|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **[NAME OF REGISTRY]** | | | | | |
| **Student Visit Procedures** | | | | | |
| **Effective Date:** |  | | | | |
| **Created By:** |  | | | **Date Created:** |  |
| **Approved By:** |  | | | **Approved Date:** |  |
| **Revised By:** |  | | | **Revision Date:** |  |
| **Definition:**  The \_\_\_\_\_\_\_\_\_\_ State Cancer Registry welcomes registrars in training for an 8-hour student experience comprised of Operations Work, Research Fundamentals, and CTR Exam Tips. | | | | | |
|  | | | | | |
| **Purpose:** This program satisfies the NCRA Clinical Practicum Central Registry Requirement while also providing students a tailored balance of Operations and Research insight into the central cancer registry. | | | | | |
|  | | | | | |
| **Procedure:** The CCR hosts **o**ne to four students for a full-day practicum of central registry operations. Students site one-on-one or two-on-one with a different CCR staff member for each topic. Eligible students are those enrolled in a NCRA-accredited education program and who have completed at least 80 hours of clinical registry practicum. | | | | | |
|  | | | | | |
| **When** | | **Who** | **Task** | | |
| 2-3 Months prior to event | | Student Visit Coordinator | Contact NCRA-Accredited program(s) to gauge interest and coordinate availability. | | |
| Finalize agenda. | | |
| Develop a flyer and post on state and NCRA job boards, social media, etc. | | |
| 1-2 Months Prior to  Event | | Student Visit Coordinator | Contact NCRA-Accredited program with date and # of eligible students | | |
| Send CCR Staff Availability Inquiry Email | | |
| Choose Date(s) and Notify Staff & program Instructor | | |
| Student Visit Assistant | Reserve Rooms for Event | | |
| 3 Weeks Prior to Event | | Student Visit Coordinator | Request Student Names and Emails from Instructor | | |
| Send Welcome Email  ***\*\*Always CC Instructor***   * Overview of Day * Completed Agenda * Parking Instructions * Directions | | |
| 2 Weeks Before Event | | Student Visit Coordinator | Email Staff/Trainers Agenda | | |
| Student Visit Assistant | Mail Parking Passes | | |
| 2 Days Before Event | | Student Visit Coordinator | Send Reminder Email to Staff and Students  ***\*\*Provide students all contact info for morning of issues*** | | |
| Student Visit Assistant | Create Student Packets   * Agenda * Confidentiality Form * Organizational Structure * CCR database Workflow Chart * Student Satisfaction Survey/Evaluation | | |
| Day of Event | | Student Visit Coordinator | Review Paperwork with Students  ***\*\*Obtain Signed Confidentiality Form*** | | |
| Complete Clinical Practicum Paperwork | | |
| Request Survey Before Student Dismissal | | |