Help a student registrar prepare for an important career as a CTR......
Your facility can support the Work Experience/Clinical Component of a Cancer Registry Management Program

The evidenced-based medicine of today recognizes the skills and abilities of the cancer registrar. The increase in the number and types of health care facilities, central registries, consulting firms and registry software companies make the demand for qualified cancer registrars greater than ever. It is very important that we have enough facilities to accommodate the needs of the registrars working to complete his/her clinical requirement for the 160 hours. The changing workplace, where CTRs are not always employed full-time, or contracted to work remotely, has reduced the opportunities for students to work in cancer registries under the supervision of a CTR. Our task of placing students in appropriate facilities is becoming more difficult than ever. We need you to become a site where the student registrar can obtain professional practice experience in all areas of cancer registry operations and management.

A little background information: Once the student has completed an NCRA-accredited formal education degree program or certificate program in cancer registry management, they are required to complete 160 hours of work experience in a cancer registry. The clinical work experience is the final requirement they fulfill prior to applying to sit for the Certified Tumor Registrars (CTR) exam. The clinical practicum/work experience component of a Cancer Registry Management program is intended to be the hands-on application of the program coursework that takes place in the registry environment. Facility supervisors are not required to teach, but to advise, mentor, and guide the registrar through the myriad tasks in the registry. The clinical practice provides the student with experience in the technical aspects of cancer registry operations and compliments the knowledge gained during the academic portion of their education. Students in the clinical practicum must be under the direct supervision of an active Certified Tumor Registrar (CTR).

Students receive a packet of information and forms to introduce them to the clinical piece of their program and the guidelines to help them be successful. Their packet includes basic guidelines of the work experience, the distribution of educational components in the clinical practicum, timesheets on which the CTR supervisor will document work, and confidentiality statements, among other helpful information, that the student will share with the facility supervisor.

To enroll your facility as a NCRA partner for the Work Experience/Clinical Component of a cancer registry management program, complete the information below and return to Mary Maul, Manager of Education Programs, via email or fax: 703/299-6620. Your site information will be posted, free of charge, on the NCRA Job Bank Website. Postings are for 90-days. Your posting will be automatically renewed at the end of each 90-day period unless we receive notification of your intent to discontinue.
Cancer Registry Management Program
PROFESSIONAL PRACTICE EXPERIENCE

Clinical Site Fact Sheet

Facility Name: _________________________________________________________________

Address: ______________________________________________________________________

Supervisor: ___________________________________________________________________

Supervisor Credentials: ___________________ CTR#: _________________________________

I certify that I am a practicing CTR:

________________________________________

Sign: ____________________________________ Date: _________________________________

CoC Approval Category: ___________________________________________________________

Cancer Committee Frequency: _____________________________________________________

Cancer Conference Frequency: ____________________________________________________

Cancer Registry Software System: _________________________________________________

How many full-time employees are in the Cancer Registry? ___________________________

Length of internship: _____________________________________________________________

Contact the following representative for more information:

Name: ________________________________ Title: _________________________________

Phone: ___________________________ Email: _________________________________

Return this form to: Mary Maul, Manager of Education Programs: mmaul@ncra-usa.org or Fax: 703/299-6620