

# 2008 SURVEY APPLICATION RECORD TRAINING GUIDE

## PROFESSIONAL EDUCATION AND STAFF SUPPORT

### Standard 7.1

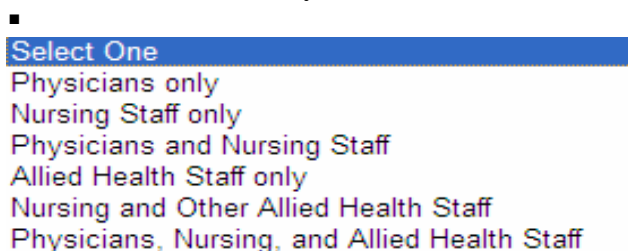
#### EDUCATIONAL ACTIVITIES:

**2008 SURVEY SPECIAL INSTRUCTIONS:** Enter data for 2005 through 2008 as applicable.

**2008 Rating Modification:** Use rating in the manual, based on 2005 through 2007 activity.

The educational activity is a stand-alone educational program offered to cancer program physicians and staff and must be an activity other than cancer conferences. If a didactic conference (without case presentation) is counted as part of your conference activity, it can not be used as an educational activity, otherwise it would meet criteria. An activity can be counted only once.

- Select the YEAR from the “drop-down” box.
- Enter text describing each cancer-related educational activity offered at the facility or network for each year. A maximum of 10 activities per year can be added with a maximum of 200 characters for each activity.
- Select the option from the drop-down box that best describes the target audience to whom the activity was offered.

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- Click the ‘ADD’ button to save the data to the summary table.

# 2008 SURVEY APPLICATION RECORD TRAINING GUIDE

## EDUCATIONAL ACTIVITIES:

**Standard 7.1:** Other than cancer conferences, the cancer committee offers one cancer-related educational activity each year.

### Summary of Educational Activities Offered

Enter each activity offered per year into the Work Table. All fields are required.  
(Allied health staff includes: ancillary and clinical staff involved in cancer care.)

| Year | Educational Activity                                   | Target Audience                              |                      |
|------|--|--|----------------------|
| 2008 | Breast Cancer Symposium                                | Physicians, Nursing, and Allied Health Staff | <a href="#">Edit</a> |
|      | Advances in the Treatment of Metastatic Gastric Cancer | Physicians, Nursing, and Allied Health Staff | <a href="#">Edit</a> |
|      | Palliative Care  | Physicians, Nursing, and Allied Health Staff | <a href="#">Edit</a> |
| 2007 | Lunch and Learn - chemotherapy                         | Physicians, Nursing, and Allied Health Staff | <a href="#">Edit</a> |
|      | Improving outcomes in early stage breast cancer        | Physicians, Nursing, and Allied Health Staff | <a href="#">Edit</a> |
| 2006 | Infusion Therapies                                     | Nursing Staff only                           | <a href="#">Edit</a> |
|      | Radioimmunotherapy for Non Hodgkin's Lymphoma          | Physicians only                              | <a href="#">Edit</a> |
|      | Recent advances in colorectal cancer                   | Physicians, Nursing, and Allied Health Staff | <a href="#">Edit</a> |
| 2005 | Advances in the Management of Brain Tumors             | Physicians, Nurses, and Ancillary Staff      | <a href="#">Edit</a> |
|      | New Therapies for T-Cell Lymphoma                      | Physicians and nursing staff                 | <a href="#">Edit</a> |
|      | Oncology Pain Management                               | Physicians, nursing, and ancillary staff     | <a href="#">Edit</a> |

- Select the appropriate self-assessment rating from the “drop-down” box.
- Facility or network has the option to add comments. Maximum 500 characters.
- Click the ‘SAVE PAGE’ button when tables and screen are complete.

# 2008 SURVEY APPLICATION RECORD TRAINING GUIDE

## Standard 7.2

### CANCER REGISTRY EDUCATIONAL ACTIVITIES:

**2008 SURVEY SPECIAL INSTRUCTIONS:** Enter data for 2005 through 2008 activity.

**2008 Rating Modification:** Use rating in the manual, based on 2005 through 2007 activity.

Compliance for this standard is achieved when all registry staff (CTRs, non-CTR, contract, and clerical staff) participates in a local, state, regional, or national educational activity each year. This includes full-time and part-time staff.

To achieve commendation (1+), " The cancer registry staff who are CTR's **attend** a national cancer-related educational activity once every three years (during survey cycle) **and** ALL other registry staff participate in a local, state, regional, or national cancer-related educational activity annually."

If an educational meeting is offered by a national organization and is targeted to a national audience, then it is considered a national meeting. Participants must 'attend' the national meeting to meet criteria for commendation.

Note: Viewing the CD of the NCRA annual meetings to earn CE credits is considered to be a local activity and will not meet the requirement for commendation for Standard 7.2.

- Select the YEAR from the "drop-down" box.
- Enter the NAME and CREDENTIALS, if appropriate, of each member of the cancer registry staff (CTR and non-CTR) who has attended Cancer Registry Educational Activities for each year. The same name should not be entered more than once in the same year (one name per field). A maximum of 10 staff members can be added per year. Maximum 100 characters.
- Under each educational activity type, select the month in which the registry staff member participated in the activity. Check all activities that apply for the person listed for that year.

Note: The number of staff listed for activity each year should be the same number of 'people' in the registry entered in Standard 3.1 for each year.

Note: If a new CTR or other staff is hired the year of survey, enter comment in comment field.

# 2008 SURVEY APPLICATION RECORD TRAINING GUIDE

## CANCER REGISTRY EDUCATIONAL ACTIVITIES:

Note: A newly hired CTR is not required to attend a national activity during that first year of employment for commendation. If the CTR did attend a national educational activity while employed elsewhere for the years during the survey cycle, that activity can count for the new facility or network. Registry will still need to show documentation that the new CTR either attended another local, state, or regional educational activity in 2007 or is scheduled to attend an activity by the year's end to be in compliance.

Note: Record educational activities for staff (CTR or non-CTR) who worked in the registry between surveys, but are no longer working in the registry or facility or network.

Note: If a registrar passed the CTR exam in 2007, they will need to participate in a national educational activity starting in 2008 to meet commendation.

Note: If a CTR has passed the CTR exam in 2007 or 2008, this should be documented in the comment field for this screen as well as shared with the surveyor.

- If the cancer registry staff member attended a national cancer-related educational activity, the name of the national organization sponsoring the activity is to be entered. Maximum 100 characters.
- Select the option that most closely identifies the staff person listed (facility employed, contract staff, consultant, or other). This field is to be completed for each staff person listed and for each year.
  - If 'OTHER' is selected, enter a brief text description. Maximum 100 characters.
- Select the option that most closely identifies the staff person's role in the cancer registry for each person listed and for each year (registry manager/supervisor, abstractor, cancer conference coordinator, follow-up clerk, administrative assistant, or other).
  - If 'OTHER' is selected, enter a brief text description. Maximum 150 characters.
- Click the 'ADD' button to save the data to the summary table.

# 2008 SURVEY APPLICATION RECORD TRAINING GUIDE

## CANCER REGISTRY EDUCATIONAL ACTIVITIES:

**Standard 7.2:** Other than cancer conferences, all members of the cancer registry staff participate in a local, state, regional, or national cancer-related education activity each year.

### Summary of Cancer Registry Educational Activity Participation

Instructions: Enter registry education activity for EACH registry staff member by selecting the month under the activity type (this includes all CTR and non-CTR registry staff). Enter one person per line and check all activities for the staff member listed. Names should not be entered more than once per year.

**Note:** the number of registry staff listed in Standard 3.1 should equal the number of names listed in Standard 7.2 (CTR and non-CTR staff) for each year.

| Year | Cancer Registry Staff Name and Credentials | Local (Select Month) | State (Select Month) | Regional (Select Month) | National (Select Month) | Specify the National organization for the national meeting attended | Staff Identification | Primary Role                |                      |
|------|--|----------------------|----------------------|-------------------------|-------------------------|---|----------------------|-----------------------------|----------------------|
| 2008 | Asa Carter, CTR                            | April                |                      |                         |                         | NCRA  | Facility employed    | Registry manager/supervisor | <a href="#">Edit</a> |
|      | Vicki Chiappetta, CTR                      |                      | September            |                         | April                   | NCRA  | Facility employed    | Abstractor                  | <a href="#">Edit</a> |
|      | Brianna Lynn                               | March                |                      |                         |                         |   | Facility employed    | Follow-up clerk             | <a href="#">Edit</a> |
| 2007 | Mary Murts                                 | April                |                      |                         |                         |   | Facility employed    | Follow-up clerk             | <a href="#">Edit</a> |
|      | Asa Carter, CTR                            |                      |                      |                         | April                   | Multiple Primaries & Histology, and NCRA                            | Facility employed    | Registry manager/supervisor | <a href="#">Edit</a> |
|      | Vicki Chiappetta, CTR                      |                      |                      |                         | April                   | Multiple Primaries & Histology                                      | Facility employed    | Abstractor                  | <a href="#">Edit</a> |
| 2006 | Asa Carter, CTR                            | March                |                      |                         |                         |   | Facility employed    | Registry manager/supervisor | <a href="#">Edit</a> |
|      | Vicki Chiappetta, CTR                      | March                |                      |                         |                         |   | Facility employed    | Abstractor                  | <a href="#">Edit</a> |
|      | Mary Murts                                 | May                  |                      |                         |                         |   | Facility employed    | Follow-up clerk             | <a href="#">Edit</a> |
| 2005 | Vicki Chiappetta, CTR                      | March                |                      |                         | November                | Survey Savvy  | Facility employed    | Abstractor                  | <a href="#">Edit</a> |
|      | Asa Carter, CTR                            |                      | May                  |                         | November                | NCRA and Survey Savvy   | Facility employed    | Abstractor                  | <a href="#">Edit</a> |

# 2008 SURVEY APPLICATION RECORD TRAINING GUIDE

## CANCER REGISTRY EDUCATIONAL ACTIVITIES:

**Rating:**

(1+) Commendation: The cancer registry staff who are Certified Tumor Registrars (CTRs) attend a national cancer-related educational activity once every three years **and** all other registry staff participate in a local, state, regional, or national cancer-related educational activity annually.

(1) Compliance: Other than cancer conferences, all members of the cancer registry staff participate in a local, state, regional, or national cancer-related educational activity annually.

(5) Non Compliance: Other than cancer conferences, all members of the cancer registry staff do not participate in a local, state, regional, or national cancer-related educational activity annually.

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- Select the appropriate self-assessment rating from the “drop-down” box.
- Facility or network has the option to add comments. Maximum 500 characters.
- Click the ‘SAVE PAGE’ button when the tables and screen are complete.