**NAACCR Professional Development Steering Committee**

MINUTES

**Thursday, November 29, 2023**

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

**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. **Next Year Participation Angela Martin**

Angela asked the group to email her regarding whether or not you will be participating in this group next year so she can update the calendar invite accordingly.

* 1. **SMP and Workplan Carrie Bateman**
     1. **Review and Revise Workplan Tasks**

Carrie initiated a discussion about the work plan activities for the years 2024 to 2027. She asked for feedback on the goals and objectives they had previously discussed. The conversation focused on the tasks listed for each goal, particularly those related to collaboration with other professional organizations and creating a roadmap for allied health professionals to transition to central registry work.

* **Goal 1, Objective 1, Task 1 and 2** – Carrie and Jeremy discussed the plan for integrating members from non-registry professions and creating an informatics toolkit for professional development. They agreed that the specifics of this task were yet to be decided, but it would be beneficial for R&R to develop a plan. They also discussed the need for collaboration with other steering committees and the possibility of pulling together existing tools from other areas. Deirdre suggested that while the task might technically fall under professional development, it would require extensive collaboration and coordination with other steering committees.
* **Goal 1, Objective 2, Task 1** – is important and could attract both experienced professionals and those in training. They also decided that it would be under the purview of recruitment and retention. The team discussed the task of transitioning allied health professionals and public health professionals to a cancer registry. They agreed that the recruitment and retention work group could handle this task but expressed concerns about capacity. Keri felt R&R could take this task on. The team also decided to develop messaging strategies to target health professionals, with a focus on having a clear roadmap for those interested in this work. The possibility of involving existing members who have transitioned from similar positions in the development of this roadmap was suggested.

Lihua emphasized the importance of innovation and collaboration within the team to keep up with advancing technologies and expectations. She also highlighted the need for advocacy to secure adequate funding to support their workforce. Carrie acknowledged the points raised by Lihua and noted that they are in line with their strategic initiatives, particularly the need for expanded training for NAACCR members. They agreed that despite budget limitations, they need to be advocates and make their needs known to funding agencies and the state.

* **Goal 1, Objective 3, Task 1 –** no comments.
* **Goal 1, Objective 3, Task 2 –** Carrie asked the group their opinion on rewording this task, does it fall under PDSC or is it outside our scope? Deirdre suggested that while the task might technically fall under professional development, it would require extensive collaboration and coordination with other steering committees. Lihua expressed optimism about coordinating with other registries to share best practices and foster innovation. Carrie and Monique confirmed that the registries themselves are considered members, not just the individuals who work within them. Deirdre further clarified that the actual members of NAACCR are the registries, with the staff benefiting from their membership. They discussed the possibility of different levels of membership for registries and individual staff. Angela, from NAACCR, raised a question about the relevance of the task to the work Fernanda from NAACCR is doing in Volume 3. Carrie and Angela agreed on the need to coordinate with existing activities and avoid reinventing the wheel. Carrie outlined the task of creating a comprehensive list of tip sheets and ensuring their accessibility to the members.
* **Goal 1, Objective 3, Task 3 –** It was decided to delete task 3, with the possibility of reassessing it in a few years.
* **Goal 1, Objective 4, Task 1, 2 and 3** – Discussed the Member Ambassador program and the importance of encouraging new member involvement in NAACCR. Deirdre emphasized the need to understand the specific volunteer needs of the steering committees before pursuing them, suggesting a focus on registry directors to encourage their staff to volunteer.
* **Goal 2, Objective 1, Task 1** – A task to collaborate with steering committees and external organizations to produce educational materials was questioned for its feasibility. The team agreed to continue the discussion in their next meeting.

**Actions**

* Angela will send an email to PDSC members to confirm their participation for next year.
* Carrie will review the task of collaborating with other steering committees and external organizations to produce educational materials at the next meeting.