**Student Visit**

**[DATE]**

**[TIME]**

**8:15 – 9:00** ***Paperwork and Tour*** [NAME OF PRESENTER]

* + Student Legal Documents
	+ Student Clinical Practicum and Time Record
	+ Staff Introductions

**9:00 – 10:00 *Introduction to the CCR*** [NAME OF PRESENTER]

* + Organizational Structure
	+ Job Titles, Description, and Reporting Structure
	+ Intro to the CCR Program Manual, Reportable List, Law, & Website
	+ Awards and Accreditations
	+ How Data Is Received
	+ *Discuss reporting source facility types & electronic and paper reporters*
	+ *Review how data from hospitals is received and processed*
	+ *Data security and confidentiality*
	+ Who Does the CCR Report To?

**Break 10:00-10:15**

**10:15 – 11:00 *Central Registry 101*** [NAME OF PRESENTER]

* + Casefinding
	+ CCR database Functions
	+ Common Corrections Made to Data Received from Hospitals
	+ The Anatomy of a NAACCR Abstract-Key Items
	+ “How to Consolidate a Case” Walkthrough

**11:00 – 12:00 *Additional Central Registry Operations*** [NAME OF PRESENTER]

* + Auditing
	+ Internal Quality Review
	+ Follow Up

**12:00 – 12:30 *What is POC?*** [NAME OF PRESENTER]

* + Patterns of Care Background & Initiative
	+ POC Importance in Improving Care
	+ Special Studies

**Lunch break 12:30 – 1:00**

**1:00 – 1:45 *Legal & Ethical Issues*** [NAME OF PRESENTER]

* + HIPAA & the Cancer Registry
	+ Institutional Review Board
	+ Release of Registry Data

**1:45 – 2:15 *Research & Surveillance*** [NAME OF PRESENTER]

* + Review of NJ Cancer Statistics and Reports
	+ Surveillance/Cancer Clusters

**2:15 – 2:45 *Rapid Case Ascertainment*** [NAME OF PRESENTER]

* + RCA and How This Affects You
	+ Population Based Studies/Intro to Public Health Research

**2:45 – 3:15** ***Cancer Research*** [NAME OF PRESENTER]

* Research Job Functions
* CCR Accomplishments

**Break 3:15-3:30**

**3:30 – 4:00 *Conclusion*** [NAME OF PRESENTER]

* Final Questions or Thoughts
* Complete Paperwork
* Additional Handouts

**Handouts:**

* Confidentiality agreement
* Organizational Structure
* CCR workflow chart
* E-Tips (December, January, February)