**NAACCR Professional Development Steering Committee**

MINUTES

**Thursday, October 26, 2023**

1. **Welcome, Roll Call** – the meeting was attended by Angela Martin, Melissa Riddle, Connie Boone, Alicia Smith, Lihua Liu, Mignon Dryden, Keri Miller, Carrie Bateman, Jim Hofferkamp, Monique Hernandez

**Excused:** Andrea Sipin-Baliwas

* 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

1. **New activities / Discussions** 
   1. **Survey Course Questions Angela Martin**

Angela, Jim, Carrie, Monique, Melissa, discussed the upkeep task force for the survey course. They discussed whether the course should be a high-level overview or more detailed. After some discussion, they decided that the course should be a high-level overview for those coming into a central registry environment. This would provide them with a broad understanding of what central cancer registries do. The goal of the course was not to train people in the specifics of their particular registry but to give an overview of what central cancer registries do and handle. Connie and Alicia will be co-chairs on the Update Task Force which will update this Survey Course. Melissa, Angela M. and Jim volunteered to be members of the group.

There was discussion regarding finding resources for central registries such as Death Clearance.

* On the NAACCR website under Central Registry Standards in the drop down box there is a link [Registry Operations Guidelines](https://www.naaccr.org/registry-operations-guidelines/) and there you will find the Death Clearance Manual and other resources.
  1. **SMP and Workplan Carrie Bateman**
     1. **Make changes as necessary to align with Strategic Initiatives**
        1. **SMP**

Carrie sought the team's opinion on the related strategic initiatives she had added to their objectives, per the Board’s feedback. Alicia proposed a new task to provide a roadmap for allied health professionals transitioning from Covid-related burnout to the industry. The team agreed that this was a good idea and decided to revisit it after discussing the strategic plan. Monique suggested cross listing the initiative under informatics and training for expansion. Monique emphasized that the role of PDSC is not necessarily to develop training materials but to guide and navigate people to resources. Lihua brought up and group agreed to the idea of leveraging the expertise of individuals who had previously worked in other industries and had now joined the cancer registry field. Possibly invite them to meetings to share their experiences. Alicia suggested a 'day in the Life Webinar Series' to showcase the roles of different professionals. The team also worked on a strategic initiative document and discussed ways to improve their work plan, including revising objectives and tasks. They agreed to review and discuss these changes independently, with the possibility of addressing them in the next meeting.

* + - 1. **Workplan**

The team discussed the content of a toolkit for recruitment and job descriptions, specifically for positions related to cancer registry informatics. Monique proposed adding job descriptions for technical positions and reaching out to registry directors for insights. Carrie, Angela, and Alicia suggested expanding the toolkit to include operations and data quality aspects. Monique highlighted the importance of data dissemination, linkages, and dashboard building. Keri expressed concerns about the team's ability to create a dashboard without a computer scientist, and Monique suggested a range of skills that could contribute to these efforts. Keri also mentioned R&R would like to write an article for the Journal. The team decided to gather job descriptions and interview questions from registries and update them periodically.

Regarding the new “roadmap” initiative, Alicia proposed identifying target groups for effective messaging strategies, which was deemed a deliverable under this task. The team also discussed the need to expand training and volunteer recruitment.

**Actions**

* Angela will send out the minutes of the meeting.
* Carrie will package the strategic plan, work plan, and related strategic initiatives document for review.
* Carrie will post the strategic initiatives document for review.