FORMAL EDUCATION PROGRAM REVIEW COMMITTEE

GENERAL INFORMATION

Last reviewed and approved: May 2011, January 2013, January 2017

Committee Structure: Chair – or two co-chairs – appointed by the Board of Directors

Term of Office: Two years

Reports: Provide status reports to the Board of Directors through the Professional Development Board Director

POLICIES

Purpose, Composition, and Duties

The Formal Education Program Review Committee (FEPRC) is responsible for writing and updating the Accreditation Manual for National Cancer Registrars Association (NCRA) approved formal education programs.

The FEPRC is responsible for seeing that this manual reflects current best practices. The Accreditation Manual provides important guidelines to existing and prospective formal education programs about establishing an NCRA accredited formal education program and ensuring that the program provides the best education for its students.

To that end, the FEPRC reviews applications from prospective programs, and re-accreditation applications, and annual reports from existing programs.

The FEPRC consists, if possible, of two co-chairs and at least four - six dedicated committee members who are committed to seeing that future cancer registrars are receiving the best education possible.

The members of the committee will be certified cancer registrars, with an interest or background in education. Any NCRA member who teaches for, or administers an NCRA-accredited formal education program will not be allowed to be a member of this committee. If any member is currently enrolled in such a program, he or she will not be allowed to review any paperwork from that program.

PROCEDURES

The Formal Education Program Review Committee shall:

A. Establish and maintain an up-to-date accreditation manual, which outlines in detail the steps required to obtain NCRA accreditation for a formal education program and how to maintain that accreditation.

1. Conduct, at least annually, a conference call with committee members to discuss needed changes to the manual.
2. When changes are made, notify existing formal education programs of the changes and the timeline for making the changes in their programs.

B. Review applications from facilities wishing to initiate a formal education program via the process outlined in the FEPRC accreditation manual and make a determination as to the status of the applicant program.

C. Review annual reports and applications for reaccreditation.

   1. The re-accreditation application and annual report is reviewed by the Chair and selected committee members following the same steps as for the initial accreditation.

Programs are due to submit applications for re-accreditation after three annual reporting periods OR for new programs on provisional accreditation, after the two-year probationary period, or for programs on probation, after the probation period has expired.

   2. If a program is found to have multiple deficiencies, it can be put on probation for a period of 12 consecutive months.

   3. If a program is found to have multiple deficiencies, the chair (or one of the co-chairs) or a committee member may conduct a site visit to the facility to help the program overcome its difficulties.

D. Publicize the accreditation of new programs and re-accreditation of existing programs through articles in The Connection.

E. Submit quarterly reports and an annual report to the Professional Development Board Director for approval of the Board of Directors.

   1. Take action as required by the Board of Directors as a result of the status reports.
   2. Maintain ongoing record of volunteer hours, include as part of status report.

F. Validate and update links to accreditation process on the NCRA website.

G. Establish and maintain communication with the Formal Education (FE) Committee.

H. Work in close contact with the NCRA’s Education Manager, who serves as adviser and staff for the committee.

I. Prior to the conclusion of his/her term, the chair will prepare a summary report for the incoming officer, including recent activities, activities in progress, and last annual report. Email this report to Board contact and NCRA staff contact to be given to incoming committee chair.