**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)