CTR Exam | Detailed Content Outline
[Based on the 2017 NCRA Role Delineation Study of the Cancer Registry field]  UPDATED 12/01/2017

Each specific task is assigned to one content domain.

**DOMAIN 1. Casefinding**
- Review source documents for potentially reportable cases to enter into a suspense file.
- Determine single versus multiple primaries.

**DOMAIN 2. Abstracting/Coding**

**Patient Identification**
- Verify and enter demographic information at diagnosis.
- Identify primary payor.
- Collect information on comorbidities.
- Assign accession and sequence numbers.

**Cancer Identification**
- Analyze medical record source documents to code primary cancer characteristics (e.g., primary site, histology)
- Analyze medical record source documents to interpret and code facility-specific information (e.g., date of first contact, class of case, and managing physician).
- Record pertinent information from source documents in text format to support all coded data items.
- Clarify conflicting, ambiguous, or incomplete documentation.

**Staging/ Determine the stage of primary cancer:**
- TNM
- Summary Stage
- Specialty staging
- Code other stage related elements (e.g., site-specific factors, mets at diagnosis)

**Treatment:**
- Use standard of care treatment guidelines to identify expected care.
- Analyze source documents to interpret and code first course of treatment.
- Determine first course treatment vs. subsequent treatment.

**Case Validation and Finalization:**
- Interpret and resolve single-field, inter-field and inter-record edit errors.
- Update or correct cases as necessary from a quality control review (e.g., internal or external review, including central registry).
**DOMAIN 3. Follow-up**
- Obtain follow-up information from physicians, patients, and/or other sources.
- Enter follow-up information, such as: vital status, cancer status, date of last contact, first recurrence, progression of disease, and subsequent treatment.
- Determine the need to submit additional information to central registries for previously reported patients.

**DOMAIN 4. Data Quality Assurance**
- Develop and maintain the quality control plan.
- Analyze the use of unknown and NOS data values.
- Respond to inquiries from central registries
- Conduct casefinding audits to assess completeness of case reporting.
- Conduct re-abstracting audits to assess accuracy of data.
- Perform visual review of text fields to assess accuracy of coded data
- Review edit reports from external sources (e.g., NCDB, central registries) to improve the quality of facility data.
- Identify education and training needs based on results of quality reviews.
- Communicate results of quality assurance activities to appropriate entities.
- Participate in quality studies conducted by standard setters (e.g., reliability studies).
- Conduct follow-back activities.

**DOMAIN 5. Analysis and Data Usage**
- Recommend data selection criteria for study requests.
- Provide data for the evaluation of treatment, patient outcomes, and quality of life.
- Prepare reports to document research results and satisfy requests for data.
- Process data requests according to privacy standards and institutional policy.
- Provide information to support strategic planning, education, research, and marketing.
- Monitor program adherence to evidence-based clinical practice guidelines.
- Use benchmarking techniques to identify areas for improvement.
- Generate data to identify the need for screening, prevention, or educational programs.
- Conduct statistical analyses.
- Maintain data request log.

**DOMAIN 6. Registry Organization and Operations**
- Maintain knowledge of current trends, standards, and developments in oncology, cancer registry, and cancer program management.
• Establish liaisons with peer professionals and organizations and encourage their utilization of data derived from the registry.
• Ensure program compliance with state/provincial and national registry rules, regulations and standards.
• Prepare and submit data to a central cancer registry.
• Comply with applicable laws, regulations and policies regarding confidentiality, release of information, use of medical records, and research.
• Maintain up-to-date policies and procedures.
• Participate in the development of outcomes analyses and annual reports for dissemination.
• Define staff roles and responsibilities.
• Establish staff productivity and quality metrics.
• Manage work assignments to meet project goals.
• Provide training, education, and development to staff and peers.
• Monitor staff for compliance with applicable policies and procedures.
• Define and document operational requirements.
• Share information for reportable cases with other cancer registrars within the institutional confidentiality guidelines.

**DOMAIN 7. Cancer Program Accreditations**

• Collaborate with committees (e.g., cancer committee, breast program leadership) to plan and schedule committee activities.
• Coordinate and participate in committee meetings.
• Prepare data and reports for presentation at committee meetings.
• Document cancer program activities in committee meeting minutes.
• Maintain supporting documentation necessary for accreditation.
• Participate in accreditation survey site visits.
• Coordinate resolution of deficiencies identified during accreditation surveys.
• Participate in the application, approval, and evaluation processes for maintaining continuing education credits for cancer conferences (i.e., tumor boards).
• Coordinate cancer conference activities.
• Document cancer conference activities.
• Facilitate discussion of NCCN guidelines, prognostic indicators, and options for clinical trial participation.
### Knowledge areas may be associated with all applicable domain(s).

#### 1. Legal and Professional Considerations
- Laws, regulations, and policies governing release of information, use of medical records, and research
- Safeguards for maintaining the confidentiality of protected health information
- NCRA Code of Ethics
- Reporting requirements (e.g., state, provincial, territorial, federal)

#### 2. Registry Operations
- COC
- NAACCR
- NPCR
- NCI/SEER
- NCCN
- CAP
- NAPBC
- Functions of the different types of cancer registries (e.g., facility, central, specialty)
- Central registry-specific edits
- Quality improvement principles
- Benchmarking principles and methods
- Geocoding
- Evidence-based guidelines for cancer screening and prevention

#### 3. Data Collection and Coding
- Medical terminology and standard abbreviations
- Human anatomy and physiology
- Guidelines for reportable case identification
- Types and characteristics of cancer
- Multiple primary and histology (MPH) rules
- Hematopoietic and lymphoid neoplasm rules
- ICD-O-3 classification (topography, morphology, behavior)
- Casefinding methods
- Electronic pathology reporting
- Data items required by standard setters (e.g., COC, SEER)
- Organization and content of source documents (e.g., medical records)
- Staging systems and their use (e.g., Summary Stage, TNM, CS)
- Diagnostic and staging procedures (e.g., PET, MRI, endoscopy)
- Prognostic indicators (e.g., HPV, KRAS, HER-2)
- Specialty lab testing methods (e.g., RT-PCR, FISH)
- Types of cancer treatment appropriate to diagnosis
- Cancer treatment coding
- Follow-up principles and processes
4. Data Management and Quality
- Quality control plan elements, activities, and methods
- Casefinding and quality assurance audit techniques
- Database management concepts (e.g., updates, back-ups, relational databases, data extraction)
- Electronic data transfer techniques
- Record linkage purposes and methods (e.g., probabilistic, deterministic)
- Records consolidation concepts and processes
- Death clearance and follow-back principles and practices
- Record layout formats (e.g., NAACCR, XML, HL7)
- Registry informatics

5. Data Analysis & Interpretation
- Basic statistics (e.g., frequency distributions, measures of central tendency, risk ratio, odds ratio, relative risk)
- Basic parametric and nonparametric tests (e.g., chi-square, t-test, analysis of variance)
- Statistical validity (e.g., p values, confidence intervals)
- Survival analysis principles and methods (e.g., Life Table, Kaplan-Meier)
- Principles of epidemiology (e.g., incidence and prevalence, study designs)
- Data selection and database query techniques
- Tabular and graphical data presentation techniques
- Uses for facility cancer registry data
- Uses for central cancer registry data

CTR Exam Content Distribution (180 total items)

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Total closed-book items = 120
Total open-book items = 60

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