**NAACCR Professional Development Steering Committee**

MINUTES

**Thursday, February 23, 2023**

1. **Welcome, Roll Call** – the meeting was attended by Angela Martin, Andrea Sipin-Baliwas, Keri Miller, Deidre Rogers, Melissa Riddle, Monique Hernandez, Kevin Ward, Carrie Bateman, Connie Boone, Mignon Dryden
   1. **Approve minutes from the last meeting**
   2. **Meeting ground rules reminder:**
      1. Tell us your name and registry before each comment
      2. Silence equals agreement
2. New activities / Discussions Andrea/Carrie
   1. **Discussion of “Getting to know you: NAACCR, Our Plan & Activities and How to get involved”**

**(Wednesday, June 21) – Hosted by PDSC**

Angela Martin will be the moderator of this session which will consist of representatives from all the steering committees to inform others about their particular committee.

* + 1. **Steering Committee “Pitches” Angela/Carrie**

The pitch will be 3 minutes and 2 minutes for questions.

* + - 1. **Professional Development Introduction** – This will be an overview of activities such as SMP, 2 main goals and highlight objectives related to different groups that are presenting or sharing a slide from our committee.
      2. **Mentorship** – (Monique will be in attendance) They will give a highlight and find mentors. Have a QR code on the screen that takes them to the website to sign up as a mentor. Slides will also be displayed.
      3. **MAP** – (Deirdre will be in attendance) They would give a highlight including flyers created by the intern available. These flyers will also be included in NAACCR bags as well as at the NAACCR booth. Slides will also be displayed.
  1. **Upkeep TF Update Connie Boone**

Connie reported the task force is working on reorganizing the training guide for new and upcoming CTRs. They have soft deadline of June 1st for the first draft to be reviewed by PDSC. Excel is being used for the document allowing edits if needed and using a better workflow. Extra verbiage has been added to make clear this product is not to prepare a CTR for the exam.

* 1. **MAP Update Deirdre Rogers**Deirdre said MAP is currently working with an intern from Rutgers who developed an infographic that will be used at the NAACCR meeting. It was decided not to use a QR code per Tyler Scott’s recommendation because the demographics of the general NAACCR community do not use it. The intern is also working on brainstorming how to approach registry directors that are hesitant to allow staff to volunteer and a job description template for chairs to use when recruiting committee members.
  2. **Workplan Review Carrie/Andrea**

Carrie reviewed Goal 1 Objective 1: Partner with other professional organizations (e.g., AHIMA, NCRA, APHA) to address recruitment and retention issues.

* **Diversify target audience (beyond CTRs) to address R&R challenges.**

Are there existing materials that could be added to the existing recruitment tool kit? Possibly include interview questions and job description from various registries. Monique suggested also collecting the applications of skill sets in a project-oriented environment. Andrea suggested reaching out to central registry IT/informatics managers on what they are working on.

* There are many other efforts in progress.
* Plans to reach out at the in-person chair meeting how we can collaborate more amongst other steering committees.

**ACTION**

* Angela Martin will contact steering committee chairs for representation at “Getting to Know You”. She will also check if they have handouts that need to be made available as well as meeting schedule to provide potential volunteers.
* Angela Martin will look into the possibility of recording the Orientation to NAACCR and its Role in Cancer Surveillance for future use.
* Monique will draft a couple slides for information on the Mentorship Program.
* Andrea will draft slides for Professional Development overview.
* All send any suggested title ideas for the “Getting to Know You” session to Carrie and Angela Martin.