Danville Area Community College Cancer Registry Management Certificate

Program

Student Handbook 2023-2024

Welcome

Danville Area Community College (DACC) is pleased to provide you with information regarding the Cancer Registry Management (CRMC) Program. This handbook is designed to serve as a guide to information concerning the Cancer Registry Management certificate program and to student policies that are particular to these courses of study (hereafter known as "the Program"). The requirements given in this handbook apply to all students enrolled in the Program. The student should become familiar with and make plans to comply with these guidelines. Please feel free to discuss any questions or concerns with the instructors in the Program. Be sure to read through the entire handbook. This Handbook is available online at the DACC CRMC website. All CRMC students are subject to the policies in this Handbook.

Accreditation

Danville Area Community College is accredited by The Higher Learning Commission (HLC). The Cancer Registry Management program is seeking provisional accreditation by the National Cancer Registrars Association (NCRA). The accreditation program, which includes both the setting and implementation of standards, is conducted by the NCRA FEPRC. The FEPRC is the administrative body for the accreditation of cancer registry management programs of formal education programs at the certificate and degree level, leading to the eligibility to apply for the Certified Tumor Registrar (CTR®) examination, throughout the United States and abroad.

Mission of the Cancer Registry Management Program

The Cancer Registry Management Program is housed under the HIT department at Danville Area Community College and strives to provide our diverse community with quality, innovative, and accessible learning that produces data information specialists that capture a complete history, diagnosis, treatment, and health status for every cancer patient in the U.S. Program graduates will be well trained in order to collect, organize, code, analyze, and protect the health information of cancer patients' as well as having the ability to operate healthcare computer information systems and software applications. This program's goal is to graduate students with attitudes, principles, and skills that will give them the ability to enter the cancer registry profession and to continue to grow with an industry that is rapidly expanding, ultimately educating individuals that meet or exceed the expected competencies of the National Cancer Registrars Association Certified Tumor Registrar eligibility requirements.

DACC Mission Statement

Danville Area Community College is committed to providing quality, innovative, and accessible learning experiences which meet the lifelong academic, cultural and economic needs of our diverse communities and the world we share.

DACC Vision Statement

Danville Area Community College will continue to be a nationally recognized leader in student success and an active partner in building and maintaining academic excellence and the economic vitality of the communities it serves.

DACC Values

Integrity
Trusting relationships and an ethical reputation with those we serve (students, faculty, employees, community, business, other educational institutions, government).
- Being respectful
- Being honest and sincere
- Being fair and reasonable
- Acting responsibly by meeting commitments and obligations
- Remaining true to the academic disciplines

Excellence
Consistently achieving exceptional results that delight those we serve.
- Being accountable through the evaluation and adjustment of our services, processes and programs as needed to assure timeliness, quality, effectiveness, and financial stability
- Providing superior learning experiences and services
- Being learner focused to meet the needs of those we serve
- Encouraging continuous improvement and lifelong learning, growth
- Being innovative and proactive

Communication
Positive and productive relationships and environment for those we serve.
- Openly exchanging thoughts, messages, information and ideas throughout our college and community
- Fostering an environment of belonging, acceptance
- Encouraging participation, involvement and collaboration
- Demonstrating spirit, sound teamwork principles and practices
- Empowering others by enabling them to make decisions, take actions that match their capabilities

Adaptability
Continuously meeting the changing needs of those we serve.
- Providing relevant, meaningful educational services
- Being flexible and willing to change
- Developing and demonstrating the competencies, as well as versatility needed for continuing success
- Anticipating and capitalizing on opportunities for growth, success
- Taking appropriate risks that contribute to learning, growth, or ultimate success

Diversity

Providing a safe and secure learning environment for the personal and intellectual growth of those we serve, preparing them to participate in an increasingly changing world.

- Promoting and upholding our vision that all are treated with equality, fairness, dignity, and respect.
- Delivering a curriculum and services which are inclusive of global considerations and which value the voices, experiences, and worth of a variety of cultural perspectives.
- Fostering educational practices which support the learning styles of each unique human being.

Important Telephone Numbers

Name	Title	Email	Telephone Number
Kelly Johnson	Program Director	k.johnson@dacc.edu	217-554-1678
Manny Rodriguez	Division Dean	m.rodriguez@dacc.edu	217-443-3222

The Cancer Registry Management Program is under the umbrella of the Health Information Management Program. As such, the HIM Advisory Committee includes members from both the HIM and Cancer Program specialties since they are often members of the same organizations. These individuals are responsible for providing advice to the CRMC program on current cancer registry management trends and needs of the community. They maintain a liaison function between the program and the cancer registry management professionals in the community. This group meets once per year. For a complete listing of current members, please inquire to one of your cancer registry management program instructors.

The Cancer Registrar

The Cancer Registry Management program is designed for persons interested in pursuing a career that combines collection, analysis, and management of accurate and complete cancer data that can be used for cancer control and epidemiological research, public health program planning, and patient care improvement.

Cancer Registrars possess the clinical and technical knowledge and skills necessary to maintain components of the disease-related data collection systems consistent with medical, administrative, ethical, and legal and accreditation requirements of the health care delivery system. In all types of facilities, and in various locations within a facility, cancer registrars manage and analyze clinical cancer information for the purpose of processing, maintaining, compiling and reporting health information for research, quality management and improvement, facility planning and marketing, long- term follow up, cancer program development, cancer prevention and surveillance, survival data, compliance with reporting standards, evaluation of treatment results, and national cancer program accreditation.

This program provides instruction and virtual practice experience to assist students in developing the technical skills necessary to become Cancer Registry Management professionals.

Student who successfully complete the Cancer Registry Management curriculum and pass 5-Core Competency exams with 70% or greater, are then eligible to apply to sit for the Certified Tumor Registrar (CTR®) Examination.

Selection Criteria – Associate Degree and Certificate Program

In order to promote student success in the Cancer Registry Management Program and in the cancer registry management profession, the program follows Danville Area Community College enrollment criteria at: https://dacc.edu/depts/hit/cancer-registry-management.

Please refer to the College website for information about the admission process at DACC admissions

Admission Procedure

1. Submission of application to DACC (https://dacc.edu/application-new-student-form) and required official transcripts from high school and all colleges previously attended.
2. Submission of application to the Cancer Registry Management program https://dacc.edu/depts/hit/cancer-registry-management
3. It is the responsibility of the applicant to ensure that the documentation is complete.
4. No applicant will be considered until all required documentation has been submitted.

Readmission procedures:

A student must reapply to the CRMC program if:

- He/she has previously been admitted to the CRMC program and there is a lapse in continuous enrollment for one fall and spring semester.
- He/she has been dismissed from the CRMC program.

The student should contact the director for instructions on how to proceed.

Course Requirements

All students in all programs must complete each course with a grade of "C" or better in order to progress to the next course and/or successfully complete any of the programs.

Graduation Requirements

The specific course requirements for the certificate in Cancer Registry Management are listed under "Curriculum" in this Handbook. Please review these with your advisor to make certain you have met all the requirements for graduation. Students are encouraged to view my DACC accounts to track graduation requirements.

Fees

Please refer to the [college catalog](https://dacc.edu/tuition-fees) (https://dacc.edu/tuition-fees) for a current listing of tuition and fees.

Financial Aid

Students with financial aid concerns are encouraged to talk with the [Financial Aid Office](https://dacc.edu/finaid) (https://dacc.edu/finaid)

The DACC Foundation provides many scholarship and emergency funding opportunities. Cancer Registry Management program students are advised to speak with their advisor for more information.

Curriculum
Certificate in Cancer Registry Management

Prerequisites	Credit Hours
BIOL 136 Anatomy and Physiology 1	4
HITT 101 Introduction to Health Information Management	4
BOFF 140 Medical Terminology	3
HITT 115 Pathophysiology and Pharmacology	4
Total Prerequisite Hours	15

These 4 prerequisites must be completed with a C or better before program entry.

Cancer Registry Management Certificate Specific Courses	Credit Hours
CRMC 100 Cancer Registry Structure and Management	4
CRMC 110 Cancer Registry Operations	4
CRMC 120 Cancer Disease, Coding, and Staging	4
CRMC 130 Oncology Treatment and Coding	4
CRMC 140 Follow-up, Data Quality and Utilization	4
CRMC 150 Abstracting Methods	4
CRMC 160 Virtual Practicum	6
Total Cancer Registry Specific Courses Hours	30

All courses must be completed with a C or better.

CRMC-100 Cancer Registry Structure & Management (4 Credits)

This course discusses the history and evolution of the modern cancer registry as well as its purpose in the support of cancer surveillance. The different types of cancer registries, confidentiality issues, legal & ethical issues, and the role of professional organizations and standard-setting organizations in cancer data management are covered in this course.

Requisites:

Completion with a C or higher of BIOL-136, BOFF-140, HITT-115, and HITT-101; - Must be completed prior to taking this course.

CRMC-110 Cancer Registry Operations (4 Credits)

This course provides an in-depth overview of the systematic processes used in the daily operations of a cancer registry. This course examines detailed guidelines for determining which cases meet eligibility requirements for state, federal, and Commission on Cancer (CoC) standards and covers the role of standards in providing comparable data for analysis.

Requisites:

Completion with a C or higher of BIOL-136, BOFF-140, HITT-115, and HITT-101; - Must be completed prior to taking this course.

CRMC-120 Cancer Disease, Coding & Staging (4 Credits)

This course defines cancer and how it develops and spreads. The many types of cancer and how to stage and code cancer using systems developed by the standard setters will be covered. All major staging and coding systems will be reviewed, and critical reference guides will be highlighted.

Requisites:

Completion with a C or higher of BIOL-136, BOFF-140, HITT-115, and HITT-101; - Must be completed prior to taking this course.

CRMC-130 Oncology, Treatment & Coding (4 Credits)

This course provides an in-depth overview of cancer treatment options, including a comprehensive review of surgery, chemotherapy, radiation therapy, immunotherapy, and hormone therapy. Less frequently used treatment options will also be reviewed. Treatment guidelines to document complete and appropriate care will be covered.

Requisites:

Completion with a C or higher of CRMC-100, CRMC-110, and CRMC-120; - Must be completed prior to taking this course.

CRMC-140 Follow-up, Data Qualty & Utility (4 Credits)

This course provides students with the best-practice tools for follow-up and outlines the proven methods to ensure the collection of high-quality data. Application of statistical techniques, including biostatistical and epidemiological methodologies, and how to prepare data for cancer registry reporting will be covered.

Requisites:

Completion with a C or higher of CRMC-100, CRMC-110, and CRMC-120; - Must be completed prior to taking this course.

CRMC-150 Abstracting Methods (4 Credits)

This course takes a systematic look at the source documents used to capture information included in the cancer registry abstract, which organizes, summarizes, and categorizes the crucial information in a patient's medical record. The process of documenting the pertinent clinical information needed for the abstract will be covered.

Requisites:
Completion with a C or higher of CRMC-100, CRMC-110, and CRMC-120; - Must be completed prior to taking this course.

CRMC-160 Virtual Practicum (6 Credits)

This virtual practicum is the final step for all NCRA Accredited Formal Education Programs. It provides students online activities in the technical aspects of cancer registry operations and cancer surveillance methods to complement their coursework. The theoretical foundation provided in program courses is essential to understanding the general concepts and principles of a cancer registry. Therefore, students do not begin the practicum until they have completed all the courses in an NCRA Accredited Formal Education Program. Students who successfully complete the coursework, practicum, and core competency assessments are eligible to apply for the Certified Tumor Registrar (CTR) exam.
Requisites:
Completion with a C or higher of CRMC-100, CRMC-110, CRMC-120, CRMC-130, CRMC-140, and CRMC-150; - Must be completed prior to taking this course.

Students will complete the online practicum activities outlined on NCRA's Center for Cancer Registry Education. These activities have either been created by NCRA or are available through SEER*Educate at no cost to the student or program. For students at a state- accredited college or university system, a CTR-credentialed advisor will monitor, record, and verify the student's completion of practicum activities on the Practicum Completion Form which should be submitted to the program as proof of completion of the virtual practicum activities. Students will also attest to having completed the activities prior to taking the online assessment. The advisor can conduct student business through virtual meetings, emails, and calls. Once the virtual practicum is completed, the student is required to pass the five core competency assessments.

- Students must complete all coursework in an NCRA accredited degree or certificate program before beginning the virtual practicum.
- Students must be supervised by a CTR-credentialed advisor.
- Students must complete all the practicum activities for each core competency before taking the related core competency assessment. (Students will attest to having completed those activities prior to taking the assessment.)
- Students must pass the five core competency assessments on the Center for Cancer Registry Education with a grade of 70% or above.
- Students should print the five *Practicum Assessment Completion Certificates*. These certificates will be required as proof of practicum completion when applying to take the CTR exam.

Job Placement

The Cancer Registry Management program does not place graduates. However, many area facilities notify us when there are job openings in their departments. Efforts are made to notify all interested students. Job placements received are emailed to the Danville Area Community College Health Information Management Club group email.

Academic Honesty

The Cancer Registry Management program does not tolerate cheating in any forms as it does a huge disservice to our students. While we truly believe this is not an issue within our program, it is important to remember this as the purpose of the program and the information provided is to learn for a career dealing with people's lives. In addition, the information you are provided is done so to help you pass a national exam. Our goal is for you to pass this national exam and cheating while learning it will not achieve that. Anyone suspected of cheating will be reprimanded according to the DACC Student Code of Conduct at https://dacc.edu/student-handbook-2022-2023/student-code-conduct.

Alcohol and Drug Free Environment

Please refer to the College website for the DACC Student Code Of Conduct at https://dacc.edu/student-handbook-2022-2023/student-code-conduct for information on DACC's Alcohol and Drug Free Environment.

Attendance

As all courses are delivered virtually there is no on campus attendance requirement. There are however due dates for assignments which are used to appraise student activity and whether or not a student needs to be dropped from courses. Please see DACC's withdrawal and drop policy at https://dacc.edu/ar/withdraw

General Information on Student Resources and Responsibilities

Please refer to the College website for additional information about Student responsibilities at https://dacc.edu/catalog-2021-2022/general-information.

It is the responsibility of the student to ask questions as needed and to meet with the instructor for additional help during the semester. Online students are expected to submit assignments and tests by the due date designated by the instructor.

Evaluations

Assignments

Assignments are due on the date and time specified by the instructor. Unless otherwise specified, late assignments will not be accepted. Assignments received after the time period specified by the instructor or the failure to notify the instructor of late work may be given a grade of zero (0) at the discretion of the instructor.

Examinations

Students must take examinations at the scheduled time. Examination schedules are given well in advance and it is the student's responsibility to be ready to take the exam. Online students will be given a time period in which to take exams and quizzes. Online students should not wait until the last day to take the exam. Online exams are generally open for an extended period of time.

Final Examinations

Final examinations are scheduled by the college and are taken at the scheduled date and time. Online students will be given a specified period of time and duration in which to take the final exam.

Grading System

DACC GRADING SCALE
The letter grading system at DACC uses a 4.0 scale as follows:

- A   Excellent   4 grade points per semester hour
- B   Good 3 grade points per semester hour
- C   Fair   2 grade points per semester hour
- D   Passable   1 grade points per semester hour
- F   Failure   0 grade points per semester hour

The following grades do not affect your grade point average:

W   W Official Withdrawal: See official Withdrawal Policy Dates & Deadlines for each semester. Withdrawal dates.

I   Incomplete: This is a temporary grade. All incomplete work involved with a temporary "I" grade will be performed within 30 calendar days after the end of the term so that a grade may be recorded.

AU   Audit: Students who audit a course will receive a "AU" grade.

S   Satisfactory: Used in some courses

U   Unsatisfactory: Used in some courses

A grade of C or better is required in all classes in order to graduate from the program. If a student receives a D or F in a Cancer Registry class, they may be removed from the program and will need to reapply.

Complaint Process

Sometimes a student of the DACC community experiences a situation or a conflict in which the student thinks her/his rights have not been fully recognized or have been compromised in some manner. The student's conflict may be with another student, a faculty or staff member, or with a college practice or procedure. When this occurs, it is said that the student has a complaint or a grievance. Again, student rights and responsibilities as defined through college procedures afford students a process by which to resolve a grievance. It is also important to note that the College forbids retaliation against anyone reporting or involved in a reported complaint/grievance. If any student feels that he/she has been retaliated against, he/she is to notify the College's general complaint officer, the Vice President of Student Services, Stacy Ehmen at 217-443-8746 or the College's Affirmative Action Officer, Jill Cranmore, Vice President of Human Services at 217-443-8756. (Please see the full policy at https://dacc.edu/student-handbook-2021-2022/complaints-grievances-procedures)

The CRMC program has included a student complaint process that allows students to send complaints to the FEPRC (Formal Education Program Review Committee). These are the steps to follow for a student complaint process:
- o   Student name, mailing address, city, state, zip, phone number, email address
- o   Name of institution, title of accredited program
- o   Name of faculty/instructor
- o   Name of program chair/department head

- Mailing address, city, state, zip, phone number, email address
- Nature of complaint
- Supporting document including the signature of student submitting report

Records of student complaints are maintained in the individual student's file and will be available to FEPRC upon request.

Program students will submit their complaint to:

NCRA FEPRC Administration

1330 Braddock Place, Suite 520

Alexandria, VA 22314

7032996640, Ext. 314

The [National Cancer Registrars Association (NCRA)](http://www.ncra-usa.org/) (http://www.ncra-usa.org/) is the professional organization representing cancer registry management professionals. Students enrolled in the program must pay for his/her NCRA student membership. Students will be directed to the appropriate application in CRMC 100 Course Announcements to complete the membership. Student membership in this organization is mandatory, as many assignments require the student to utilize the NCRA website.

It is the student's responsibility to maintain his/her membership in NCRA during the course of their studies in the Cancer Registry Management program.

Abiding by the following Code of Ethics is required by all NCRA CTR credentialed individuals.

The National Cancer Registrars Association
PROFESSIONAL PRACTICE CODE OF ETHICS
(Established 1986, Revised 1995, Revised 2002, Revised 2005. Revised 2008. Revised 2023)

Preamble

The cancer registrar is concerned with the development, use, and maintenance of hospital, centralized, or special purpose cancer programs that meet the needs of physicians, administrators, and planners; protect the patients' rights to privacy; and comply with ethical and legal requirements of the health care delivery system. To provide members of the Association and other registry professionals with definitive and binding guidelines of conduct, the National Cancer Registrars Association, Inc., adopted the following Professional Practice Code of Ethics, outlining principles of professional conduct.

I. GENERAL GUIDELINES

A. Conduct myself in the practice of the cancer registry profession to bring honor and dignity to myself, the cancer registry profession, and the Association.

GUIDING PRACTICES

C.) The cancer registrar shall maintain high standards of conduct, integrity, and fairness in all professional actions and decisions to establish and sustain an irreproachable, professional reputation. Examples:

- Make judgments and decisions without personal bias or prejudice.
- Give primary consideration in all decisions as to the affect actions may have on a patient's health and welfare.
- Respect all with whom you interact. Be kind, polite, and understanding. Respect others' personal space, opinions, and privacy. Any kind of violence is strictly prohibited. Harassment or victimizing others is unacceptable.
- Recognition that collaboration is necessary to achieve specific outcomes. Individual behavior should contribute to the Association goals, whether financial or organizational.
- It is expected that a healthy amount of effort is put into work assigned or accepted. Incomplete or deliberately underproductive work might hinder other's work or cause inequitable situations.

D.) Business on behalf of the employer should be conducted honestly and ethically, declining favors that will influence any decisions, and avoiding commercialization of one's position.

3. A member has the obligation to refrain from commenting disparagingly about the professional work of another member.

4. The cancer registrar shall follow workplace "fitness for duty" protocols of an employer or contractor to ensure that work is completed to the highest standard possible.

    a. While working onsite at a facility, a cancer registrar must follow facility tobacco use protocols. When working from a home office, tobacco use is at the discretion of the cancer registrar.

    b. A cancer registrar must not work as a cancer registrar under the influence of alcohol, marijuana or other legal or illegal recreational drugs.

    c. A cancer registrar must not work as a cancer registrar under the influence of unprescribed Scheduled I or Schedule II medications. If Scheduled I or Schedule II medications are prescribed, a cancer registrar must use as prescribed by a duly licensed practitioner in order to work as a cancer registrar.

    d. It is an employer's responsibility to manage drug testing to verify if the cancer registrar has not met the above conditions.

5. Evaluation of performance of another registrar should be done fairly and with objectivity following strict adherence to employer's evaluation protocol.

6. The cancer registrar shall use professional titles and degrees as earned and consistent with the dignity of the profession. An individual with a NCRA credential should use the acronym for that credential. Example:

    a. Certified Tumor Registrar should use the letters CTR.

    b. "CTR (Retired)" is used for a CTR credentialed individual that received approval by the Council on Certification that they are deemed retired from the cancer registry workplace.

7. A member has the obligation to appropriately recognize the contributions of fellow members and co-workers to advance cancer registry practice.

    a. Publications should give credit where due to one's peers.

8. A member has the right to speak out against policies espoused by the Association; however, representing one's own view as that of the Association or the majority of the members is unethical.

B. Uphold the doctrine of confidentiality and the individual's right to privacy in the disclosure of personally identifiable medical and social information.

CONFIDENTIALITY AND RIGHT TO PRIVACY GUIDELINES

1. The patient has a right to feel confident that all identifiable information about them possessed by the cancer registry will be kept confidential unless they waive the privilege, or release of the information is compelled by statute, regulations, or other legal means.

2. Use and release of identifiable and non-identifiable information shall be according to the established institutional policies.

3. Every effort must be made to ensure that the computerization of cancer registry information is accomplished in a manner that protects the confidentiality of patient information. Example:

    a. Actively participate in establishing controls to protect the patient's privacy when processing information electronically.

4. One is obligated to follow all laws which apply to the employer, regional, state (provincial) and federal laws that intersect with your work. Depending on one's role and professionalism, there are various laws one needs to observe. Cancer registrars must adhere to HIPAA. For example, accountants and medical professionals have their own legal restrictions and they must be fully aware.

    a. Health Insurance Portability & Accountability Act of 1996: https://www.cdc.gov/phlp/publications/topic/hipaa.html

    b. HIPAA lays out three rules for protecting patient health information.

        i. The Privacy Rule

        ii. The Security Rule

        iii. The Breach Notification Rule

C. Cooperate with other health professions and organizations to promote the quality of health care programs and the advancement of medical care, ensuring respect and consideration for the responsibility and the dignity of medical and other health professions and associations.

COOPERATION AND SUPPORT GUIDELINES

1. Cooperation with other professions engaged in or supportive of health services is an essential factor in the cancer registry profession's greater aim of improving health services and supporting research relevant to the advancement of medical care. Examples:

    a. Accept the right of other health professions / associations to have purpose in their occupation and attempt to understand the thinking and work patterns of

professional groups whose primary interest may be different from yours.

    b. Treat all members of the medical and component professional staff and other associations with equal respect and due recognition of the status, privilege, and authority belonging to their respective professions.

    c. Refrain from making decisions or expressing opinions for which you are not qualified.

    d. Assist the medical staff and/or institution in working with other professional groups or associations engaged in utilization review and patient care evaluation, continuing education for professional staff, health services planning, clinical studies, proposed legislation or regulations affecting medical and statistical record systems, and like activities.

2. Courtesy, respect, and cooperation should govern the relationships of fellow cancer registrars.

    a. Recognize that consultants and co-workers may have differing opinions regarding certain proposals or recommendations. Do not allow such differences to lead to utterances or actions inconsistent with the professional stature and dignity of a colleague.

    b. Do not place loyalty above duty by protecting a fellow cancer registrar who is guilty of unfair or unethical practices. Questions of conduct should be referred to the Ethics Committee for review and evaluation.

    c. Don't discriminate against people with protected characteristics, as forbidden by federal and state/provincial mandates

II. JOB ORIENTATION

A. Recognize the source of the authority and powers delegated to the cancer registrar and conscientiously discharge the duties and responsibilities thus entrusted.

DUTIES AND RESPONSIBILITIES GUIDELINES

1. It is the cancer registrar's duty to give loyal service and competently carry out the responsibilities of the position. Accepting a position for which one is inadequately prepared or vacating a position without responsibility vested in the position or with the policies of the institution, is unethical.

2. The cancer registrar shall always responsibly carry out the duties entrusted to him/her, including:

    a. Render a truthful accounting of the status of the work over which one has

responsibility.

     b. Assist the medical staff and other health professional staff in programs related to cancer patient care, cancer education, research, and committee activities in accordance with assigned responsibilities.

     c. Resort to the special knowledge, skill, or experience of fellow professionals for referral, counsel, guidance, or consultation when one lacks in some detail the capability required to serve an employer.

3. For the protection of the employer/client and cancer registrar (including consultants and part-time supervisors), an agreement should specify responsibilities, functions, objectives, and terms of service to be fulfilled.

4. Relationships with cancer registry and other institutional personnel should be characterized by courtesy and respect. When serving as a consultant, part- time supervisor, or official surveyor/observer, one's responsibility and authority for seeking and obtaining certain information, files, and statistical data should be tempered with respect for another individual's tenable position and the institution's good name in the community.

5. The cancer registrar, including consultants and other advisors, should maintain personal integrity and should not hesitate to advise the employer/client if, in the professional judgment of the registrar, the facility is in danger of errors of commission or omission.

B. Preserve and secure cancer registry records, the information contained therein, and the appropriate secondary records in the registrar's custody in accordance with professional management practices, employer's policies, and existing legal provisions.

GUIDE

1. The cancer registrar shall always support and uphold the professional standards that would produce complete, accurate, and timely information to meet the health and related needs of the patient. The cancer registrar shall not participate in any improper preparation, alteration, or suppression of medical/health records or official documentation duly maintained as part of the operation of the health institution. In the process of case consolidation in a state, central or federal registry, it remains the judgement of a cancer registrar to retain the most accurate information. This may result in alteration of inaccurate or incomplete data.

2. Preserve the confidential nature of professional determinations made by official committees of health and health-service organizations.

a. The cancer registrar shall abstain from discussing observations, comments, or findings concerning the practice of individuals that result in violating privacy.

b. Per requirements of business agreements or contracts.

c. Per the requirements or standards within an institution or throughout its affiliated network.

3. Disclose to only proper authorities, of any evidence of conduct or practice observed or revealed in medical reports that suggests possible violation of established rules and regulations of the employer or professional practice.

GUIDE

The cancer registrar shall exercise discretion when releasing or discussing sensitive information acquired during employment or fulfillment of contracted services which concerns the administrative conduct or professional practices within the health institution. Examples:

a. Disclose only to proper authorities, the conduct or practices believed to be violating the institution's internal policies and rules.

b. Disclose to proper regulatory or law enforcement agencies, the conduct or practices believed to be illegal only when, after informing the health institution, no corrective action has been enacted.

III. CONFLICT OF INTEREST (COI)

A. The cancer registrar should avoid conflict of interest by providing full disclosure to the employer or client of any interest in a provider of services or products.

IV. PROFESSIONALISM

A. Represent true and accurate professional credentials, education, and experience in any official transaction or notice, including other positions and duality of interests.

PROFESSIONALISM
GUIDELINES

1. Misrepresentation of one's professional qualifications, employment,

and interests reflects adversely on the profession and on oneself and lowers the public esteem for the profession.

2. A statement of any other positions of duality of interest in the health or health- related fields, either remunerative or non-remunerative in nature, should be made available on request of the employer. Examples of duality of interest include: outside consultation services, committee appointments, advisory positions, elected office, business enterprise interests, and the like.

3. Credentials, professional education, and experience are to be stated truthfully and accurately in any official transaction with NCRA or any other professional association, any employer or prospective employer, and any program coordinator or publisher.

4. Those documents that authenticate registration, accreditation, academic achievements, and membership status in recognized professional organizations may be displayed. Displays that imply qualifications not possessed are unethical.

B. The cancer registrar shall strive to increase the profession's body of systematic knowledge and individual competency through continued self-improvement and application of current advancements to the conduct of cancer registry practices.

GUIDE

1. The achievements and preservation of professional status are accomplished through the mastery of cancer registry activities competently applied and the continual striving for the application of new knowledge and increased skills. Examples:
    a. Acquire information by reading pertinent literature.
    b. Attend workshops, institutes, and other continuing education programs.
    c. Examine and scrutinize functions performed as a cancer registrar for purpose of self-evaluation in carrying out professional duties.

C. Participate in developing and strengthening professional manpower and appropriately represent the profession in public.

GUIDE

The future of the profession is dependent upon the affirmative and

responsible activities of members to recruit and train fellow cancer registrars. Examples:

    a. Encourage and assist in the recruitment of students for professional training when the need exists.

    b. Help the student and new cancer registrar to participate in activities and services for their continued development as cancer registrars.

    c. Use your special skills and knowledge to enhance the status and productivity of professional colleagues through participation in continuing education programs and publication of scholarly papers.

    d. Promote understanding of, respect for, and interest in the profession within one's community.

V. ASSOCIATION

A. Discharge honorably the responsibility of any Association position to which I am appointed or elected.

GUIDE

The association has a dual responsibility: safeguarding the members of the profession and promoting the services to be rendered by the professional to the health field. These two functions should be borne in mind in any deliberation undertaken by members, committees, officers, or delegates of the association. Examples:

    a. Discharge one's obligation to the profession with integrity, discretion, and by one's best endeavors in representing the association.

    b. Perform conscientiously the duties of any association office to which elected or the assignments of any committee to which appointed.

    c. Resign one's office or assignment if unforeseen circumstances prevent one from carrying out the responsibilities of an office or committee after the acceptance of the post.

d. Preserve the confidentiality of any privileged information

obtained as a member of the Executive Board or of a

committee or other empaneled group, including information about qualifying examinations gained while serving the National Cancer Registrars Association, Inc.

B. Uphold the standards of the profession by reporting to the Ethics Committee of this Association any breach of this code of ethics by fellow members of the profession.

GUIDE

1. Any evidence of illegal, unfair, or incompetent practice or unethical conduct by fellow members or persons credentialed by this Association should be reported to the Ethics Committee of the National Cancer Registrars Association, Inc.

    a. Transmit all referrals in writing, accompanied by supportive evidence of the unethical behavior or alleged violation.

    b. Do not shield an individual guilty of unfair or unethical practices.

2. Judgments of unethical behavior and recommendations for sanctions are the responsibility of the Ethics Committee rather than of individuals.

C. Acknowledge that a finding of guilt of a violation of the Code of Ethics may be subject to the following:

    a. suspension of NCRA membership.

    b. revocation of NCRA membership.

    c. suspension of NCRA professional credential.

d. revocation of NCRA professional credential.

All course have been designed to align with NCRA standards as set forth in the following tables:

CHART 3.2: CANCER REGISTRY MANAGEMENT COURSES		
Course Title	Topics	Textbook/cancer registry manuals and/or resources
Cancer Registry Structure and Management	- Introduction to the Cancer Registry - Cancer Data and Confidentiality - Legal and Ethical Issues and Standards (legal requirements for confidentiality, ethics of the profession, and safety practices in the facilities) - Types of Cancer Registries – Hospital and Central - National Standard Setting Organizations and Professional Organizations - Management Reports	NCRA's *Cancer Registry Management Principles & Practice for Hospitals and Central Registries*, 4th Edition
Cancer Registry Operations	- Disease Registry Files - Principles of Abstracting and Data Set Identification - Registry Standards - Standards for Commission on Cancer (CoC) Accredited Cancer Programs	NCRA's *Cancer Registry Management Principles & Practice for Hospitals and Central Registries, 4th Edition* American College of Surgeons' (ACoS) *Standards for Oncology Registry Entry (STORE) Manual* American College of Surgeons' (ACoS) Commission on Cancer (CoC) *Optimal Resources for Cancer Care (2020 Standards)*

Cancer Disease, Coding and Staging	Overview of Cancer	American College of Surgeons' *STORE Manual* Appendix A- Site Specific Surgery Codes
	ICD-O-3 and the Solid Tumor Rules	American Joint Committee on Cancer (AJCC) *Cancer Staging Manual, 8th Edition*
	Extent of Disease Coding (EOD): Diagnosis, Sequencing, Evaluating	National Cancer Institute's (NCI) Surveillance, Epidemiology and End Reports (SEER) Solid Tumor Rules
	AJCC's T, N, M Cancer	
	Staging Summary Stage	NCI-SEER's Summary Stage 2018: Codes and Coding Instructions
	Solid Tumor Rules	North American Association of Central Cancer Registries (NAACCR) Grade Coding Tables and Instructions, V2.01
	Grade Coding	
		NAACCR Data Standards & Data Dictionary, Volume II
		World Health Organization (WHO) *International Classification of Diseases for Oncology, 3rd Edition* (ICD-O-3) and errata

CHART 3.2: CANCER REGISTRY MANAGEMENT COURSES

Course Title	Topics	Textbook/cancer registry manuals and/or resources
Oncology Treatment and Coding	Standard Treatment Options for Cancer Surgical Procedures in Oncology Radiation Treatment in Oncology Systemic Treatment for Cancer Patients Palliative Care and Other Treatment for Cancer Treatment Guidelines for Cancer	NCI-SEER*Rx - Interactive Antineoplastic Drugs Database American College of Surgeons' (ACoS) *Standards for Oncology Registry Entry (STORE) Manual*, Radiation Chapter National Comprehensive Cancer Network (NCCN) Clinical Practice Guidelines in Oncology (NCCN Guidelines)
Follow-Up, Data Quality and Utilization	Monitoring Patient Outcomes Quality Management and Improvement of Cancer Registry Data Cancer Registry Database Management Statistics, Epidemiology, and Data Utilization Hospital Data (CoC/NCDB) Central Registry Data (use of central registry data, data linkage, consolidation, data edits) National Data Collection (Flow of data from hospital to central registries to the national programs, NCI-SEER and CDC-NPCR)	American College of Surgeons' (ACoS) Commission on Cancer (CoC) *Optimal Resources for Cancer Care (2020 Standards)* American College of Surgeons' (ACoS) *Standards for Oncology Registry Entry (STORE) Manual* NAACCR's Standards for Completeness, Quality, Analysis, and Management of Data, Volume III SEER Self Instructional Manuals for Cancer Registrars, Book 7 NCRA's *Cancer Registry Management Principles & Practice for Hospitals and Central Registries, 4th Edition*
Abstracting Methods	**Casefinding** Review source documents/reportable cases Determine single versus multiple primaries	American College of Surgeons' (ACoS) Commission on Cancer (CoC) *Optimal Resources for Cancer Care (2020 Standards)* American College of Surgeons' (ACoS) *Standards for Oncology Registry Entry (STORE) Manual*, Appendix A NAACCR's Standards for Completeness, Quality, Analysis, and Management of Data, Volume III NCI-SEER's Solid Tumor Rules NCRA's *Cancer Registry Management Principles & Practice for Hospitals and Central Registries, 4th Edition*

CHART 3.2: CANCER REGISTRY MANAGEMENT COURSES

Course Title	Topics	Textbook/cancer registry manuals and/or resources
	Coding/Staging Patient Identification Cancer Identification (e.g., primary site, histology) Facility-specific information (e.g., date of first contact, class of case, and managing physician) Purpose of text	American College of Surgeons' (ACoS) *Standards for Oncology Registry Entry (STORE) Manual*
	Case Validation and Finalization Edits Quality review Central registry reporting	NAACCR's Data Standards & Data Dictionary, Volume II
	Abstracting Major Cancer Disease Sites Breast Bladder Colon Lung Prostate	American Joint Committee on Cancer (AJCC) *Cancer Staging Manual, 8th Edition* NAACCR's Grade Coding Instructions and Tables, V2.01 NCI-SEER's Extent of Disease (EOD) 2018 General Instructions and Change log NCI-SEER's Summary Stage 2018: Codes and Coding Instructions

To be read and signed by the student:

I acknowledge receipt of the Cancer Registry Management Program student handbook and will abide by all of the requirements set forth within it.

_____   _____

Student Signature   Date