**NAACCR Professional Development Steering Committee**

**Minutes**

**Thursday, August 26 2021 8:30 am Pacific**

1. **Welcome, Roll** Call – the meeting was attended by Deirdre Rogers, Carrie Bateman, Jim Hofferkamp, Andrea Sipin-Baliwas, Angela Meissner, Mignon Dryden, Jeremy Laws, Kevin Ward, Melissa Scott, Angela Martin 
   1. **Approve minutes from the last meeting:** Changes were made and minutes were approved
   2. **Meeting ground rules reminder**
      1. **Tell us your name and registry before each comment**
      2. **Silence equals agreement**
2. Ongoing activities – Updates from workgroups (written updates via email)
   1. R&R workgroup (Keri Miller)
   2. Survey course and LMS (Angela)
   3. NPCR education project (Jim)
   4. Ambassador program (Angela Meisner/Deirdre)
3. **New activities / Discussions**
   1. **Workplan update from 8/24 discussion 🡪 Scheduling ad hoc meeting after receipt of updated comments from Ann Marie** – Andrea and Carrie lead the group into discussion of the PDSC workplan doing a brief overview.

**Goal 1 Objective 1** **Task 1** – comment from Ann Marie flush out a couple of other specific action plans and steps.

**Goal 1 Objective 2** comment from Ann Marie – she wanted to know a little bit more about the toolkits it was explained that it would cover different areas not just CTR focused, charged **Task 1a** to expand diversity of the R&R group to be able to successfully create toolkits in various aspects of cancer registry not just CTRs. Task 2 This is just calling out specific area that we would like to focus on.

**Goal 1 Objective 3** - explained to Ann Marie that we will that this will not be a cancer registry focused. We now NCRA has specific sit e focused. We will work on collaboration with other registries without duplicating efforts.

Question about focus on metrics came up but that was not discussed during the meeting**.**

**Goal 1 Objective 4** – **Task 1** work with NCRA about the central registry badging programs. **Task 2** work with S&RD to develop standards for outsourcing firm

**Goal 2 Objective 2 - Task 1**– had to clarify for Anne Marie difference from the MAP program and Ask an Expert; **Task 3 –** Ann Marie committed that this should not be on our plates it should be a task for FLccSC

**Goal 2 Object 2** – **Task 3 -** We can support HJ Rutgers program by recommending teachers and trainers for the program in different areas

Once we receive the annotated notes from Ann Marie a survey will be sent to how another call to discuss the workplan further.

* 1. **Salary Survey Drafts (Carrie Bateman) –** the first questions that came up is should we have two surveys, and then if we do, what do we need to define each of those surveys should look like. First Survey is for Central Registry Managers – Jeremy Laws asked if NPCR/CDC already have this info and would we be able to have someone at NAACCR that could ask if we would be able to have it. There was discussion on how important it was to have the benefits question in the survey. Carrie Bateman suggested the group look at it on their own and think about if the questions relate to the purposes of the survey. If there are too many questions or the questions don’t align with the purposes as well as if there is anything that was mixed. Carrie then went over the purposes of the individual Member survey. If we could get feedback by the September 23rd meeting. We can extend the deadline if we need to. Jim Hofferkamp mentioned sending a contact for working on the surveys.