**NAACCR Professional Development Steering Committee**

**MINUTES**

**Thursday, April 23, 8:30 am Pacific/11:30 am Eastern**

1. **Welcome, Roll Call** – the meeting was attended by Wendy Aldinger, Deirdre Rogers, Carrie Bateman, Mignon Dryden, Angela Martin, Angela Meisner, Jim Hofferkamp, Lori Swain, Andrea Sipin, Heather Stuart-Panko, Stephanie Hill, Jeremy Laws
   * Joining the group was Jeremy Laws who is the Operations Supervisor at the Ohio Registry.
2. **Approval of minutes** from 3/26/20 – the minutes were approved with minor changes.
3. **Survey Course and LMS Update**

The NAACCR Annual Meeting will take place virtually with a series of talks on the original scheduled dates. The virtual agenda is available on the NAACCR website. Several NAACCR Talks will also be taking place over the next few months. Jim also informed the group CEs will be applied for.

1. **Update on NPCR Education Project**

Jim presented the Head & Neck Solid Tumor Rules last month. Head & Neck will be done next month. The evaluation of the FLccSC is complete and has been sent.

1. **Training Timeline - Group Discussion**

Stephanie gave an overview of the Cancer Registrar Training Guide developed from a tool New Jersey ETC initially created for internal training purposes. It was given to the Registry Development Steering Committee to be updated with the 2018 resources and converted to PDF format. Any suggestions should be forwarded to Stephanie Hill. This group approved of adding the document to the May NAACCR Board Meeting agenda for approval.

1. **Update: Telecommuting Webinar (4/14/20)**

* Lynn gave an overview of the telecommuting document.
* Registry personnel shared their experiences with working remotely.
* Jim gave a demonstration of the Telecommuting Forum on the SHARE site.
* Representative from NCRA Peggy gave an overview on the NCRA webinar given earlier in March.
* Question and answer period went well and a document of these will be made available. Angela consolidated the questions in a document and will distribute to the group to give input on answers.

1. **R&R Update**

Carrie will be sending out an email regarding people joining the work group. The first project will be a survey to inquire how registries retain staff and what programs they have. She will work with Angela Martin on a plan. Stephanie suggested Carrie mention a need for group members during the webinar. Carrie will also submit something to the NAACCR Narrative.

1. **Strategic Management Plan – next 5 years**

A list of possible activities was created at the in-person NAACCR Board & Chair meeting, which has been distributed to this group and will be incorporated to our plan. Stephanie informed the group that there is renewed interest in developing university level CTR curriculum. Ann Marie Hill is working on this with Rutgers University.

1. **Member Awards**

Deirdre met with Stephanie to take over the task of member awards. She sent a ListServ regarding submission of member points, as awards will still be given even though the NAACCR Annual Meeting will now be virtual.

1. **Virtual Meet & Greet?**

Angela Meisner believes this is meant to be in-person and not sure it can be accomplished virtually. Suggestions:

* A How to Get Involved webinar with committee chairs
* A virtual “speed” meet and greet
* Lori Swain offered space to NAACCR at the NCRA Meeting for a meet and greet

1. **Guidelines for Citing References – FLccSC Group**

A new lead is needed and will be discussed at the next meeting.

1. **Salary Survey**

A new lead is needed and will be discussed at the next meeting.

1. **Other**

Randi Rycroft has asked Mignon to join the Strategic Management Plan team. Andrea accepted the invitation from Randi to be this group’s new chairperson. Mignon would like to stay on and aid the transition.

1. **The next meeting is May 28, 2020.**