that each member personally call at least one new person and ask them to join a work group. This was felt to be the most successful approach, since work groups should have a defined scope and time frame for accomplishment; these are often attractive to new members who are more likely to respond positively to a personal request.

Randi shared a template for a Team Charter used by the S&RD Committee. Basically, it is a tool to keep track of each work group, who is doing what, and a time frame to monitor tasks completed or in progress.

It was suggested that, if presentations already exist for using NDI files or using MatchPro, we should so ahead and put these in the LMS.

Stephanie suggested that we prioritize the list and tackle the simplest or easiest items first, such as the Telecommuting and Recruitment and Retention Best Practices. The Board is anxious to see the Survey Course completed, and it is almost complete, with the expectation that it will be done by the end of the year.

Some things will be ongoing, such as the LMS, the Global Initiative, and possibly the CDC cooperative agreement projects.

Katheryne asked about the Global Initiative – what does it involve and are there other groups or people working on this? Mignon said that Betsy and Brenda Edwards have been working on this for a while, particularly with Caribbean countries. They had a meeting with Mignon and Frances a few months ago, looking for new registrar training materials and resources for Puerto Rico in particular. The scope and time demands of this request from Puerto Rico were impossible for the committee members to meet, but future efforts by the Global Initiative will involve engaging the PDSC.

Mignon recapped the meeting and our future steps:

She would like acknowledgement from the Board as to the template for the Team Charter before we work on creating it. Randi will do this.

She would like each member to identify one person to reach out to and ask them to join a work group.

She would like us to prioritize the activities listed; putting the quickest and easiest first.

She would like more information about the Global Initiative; maybe see if we can find a liaison between the PDSC and the Global Initiative Task Force.

After we have the final template and Team Charter, we can begin to outline the work groups and their charters, and identify additional people to help work on these projects.