EDUCATION COMMITTEE

GENERAL INFORMATION


Committee Structure: Chair, appointed by Board of Directors; Subcommittee Chairs and General Members, appointed by Chair; Subcommittee Members, appointed by Subcommittee Chairs

Term of Office: 2 years

Reports: As defined in the Standing Rules
POLICIES

Purpose, Composition, and Duties:
The Education Committee shall identify the educational needs of NCRA and coordinate existing continuing education programs. The Education Committee is the umbrella committee for all educational activities and the chair serves on each of the other committees to maintain continuity. The Chair of the Education Committee coordinates with the Formal Education Committee and the Formal Education Program Review Committee.

This committee shall consist of a chair and two or more members chosen by the Chair.

Standards for Educational Presentations
The committee shall establish minimum standards for all educational presentations. These policies shall be shared with any other committees having an interest and/or collaboration in educational presentations.

Professional appearing mediums must be used, such as PowerPoint or other similar mediums.

The NCRA designation and copyright shall appear on all NCRA educational products and collateral materials. The NCRA designation may appear in any of the NCRA-accepted formats. These include the initials, full name, logo, graphic representation, or other formats in current use by the Association.

Speakers will not make negative comments about the NCRA educational materials, the authors and/or donating group of the material, or NCRA in general.

Evaluation of Educational Presentations
Evaluations from educational presentations will be summarized for all questions and relevant comments will be added to the summary. The information from program summaries will be included in the Education Committee report to the Board of Directors.

NCRA Educational Presentations
Presenters contracted by NCRA to present continuing education webinars, courses, online products and/or services, on its behalf will grant NCRA permission to publish and/or repurpose continuing education presentation and/or materials. Under special circumstances and upon request of the presenter, presentation materials from outside presenters that contain proprietary information will not be captured by NCRA for repurposing.

Donated Educational Presentation Material
All material donated to NCRA for the purpose of incorporating content and dissemination shall become the property of NCRA and carry the NCRA copyright. The author and/or donating group shall be given attribution for their contribution and as the author of the original material.

Conference Calls/Web Meetings
Conference calls and/or web meetings will be held monthly.

Education Committee monthly conference calls/web meetings will include the chair of the Formal Education sub-group and the chair of the Formal Education Program Review Committee sub-group. All conference call/web meeting agendas shall include agenda items to address sub-group
priorities and actions.

**PROCEDURES**

The committee shall:

Address educational needs identified by the strategic plan.

Determine areas of interest that will promote advanced education for all registrars. Determine the best available speakers to present these topics. Determine the best format to present these topics including webinars, podcasts, short webinars, and published works.

Obtain results of educational interests from the presentation evaluations, and examine the evaluation results for opportunities to expand educational services to NCRA members and cancer registrars.

Present opportunities and a plan of action to the NCRA Board of Directors for review and coordinate with other NCRA committees when appropriate.

Oversee the coordination of the Pre-Certification Workshop, other annual workshops, online courses, and online exam preparation web series.