**NAACCR Professional Development Steering Committee**

MINUTES

**Thursday, December 17, 2020**

1. **Welcome, Roll Call** – the meeting was attended by Carrie Bateman, Angela Martin, Deirdre Rogers, Andrea Sipin-Baliwas, Angela Meisner, Mignon Dryden, Lori Swain, Jim Hofferkamp, Jeremy Laws
   1. **Meeting ground rules reminder:**
      1. Tell us your name and registry before each comment
      2. Silence equals agreement
2. **Ongoing activities – Updates from workgroups**
   1. **R&R workgroup** No update as the group did not meet.
   2. **Survey course and LMS** 
      1. The survey course needs to be updated and Angela Martin is determining the order of need.
      2. CTR Exam Prep will be in January and is available.
      3. Jim suggested an infrastructure for how to do updates on materials posted needs to be developed, as things change regularly. Carrie suggested a sub group to monitor needed changes.

**ACTION:** Angela Martin volunteered to create a priority list of needed updates.

* 1. **NPCR education project** The ICD-O 3.2 update was done. There is new educational material for the ETC. and the next ETC training will be on melanoma solid tumor rules in March.
  2. **Ambassador program** The group is working on the Ambassador program updates as well as the member points system. Angela Meisner shared ways the group decided to keep moving forward, such as calling the membership ambassador program the MAP. This would be a MAP/Hub for how to get involved. She hopes to present something at the NAACCR Forum virtual conference.

1. **New activities – Determine SMP Objectives to prioritize next – Carrie** – Should we survey the membership for what is needed in the tip sheet? Deidre suggested state trainers would be able to suggest what is needed on a tip sheet. It was decided a working group to spearhead the effort would be the best approach. This can begin when our SMP is completed. Angela Meisner suggested keeping this in mind when newer members come on board to let them know the expertise we are looking for and possible involvement on this project. How the tip sheets will be updated also needs to be considered. It was suggested tip sheets be made available with NAACCR Talks. Andrea thought SEER has a Consolidation work group and make sure we are not duplicating efforts.

**ACTION:** Angela Martin will check if there are manuals/guidelines for consolidation.

1. **Common cancer tips sheets**
   * 1. **Should we try to make a consistent template** Carrie was on the SEER manager QIA meeting and discussed how SEER has a program called Rare Chat where they create a tip sheet template to help central registrars with coding and consolidating rare cancers. It would help to have a consistent template for rare or common cancers and Peggy Adamo offered to share the RareCats template.
     2. **Collaborate with NCRA –** They also have a similar tip sheet on the NCRA website.
2. **Activities on hold**
   * + 1. **Hackathon** – no new updates. Angela Martin reported this is not being considered for this year’s virtual conference.
       2. **Guidelines for sighting references for the FlccSC Group**

*The following goals are on hold while we wait for the final SMP so we can define our list of priorities.*

* + - 1. **Goal 1 – 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.
      2. **Goal 2 –** **Objective 1:** Collaborate with NAACCR steering committees (i.e. RDU) and external organizations to provide educational opportunities to assist development of registry personnel in scientific, operational, technological, management and data use issues.