FORMAL EDUCATION COMMITTEE

GENERAL INFORMATION


Committee Structure: Chair, appointed by the Board of Directors; other members, appointed by Chair
Members: Chair (appointed by the Board of Directors), 2-3 members as appointed by Chair, and Professional Development Director of the Board of Directors.

Term of Office: 2 year term

Reports: Provide reports on the status of committee projects to the Board through the Professional Development Board representative.

POLICIES

Purpose, and Duties

The Formal Education Committee is responsible for the promotion and marketing of NCRA’s approved Formal Education Programs, and the recruitment of new programs.

The Formal Education Committee will provide collaboration and support to the NCRA Independent Clinical Advisor (ICA) program in order to assist with the clinical practicum students who are applying for opportunities for completion of clinical activities virtually, with an ICA.

PROCEDURES

The Formal Education Committee shall:

A. Promote development of additional Formal Education Programs for Cancer Registrars.

1. Identify eligible schools to implement the Formal Education Program.

2. Promote the value of becoming an NCRA approved formal education program.

3. Participate in ongoing strategies to increase the number of formal education programs.

4. Maintain knowledge of the requirements for NCRA approved formal education programs.

5. Maintain ongoing communication with FEPRC to keep apprised of new programs approved and any changes in curriculum requirements. (Appendix B)

6. Provide endorsement of approved programs through listings on the NCRA Website and in The Connection and other publications.
7. Keep the membership informed of activities of this committee, and publish articles in *The Connection*, as appropriate, to inform the membership of actions taken.

8. Annually review NCRA Strategic Plan to identify and implement activities to meet the goals of the plan.

9. Alert FEPRC when it is known that a program plans to seek NCRA accreditation for their registry program.

10. Attend at least 50% of the Formal Education Committee conference calls that are convened, annually.

B. Reports, Data Collection, Data Review/Updates

1. Use the Formal Education Communication Form to collect data from approved programs. (Appendix A)

2. Submit all required reports through the Professional Development Board Director.

3. Provide annual report summarizing achievements for the year in July.

4. Prepare articles for the *The Connection* quarterly.

5. Maintain ongoing record of volunteer hours, include as part of Board reports.

6. Prior to the conclusion of your term as chair, prepare a summary report for incoming officer, including recent activities, activities in progress, and last annual report. Email thereport to Board representative and NCRA staff contact to be given to incoming committee chair.