CTR Exam | Detailed Content Outline
[Based on the 2017 NCRA Role Delineation Study of the Cancer Registry field; updated 12/20/2018]

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 payer.
- 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
- Code other stage related elements (e.g., Site Specific Data Items, 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-abstraction 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
   - Solid Tumor 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

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**CTR Exam Content Distribution (180 total items)**

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<td>Total open-book items = 60</td>
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