**THE INFORMATICS COMMITTEE**

**POLICY & PROCEDURES**

**GENERAL INFORMATION**

**Last Reviewed and Approved:** November 13, 2010, February 2011, September 2013, April 2014, Reviewed with no revisions January 2017

**Committee Structure:** Chair, appointed by President, committee members are invited or appointed by Chair, the number of committee members varies

**Term of Office:** 2 years

**Reports:** Immediate Past President of the National Cancer Registrars Association (NCRA) Board of Directors

**POLICIES:** Establish and maintain communication with the members of the association to keep them informed of committee activities and to provide continuing education opportunities and materials that enhance the skills, knowledge and competencies of the registrar in the subject areas that encompass medical informatics.

**PROCEDURES**

Meet monthly according to the annually established meeting schedule. Meeting schedule is established by the Chair with the consensus of the members.

Maintain committee structure of focus groups and keep current the topic areas of the focus groups so they reflect the trends and subject areas that are relevant to the membership and the subject areas of medical informatics.

Provide comprehensive educational opportunities that are relevant, accessible, and cost appropriate that encompass all aspects of medical informatics as defined by the peer and standard-setting organizations.

Work to incorporate the Presidential charges into the goals and educational plan of the committee.

Provide a bank of questions and answers created and submitted by the members of the committee to the Council on Certification for the CTR Exam.

Work with partner, peer and standard setting organizations when appropriate and applicable to increase the comprehensive knowledge and stay current with trends in the field of informatics to assist in the development of educational materials for NCRA’s membership.