**NAACCR Professional Development Steering Committee**

MINUTES

**Thursday, January 28, 2021**

1. **Welcome, Roll Call –** the meeting was attended by Angela Martin, Carrie Bateman, Deirdre Rogers, Andrea Sipin-Baliwas, Angela Meisner, Mignon Dryden, Lori Swain, Jim Hofferkamp, Jeremy Laws, Monique Hernandez
   1. **Meeting ground rule reminder:**
      1. **Say your name and registry before each comment**
      2. **Silence equals agreement**
   2. **Approval of Minutes –** one correction which was the spelling of Rare Cats- minutes were approved with correction.
2. **Ongoing activities – Updates from workgroups**
   1. **R&R workgroup -** Carrie from Utah: We have incorporated the salary survey into the work of the R&R workgroup. We have divided our tasks that we will work on into Salary survey and retention toolkit. We just made a decision about who would be working on what.
   2. **Survey Course and LMS -** Angela from NAACCR: She started looking at the survey course. Her first step was to look at the slides from each of the presentations and determine which slides probably need to be updated. She has a list of the slides that she thinks, need to be updated, or that need to check some things with that besides actually updating how look of the slides because the slides look dated. Her next step is going to be listening to the recordings, to see if they are still clear or if they probably need to be rerecorded, especially if there are a lot of updates that need to be changed. She also went through the Grow Your CTR in the R&R toolkit. She looked at all the things that they have listed and saw where things needed to be updated and I made notes on that. Angela will send to Carrie Bateman. With the LMS, there is nothing new. She is currently looking into being able to go directly to the LMS to click on the link for a webinar and it will automatically register you for it.
   3. **NPCR education project –** Jim from NAACCR: The next ETC training will be on the Solid Tumor Melanoma Rules March 11
   4. **Ambassador program –** Angela Meisner from New Mexico – have contacted Charlie to see if we could have a webpage on the NAACCR site where people can go to contact us. Kyle from their group has created a logo for them so they are working with Tyler on that. They are looking into doing something for the conference, like a slides or something while waiting for the next meeting that says what the program is about and how to contact.
3. **New Activities/Discussions – Andrea/Carrie**
   1. Overview requested changes to SMP – Andrea from Los Angeles: Carrie and Andrea attended a training on how to make our strategic management plan more strategic versus management oriented. They reviewed the goals and objectives and mad a lot of adjustments actually. The markup version was shown and the clean version. Andrea worked on Goal 1 and Carrie worked on Goal 2. They flipped Goal 1 and objective 1. Andrea and Carrie worked through and changed some language to be more strategic them some objectives. Some objectives fell off and became tasks. Carrie then reviewed changes for Goal 2. Some objectives got moved to the task like Objective 7 & 8. The workplan was shown, noting that this was a rough, rough draft. This is the where we well will show all of the tasks that we ‘re going to do for the different objectives. We need to send feedback to the board by February 12th. Carrie noted that we can send this to Ann Marie for feedback and mentioned that Andrea and Carrie will do that before the February 12th deadline. Carrie asked if the group wanted to take a look at it before we send it on. Jeremy Laws from Ohio and Jim Hofferkamp form NAACCR suggested that would be good to have a look at it. Andrea mentioned she would update the work plan spreadsheet with the objectives and then will post the documents to the share site.
   2. **Budget request:** Do we need subject matter experts for any activities or other activities that would require funding? Andrea from Los Angeles: Question to the group about any ideas of a budget for a specific activity that you would like to request, such as a contract with a subject matter expert to help accomplish a task. Carrie mentioned that there was a timeframe on this in March. Andrea confirmed that it is due to Charlie by March 1st **Angela** Meisner from New Mexico and Deirdre Rogers form Mississippi were going to think about it in regards to the Ambassador Program.
   3. **Progress report**
      1. **What are our major accomplishments? –** Andrea from Los Angeles asked the group about any major accomplishments for the committee. Jim Hofferkamp from NAACCR, mentioned that we could do that. We do like to differentiate from the pay for webinars and CTR Prep with those we do for professional development. Carrie from Utah asked about when the Retention and Recruitment Toolkit Grow your Own CTR was posted on the website. Andrea from Los Angeles found an email that the Grow your own CTR was posted on June 2, 22020. Andrea mentioned that her and Carrie will work on the Progress report and send it out to the group for quick review and final input before submitting. Angela from NAACCR mentioned sending in NAACCR Talks that were done June through December.
4. **Activities on hold – Carrie from Utah–** these are still on hold while we continue to work on our plans for our future. Angela Martin NAACCR: mentioned she was looking at consolidation rules for guidelines for probably the cancer tip sheets. She mentioned that NAACCR has consolidation rules for 2015 on the website, as well as data consolidation and TNM. SEER also had a manual for Consolidation from September 2020. She mentioned SEER also had work groups and have their minutes on their website like their goals for 2021-2022, Andrea form Los Angeles stated that it was for the cancer tip sheets because consolidation was more central registry focused.
   1. **Guidelines for citing references for the FLccSC Group**
   2. **Common cancer tips sheets**

**Other items:** Lori Swain from NCRA: mentioned that NCRA was working on Badging and one of the badges was on hospital registrar who want to know more about the central registry or who might want to work in t a central registry or people who are just entering working at the central register. She would like to get her staff to share some information maybe do a demo of some of the things that they are doing that touches Central Registry staff. She asked it this would be something that the group would be interest in having a meeting. Carrie from Utah agreed that she would make a not to put on the agenda and Lori from NCRA stated she would speak to her staff. Andrea from Lost Angeles suggested this was a great idea to encourage growth among the registry community.