**NAACCR Professional Development Steering Committee**

**MINUTES**

**Thursday, May 28, 8:30 am Pacific/11:30 am Eastern**

1. **Welcome, Roll Call** – the meeting was attended by Wendy Aldinger, Carrie Batemen, Mignon Dryden, Angela Martin, Angela Meisner, Deirdre Rogers, Lori Swain, Jeremy Laws, Andrea Sipin-Baliwas, Heather Stuart, Stephanie Hill, Jim Hofferkamp
2. **Approval of minutes** from 4/23/20 – the minutes were approved.
3. **Cancer Registrar Training Guide**

Stephanie Hill reported this was approved by the NAACCR Board and will be posted to the website as part of the Recruitement & Retention Toolkit. Stephanie is not sure there is enough content for a webinar at this point. There is an opportunity to develop a video for the site with a company NAACCR has worked with in the past. The script and key points would need to be provided by the committee and the video company would do mock-ups of what the video could look like.

**ACTION**

* Carrie will look into volunteers to coordinate the video.
* Angela suggested mentioning the need for project volunteers at the NAACCR Annual Conference business meeting.
* When the Cancer Registrar Training Guide is posted a ListServ will be sent out.
1. **Survey Course and LMS Update**

This is complete and Angela will get the number of people participating and which courses they are taking. There are several NAACCR Talks in the works. Some are from concurrent sessions that were planned for the annual meeting:

* 6/10 – Bylaws Preview
* 7/22 – XML Data Exchange Standard
* 8/19 – Virtual Pooled Registry
* 8/26 – Coding Grade
* 9/11 – Firefighters

Several others are also being planned. The calendar of events can be seen on the NAACCR website under Education. Angela is also working on the virtual NAACCR Annual Conference and confirmed CEs were approved for the conference. The SEER training has yet to be decided, but there will be something available. Angela created a FAQ for telecommuting and will send to the group for input.

1. **Update on NPCR Education Project**

Jim reported a training took place last month for ETCs on hematopoetic manual and database. Grade will be done in July and the final one will focus on interpreting edits from a registrar’s perspective. Also being worked on is the in-person ETC Training to take place as a preconference at the NCRA Annual Conference. If needed, this can take place virtually.

1. **Annual Report review/discussion**

Mignon sent the report to all members for review. Any comments are needed today as Mignon needs to send this to Lori Havener by June 1.

1. **Any additional updates to SMP?**

Next 5-year plan is being worked on.

**ACTION**

* Forward any input to Mignon for incorporating into the document.
1. **Guidelines for Citing References – FLccSC group**

There are no volunteers for this as of yet.

1. **R&R Workgroup**

NAACCR prefers members working on a task force be a member of NAACCR. There are exceptions made to this rule at times when representatives are needed from outside the membership. Carrie informed the group the person being considered for membership to this group is a supervisor at a hospital based cancer registry in Orlando, Florida and not a NAACCR member. Lori Havener emailed and said if the expertise is needed on the group, go ahead and invite her. In addition to the video, a survey will be conducted regarding efforts around retention and information.

1. **Salary Survey**

Some have showed interest in doing an updated salary survey. Jeremy will check with Lynne if she has looked at the NCRA data specific to central registries.

**ACTION**

* This will be added to the next meeting agenda to decide what our next steps should be.
* Angela will see if the survey is on the SHARE site for Jim to send to Jeremy and Lynne.
1. **Other**

Deidre mentioned there was some question as to whether certain activities would garner points in informatics toward awards. Most thought the ones in question related more to a work related category. Possibly going forward, we need to look at allowing people to report hours spent working on committee activities as the real work is done outside the meetings. The group felt in the future there should be some measurable way to count points for activity done outside the committee meetings. It was suggested the committee keep track of their products and who works on them. The board would probably want to be aware of this change and review recommendations from this committee.

**ACTION**

* Deirdre, Angela Meisner and Heather will work on a draft proposal for review at the next meeting. Send any suggestions regarding this to Deirdre to incorporate.
1. **The next meeting is July 23, 2020.**