Indiana Cancer Registrars Association Policy and Procedure

Committee: EDUCATION

Written by: Unknown

Date of Initial Approval: Unknown

Last Revision by: Lisa LaGue, CTR

Revision Dates: 11/1994, 1/1998, 5/2004, 9/2005, 09/2006, 10/2008, 2/2012, 9/2012, 10/2017

Last Reviewed Date: 10/6/17

Appointed by: President

Term of Committee: One (1) year term

Composition: The Committee shall consist of a chair with one or more committee members selected by the chair as needed

Required Reports: Progress reports for each Board of Directors meeting including goals and projected budget, articles for *The Indiana Abstract* and committee report for ICRA annual report to the membership

**POLICIES:**

1. ICRA educational activities shall include workshops as deemed necessary to disseminate information to the membership on new registry guidelines, staging systems and other updates to the cancer registry field as recommended by the Indiana State Cancer Registry (ISCR), Commission on Cancer, and National Program of Cancer Registries.
2. The Education Committee is responsible for coordinating all ICRA educational activities, with the exception of the Annual Fall Conference.
	1. The Education Chair may handle all the arrangements or delegate tasks to committee members.
	2. Committee members may serve as location coordinators being responsible for room and audio-visual reservations and menu selections if appropriate.
3. The Education Committee collaborates with ISCR staff, particularly the designated Education and Training Coordinator, to promote training opportunities offered by ISCR.
4. The Education Chair will be the point of contact for registrars throughout Indiana to connect with mentors. The chair will maintain a list of registrars who are willing to act as mentors and will share those names when asked.
5. The Education Chair will maintain a list of all current cancer registry reference materials, including CTR exam prep resources.

**PROCEDURES:**

1. The term of office begins at the conclusion of the Annual Business meeting.
2. The Chair shall attend meetings of the Board of Directors.
3. The Chair will notify the membership about all training opportunities provided by ISCR and arrange for sponsorship by providing refreshments and door prizes when possible.
4. The Chair will notify the membership about other educational opportunities, such as webinars offered by registry data standard setters or meetings hosted by surrounding state associations, as appropriate.
5. The Chair shall consult with the Board of Directors and ISCR staff to determine when additional workshops should be conducted. This includes both local and regional workshops as defined by the Commission on Cancer standard relating to cancer registry education.
6. The following are general considerations for initially planning workshops.
	1. Topic(s) to be presented
	2. Target audience, local vs regional
	3. Format (in-person, live webinar, recorded presentation, etc.) and length
	4. Speaker(s)
	5. Location
	6. Date (consider weather and timing of other local and national meetings)
	7. Budget
		1. Expenses, consider room rental, security deposit, AV and other equipment fees, food and beverage, event/liability insurance, NCRA CE approval fee, speaker honorarium, speaker travel expenses (flight/mileage/car rental, hotel and meals), printing costs, materials for attendees
		2. Income, consult with the Board of Directors to determine if registration fees will be required and the amount(s) and set a refund policy
7. The following are general suggestions for organizing workshops as the precise steps will vary for each workshop based on topic, format, location, category, etc.
	1. Choose a host location and secure a location coordinator if necessary. The selected site should include a room with adequate seating and offer a conducive learning environment. Also consider parking and accessibility for all attendees.
	2. Confirm date and times with host location and complete contract as required. Verify the meeting room has appropriate audio-visual equipment and any other materials necessary for the presentation planned, i.e., blackboard, easel, etc.
	3. Confirm date and topic(s) with speaker(s).
	4. Prepare an agenda, workshop announcement and registration materials to be distributed to the membership and any other targeted audience.
		1. If a registration fee will be required, consult with ICRA Treasurer for establishing the registration process.
		2. If a registration fee will be required, include notice of the refund policy.
		3. If no registration fee will be required, request an RSVP be returned by a designated date.
	5. Request program recognition/CE approval from NCRA if appropriate.
	6. Prepare materials for attendees, either creating copies of handouts or sharing files with attendees so they may print themselves. This may be dependent on speaker preference.
	7. Prepare a sign-in sheet, name tags, evaluation forms and CE certificates.
	8. Assign tasks as needed.
		1. Room set-up and clean-up
		2. Registration table
		3. Introductions and announcements
	9. The ICRA tax ID number should be used when making purchases to be used for the workshop.
8. The following should follow the conclusion of the workshop.
	1. Prepare and mail thank you letters to the location coordinator and instructors.
	2. Summarize the results of the evaluations and include in a report to the Board of Directors.
	3. Workshop attendance documentation will be maintained in the Education Committee records for at least three years.
9. The Chair will review this policy and procedure annually and make revisions as needed.