

# **Current Activities of NCRA's Council on Certification**

**Meeting the Needs of a New Century**

**Gayle G. Clutter, R.T. CTR**

**Division of Cancer Prevention & Control  
Centers for Disease Control & Prevention**

# CTR History

- In 2003, NCRA celebrated 20<sup>th</sup> Anniversary of the CTR
  - 1<sup>st</sup> CTR examination 1983
- Over 3,000 people worldwide have obtained an maintained the CTR credential

# Council on Certification

- In 2002, NCRA passed new by-laws creating the Council on Certification
  - Consists of 7 voting members: Administrator & 6 representatives
  - 2002 members appointed by NCRA Board
  - 2003 members elected by CTRs
  - 1/2 members elected for 3 years, 1/2 for 2 years
  - Future all elected for 2-year terms

# Council on Certification

## Member Eligibility

- Active member of NCRA
- Shall not hold employment in any educational services related field that provides instruction to future registrars
- Administrator: minimum of 5 years experience as a CTR
- Representatives: minimum of 3 years experience as a CTR

# Council Members

## 2002-2003

- Gayle Clutter, RT, CTR (GA), Administrator
- Dan Curran, CTR (CA)
- Pamela Fulton, CTR (NY)
- Kathryn Golub, CTR (WA)
- Donna Getreuer, RN, MSN, CTR (CT)
- Suzanna Hoyler, CTR (DC)
- Sandra J. Steen, CTR (AZ)

*Linda Mulvihill, RHIT, CTR (NC) NCRA BOD Liaison*

# Council Members

## 2003--2005

- Gayle Clutter, RT, CTR (GA), Administrator 3 years
- Dan Curran, MS, CTR (CA) 3 years
- Donna Getreuer, RN, MSN, CTR (CT) 2 years
- Suzanna Hoyler, CTR (DC) 3 years
- Joan Phillips, CTR (PA) 2 years
- Joyce Allan, MPH, CTR (FL) 3 years

*Ryan Intlekofer, CTR (IA) NCRA Board Liaison*

# Council on Certification Mission

- The mission of the NCRA Council on Certification is to create and maintain credentialing processes whereby the public can be assured that individuals certified by NCRA have met a level of competence required to provide accurate information for cancer surveillance and research activities.

# 2002 - 03 Council Activities

- Policies & Procedures
  - Developed draft P &Ps for the Council
  - Approved P &Ps for 3 standing committees
    - CTR Exam Construction Committee: determines exam content, development and validity
    - CTR Exam Item Development Committee: develops new exam questions
    - CTR Exam Item Review Committee: reviews all questions for incorporation in the item bank



# 2002 - 03 Council Activities

- Established 2 Ad Hock Committees
  - CTR Exam Job Task Analysis (JTA) Committee
  - International CTR committee

# 2002 - 03 Council Activities

- Certification Examination Candidates Handbook updated & posted on NCRA's website
- Eligibility criteria reviewed & modified to make them clearer
- Statement clarifying the eligibility criteria added to the NCRA website
- Current approved allied health fields reviewed & posted on the NCRA website

# 2002 - 03 Council Activities

## ■ Consultant

- Review the current CTR-certification program
- Knapp & Associates International, Inc (K&AI) selected
- Specializes in the conception, planning, development, & implementation of programs designed to measure professional & occupational competence
- Expertise in technical intricacies of testing & business fundamentals of professional certification
- March 2003: K&AI Certification Program Review: Management Report

# 2002 - 03 Council Activities

- Selection of Contractor for Job Task Analysis & Certification Testing Agency
  - Review of applications & selection of contractor
  - Testing Agency Task Force
    - Reviewed & evaluated RFP bids from testing agencies
    - Conducted interviews
    - Made recommendation for testing agency
  - Professional Testing Corporation (PTC) chosen to administer the CTR Exams in 2003, 2004 and 2005
  - PTC also tasked to complete a job task analysis & test specifications

# 2002 - 03 Council Activities

- Job task analysis includes identifying:
  - Major areas of practice required to perform the job in US and other countries
  - Specific tasks that comprise the job
  - Knowledge & skills needed to perform tasks

# 2002 - 03 Council Activities

- Developing test specifications
  - Test administration, scoring, reporting & statistical analysis
  - Item development, test construction & passing score determination

# 2002 - 03 Council Activities

- Testing Agency
  - Written examinations conducted twice in 2003 based on the existing procedures
  - Electronic examinations offered two times a year in 2004 and 2005
  - The 2004 and 2005 examinations will be based on the results of the job task analysis findings

# 2004 Examinations

- Computer-based at more than 600 PTC testing centers around the country and in other countries. The testing window will cover a 2-3 weeks period
- Content & weighting based on results of JTA
- Include CoC's Facility Oncology Registry Data Standards (FORDS)
- Include AJCC 6th edition



# 2004 Examinations

- Inclusion of additional questions on Central Cancer Registry operations
  - Council has agreed that the Certification Examination should measure a candidate's ability to work in a variety of cancer surveillance settings
  - CTRs frequently work in more than one setting in the course of their careers
  - Hospital/facility based procedures & those that apply to both settings will continue to dominate the examination since this still represents the major employer of CTRs
  - Currently, 10% to 15% of examination candidates come from Central Cancer Registries

# 2004 Examinations

- NAACCR Education Committee volunteered to submit questions
- Invite everyone to submit questions
- ## CRE hours awarded for every # questions
- For information go to NCRA website  
ncra\_usa.org  
Certification

# 2002 - 03 Committee Activities

- Exam Construction Committee
  - Dan Curran, CTR, Chair
  - Members consist of all Council members
  - Met at the end of January 31 to review the 2003 Certification examinations

# 2002 - 03 Committee Activities

- Item Review Committee
  - Dan Curran, CTR, Chair
  - Spring meeting
  - Review all questions referencing COC requirements and/or standards for compliance with FORDS
  - Review all AJCC questions for compliance with AJCC 6th edition

# 2002 - 03 Committee Activities

- CTR Exam Job Task Analysis (JTA) Committee
  - Co-Chairs: Suzy Hoyler & Joan Philips
  - Assist PTC in development of survey tool to identify major areas of practice required to perform the cancer registrar job
  - CTRs asked to create a list of job task statements for use in the JTA survey
  - PTC creates draft JTA survey

# 2002 - 03 Committee Activities

- CTR Exam JTA Committee (cont)
  - CTRs review draft survey & provide comments
  - Survey finalized by PTC following review
  - Survey offered online
  - NCRA will send blast e-mail to all NCRA members & CTRs requesting that they complete the survey
  - Recommend changes for the CTR Exam & assess the need for additional levels of certification based on the job task analysis

# 2002 - 03 Committee Activities

- International CTR Committee
  - Kathryn Golub, CTR Chair (USA)
  - Wanda Diaz, CTR, MA (c) (Puerto Rico)
  - Mignon Dryden, CTR (USA)
  - Ingrid Friesen (Canada)
  - April Fritz, RHIT, CTR (USA)
  - Elaine Hamlyn, CTR (Canada)
  - Martha Oliva, CTR (USA)
  - Steven Roffers, PA, CTR (USA)

# 2002 - 03 Committee Activities

- International CTR Exam Committee (cont)
  - Reviewing the procedures needed for NCRA to offer an international CTR exam and international-CTR credential
  - Committee recommendations
    - Development of an International exam & credential of International Certified Tumor Registrar [CTR(I)] to be awarded to candidates who successfully pass the International CTR Exam
    - Non-country/non-agency specific exam



# 2002 -03 Committee Activities

- International CTR Exam Committee (cont)
  - Annual 250 question electronic test based on items in the existing item data bank with the exclusion of U.S. specific items such as those relating to COC approvals
  - Budget developed
  - Market analysis is being prepared
  - Developed proposal to solicit support from NCI Office of International Affairs, UICC, & investigate other funding and support options

# 2003 -04 Activities

- Complete JTA
- Evaluate US Exam content based on JTA findings
  - Subject content
  - Subject weighting
- Evaluate eligibility criteria
  - Review approved Allied Health curriculum, licenses, & credentials

# 2003 -04 Activities

- Develop International CTR Examination
- Develop Strategic Plan for Council on Certification

# Further Information

- NCRA Website [NCRA-USA.org](http://NCRA-USA.org)
  - Certification
  - Connection articles
  - Gayle Clutter E-mail [gclutter@cdc.gov](mailto:gclutter@cdc.gov)