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| **[NAME OF REGISTRY]** |
| **Student Visit Procedures** |
| **Effective Date:** |  |
| **Created By:** |   | **Date Created:** |  |
| **Approved By:** |  | **Approved Date:** |  |
| **Revised By:** |  | **Revision Date:** |  |
| **Definition:**  The \_\_\_\_\_\_\_\_\_\_ State Cancer Registry welcomes registrars in training for an 8-hour student experience comprised of Operations Work, Research Fundamentals, and CTR Exam Tips.  |
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| **Purpose:** This program satisfies the NCRA Clinical Practicum Central Registry Requirement while also providing students a tailored balance of Operations and Research insight into the central cancer registry.  |
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| **Procedure:** The CCR hosts **o**ne to four students for a full-day practicum of central registry operations. Students site one-on-one or two-on-one with a different CCR staff member for each topic. Eligible students are those enrolled in a NCRA-accredited education program and who have completed at least 80 hours of clinical registry practicum.  |
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| **When** | **Who** | **Task** |
| 2-3 Months prior to event | Student Visit Coordinator | Contact NCRA-Accredited program(s) to gauge interest and coordinate availability. |
| Finalize agenda. |
| Develop a flyer and post on state and NCRA job boards, social media, etc.  |
| 1-2 Months Prior to Event | Student Visit Coordinator | Contact NCRA-Accredited program with date and # of eligible students |
| Send CCR Staff Availability Inquiry Email |
| Choose Date(s) and Notify Staff & program Instructor |
| Student Visit Assistant | Reserve Rooms for Event  |
| 3 Weeks Prior to Event | Student Visit Coordinator | Request Student Names and Emails from Instructor  |
| Send Welcome Email ***\*\*Always CC Instructor**** Overview of Day
* Completed Agenda
* Parking Instructions
* Directions
 |
| 2 Weeks Before Event | Student Visit Coordinator | Email Staff/Trainers Agenda |
| Student Visit Assistant | Mail Parking Passes |
| 2 Days Before Event | Student Visit Coordinator | Send Reminder Email to Staff and Students***\*\*Provide students all contact info for morning of issues*** |
| Student Visit Assistant | Create Student Packets* Agenda
* Confidentiality Form
* Organizational Structure
* CCR database Workflow Chart
* Student Satisfaction Survey/Evaluation
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| Day of Event | Student Visit Coordinator | Review Paperwork with Students***\*\*Obtain Signed Confidentiality Form*** |
| Complete Clinical Practicum Paperwork |
| Request Survey Before Student Dismissal |