**NAACCR Professional Development Steering Committee**

**MINUTES**

**Thursday, May 16th 8:30 am Pacific/11:30 am Eastern**

**Using ZOOM for call**

1. Welcome, Roll Call – the meeting was attended by Mignon Dryden, Frances Ross, Deirdre Rogers, Randi Rycroft, Lynn Giljahn, Angela Martin, Stephanie Hill, Andrea Sipin and new member Heather Stuart-Panko from the Saskatchewan Cancer Registry.
2. Approval of minutes from 4/17/19 – the minutes were approved with no changes.
3. Update on the Survey Course – All of the existing modules have been reviewed and updated with any needed changes for 2018 cancer reporting guidelines. Andrea said the IT modules 3-8 have been distributed to volunteers for creating presentations. She thought they could probably have these completed by the June Annual Conference.

 Everyone discussed ideas to publicize the Survey Course. We will make announcements by listserv, as well as through the Communications Committee, and at the Annual Conference Business meeting.

Update on LMS - Angela said the integration of the LMS with NAACCR Share Community (Higher Logic) and ZOOM has hit a snag and she is still working on this. The goal is to make access to educational products easier. Angela tested some of the new features of ZOOM with this committee call, and several members had difficulty when trying to join the call.

1. Jim was unavailable for this call, so no update was provided.
2. Lynn Giljahn had a work group meeting on the Best Practices for Telecommuting with Monique Hernandez (FL) and Gabrielle Taylor (NJ). They discussed the various issues of concern: work schedules, metrics for accountability, eligibility for remote working opportunities, and requirements for presence in the office. She said their goal was to have a written document for the committee to review at our next meeting in June.
3. Stephanie reported that the Member Awards program was on track for the Annual Conference with 5 people receiving awards this year. She also mentioned that no one took the opportunity to list any activities in the new Informatics category.

Stephanie has also been working with her Recruitment and Retention work group. She has enlisted Tresheena Boyd (MS) and Taylor Hessler (NJ) to help create an R&R Tool Kit. They have developed an outline of what they plan to include: a presentation on ‘What is the Tool Kit and How to Use It’, sample posts for social media, examples of job descriptions and job listings to use when marketing. They also plan to include screening tips for interviews, Best Training Practices for teaching non-CTRs, and sample questions for interviewing current employees to encourage retention. Stephanie said that much of this material has already been developed; it just needs to be packaged up with some additional new documents, and then they will be looking for the best way to disseminate it.

Lynn mentioned that two other topics might need to be addressed: probationary periods, and minimum qualifications, so that potential candidates are not inadvertently screened out. Angela said that the LMS could include the R&R Tool Kit as well.

1. Frances brought up the idea of another hackathon at the 2020 Annual Conference in Philadelphia. Isaac Hands (KY) discussed this at the May Board meeting and said there were two people from KY that would be happy to lead a work group for this event. He will be meeting with people in Vancouver to gauge the level of interest in another hackathon. Angela agreed to be the contact person from the PDSC for this work group.
2. Several ideas were mentioned as ways to stimulate interest in the activities of all of the NAACCR Steering Committees. A breakfast session with tables designated for particular Committees was one idea. The PDSC developed a powerpoint presentation which could run on the screen at the plenary session before speakers take the stage. Randi suggested using the polling apparatus to engage attendees in questions about the committees. Finally, it was suggested that a handout describing each of the Committees be developed and included in the registration packets.
3. We have scheduled an in person meeting in June on the Monday afternoon before the conference at 4:00.
4. Mignon wrapped up the meeting by saying she is going to contact Melanie Williams, chair of the Communications Committee, and ask her to publicize the date and time of the PDSC meeting in Vancouver, and invite any interested NAACCR members to come to the meeting and consider joining the committee.