**NAACCR Professional Development Steering Committee (PDSC)**

**TEAM CHARTER**

**TF/WG Name: Recruitment and Retention**

**Strategic Management Plan, Priority Area Goal and Objective:**

**Goal 1: Partner with other professional organizations (eg, AHIMA, NCRA, APHA) to address recruitment and retention issues and delineate NAACCR’s role in national retention and recruitment efforts.**

**Objective 1:** Develop and implement strategies to recruit and retain personnel in central registries by enhancing career opportunities for individuals with diverse skill sets such as epidemiology, cancer registry operations, statistics, and information technology.

**Objective 2:** Support collaborative approaches to make career opportunities more attractive to individuals with skill sets and expertise to build and implement the cancer registry of the future.

Objective 3: Develop toolkits and resources for central registries to identify and recruit qualified individuals, such as sample job descriptions, suggested interview questions, etc.

**Background and Description**:

An aging workforce creates a demand for succession planning to establish a talented pool of future leaders for central registries. Programs to develop management, leadership, and strategic thinking proficiencies will grow. NAACCR needs to work collaboratively with other key agencies to address this serious concern.

**Deliverables:**

**Best Practices for Recruitment and Retention**

**Best Practices for Telecommuting**

**Conduct a Hackathon for IT professionals and students**

**Timeline**:

|  |  |  |
| --- | --- | --- |
| Task | Lead Person | Estimated completion date |
| Best Practices R&R | Stephanie Hill | June, 2019 |
| Best Practices Telecommuting | Lynn Giljahn | June, 2019 |
| Hackathon | Frances Ross | June, 2020 |

**Communication Plan:** Disseminate Best Practices through the NAACCR Listserv and promote them with help from the Communications Steering Committee. Advertising and recruitment for the Hackathon will be through various means (on line, listserv, part of Annual Conference materials, etc.) as the event date comes closer.

**Expertise/representation**: Steering Committee representative listed above

*Task Force Members*: To be determined by each Lead Person of the Task Force.

**Resources Needed (if any)**: Monetary resources are only needed for the hackathon. Review 2018 hackathon budget.

**TF/WG Name: Education and Training Plan**

**Strategic Management Plan, Priority Area Goal and Objective:**

**Goal 2: Develop a comprehensive multidisciplinary training program that provides cross training and leadership skills to ensure that professional personnel in NAACCR member organizations possess the requisite skill sets required to excel in the rapidly changing cancer surveillance environment.**

**Objective 1:** Continue to provide educational opportunities to assist development of registry personnel in scientific, operational, technological, management, and data use issues.

**Objective 2:** Assist registries in the development of IT skill sets, including database management, information security, health information exchange/transfer, knowledge of cancer reporting requirements, reporting sources, file formats, coding schemas, and business needs.

**Objective 3:** Outline a comprehensive training program that includes core competencies in the areas of leadership, management, registry operations, epidemiology/statistics, IT, and data security to prepare members for management positions and to provide for a talented and reliable supply of future NAACCR leaders.

Objective 4: Develop and implement an inter-registry mentorship program with opportunities for registry managers and staff to observe operations and best practices of highly successful registries. These may include “Ask an Expert’ teleconferences, ‘Issue Clinics’ at the Annual conference, and other innovative approaches to sharing expertise.

**Background and Description**:

The development and training of skilled CTRs, epidemiologists, IT specialists, and registry managers remains essential to the future of centralized registries. New technologies and advances in genetics and molecular biology are informing clinical and cancer control strategies. Informatics, analytics, and molecular epidemiology are combining to push for change in the way registries function. Personnel are being asked to do more with less, as budgets are cut and the complexity of work responsibilities increases. Enhanced training and professional development will remain an essential priority of NAACCR.

**Deliverables:**

**Complete the on line Survey Course offerings**

**Maintain and Update the NAACCR Member Awards Program**

**Develop a Framework for higher education**

**LMS expansion and enhancement (NDI linkage, MatchPro, other instructional webinars)**

**CDC Cooperative Agreement deliverables**

**Global Initiatives**

**Mentoring Program**

**Timeline**:

|  |  |  |
| --- | --- | --- |
| **Task** | **Status as of 02/28/2019** | **Completion Date** |
| **Complete on-line Survey Course.** | **Ongoing** |  |
| **Take inventory of current NAACCR materials (NAACCR Webinars; epi moments; Best Practice Documents, etc.) to evaluate and identify gaps.** | **Not started** |  |
| **Develop Work Group with appropriate members to assist with identifying other resources outside NAACCR if necessary to fill gaps (i.e. for IT or epi staff).** | **Not started** |  |
| **Promote depth and breadth of currently available resources in the LMS via Communications Committee’s suggestions.** | **Started** |  |
| **Create an outline of a comprehensive training program that includes core competencies in the areas of leadership, management, registry operations, epidemiology/statistics, IT and data security following the sections of the Survey Course.** | **Not Started** |  |
| **Maintain and update NAACCR Member Awards Program which emphasizes involvement in different aspects of a cancer registry and services to the NAACCR organization for individual professional growth.** | **Started** |  |
| **Continue to organize, conduct and offer training seminars in conjunction with the Annual Conference.** | **Underway for 2019 annual conference** |  |
| **Develop and promote a ‘New Registrars Training Guide’.** | **Started waiting for updated guide with 2018 data items** |  |
| **Support the NAACCR Program Manager for Education in providing resources under the CDC Cooperative Agreement.** | **Started** |  |
| **Provide support for NAACCR’s Global Initiatives work, specifically with regard to basic training materials.** | **Angela will be following up with Betsy** |  |
| **Consider innovative strategies for mentoring** | **More discussion needed and input from members to gauge interest** |  |
|  |  |  |

**Communication Plan:** Share current information available on NAACCR website and ask Communications Committee for their recommendations of how to promote to NAACCR community.

**Expertise/representation**: Committee members will recruit task force participants.

*Task Force Members*:

*Special contributors/Ad Hoc Members*:

**Resources Needed (if any)**: