LIAISON TO COLLEGE OF AMERICAN PATHOLOGISTS (CAP)

GENERAL INFORMATION


Committee Structure: The National Cancer Registrars Association (NCRA) Board of Directors submits a name to CAP for the election of this liaison position.

Term of Office: Term of appointment is established at 3-years with reappointment to a maximum term of 6-years. To allow flexibility and ensure the appropriate level of participation and expertise on the committee, the CAP Board of Governors reviews the appointment and/or reappointment of the member organization representative on an annual basis.

Reports: As described in the Standing Rules

POLICIES

Purpose and Duties

The CAP liaison represents NCRA at the College of American Pathologists in the areas of cancer pathology protocols, anatomic or disease specific, and cancer protocol education. Through the guidance of the board, the liaison’s areas of focus are determined based on new developments and procedures for cancer testing and coding as they relate to the AJCC staging manual and use of cancer staging information in national and collaborative registry databases.

The liaison provides appropriate support and expertise in cancer registry technology to the CAP, and shall represent NCRA in a professional manner, demonstrating courtesy, respect and technical knowledge. The opinions and positions expressed are to be those of the NCRA representing the majority of the membership, not the personal opinion and position of the individual liaison.

The NCRA President will communicate with the external organization, notifying them of the name of the official NCRA liaison, and the term of the appointment.

Background
The NCRA liaison position was reestablished in 2006.

Travel
Travel expenses incurred for participation on CAP/Cancer Committee subcommittees or workgroups are reimbursed by NCRA, by agreement. Travel expenses for attendance at the CAP’s three annual meetings are covered by NCRA.
PROCEDURES

The liaison shall:
Attend appropriate meetings of the CAP on behalf of NCRA, typically three meetings a year

Serve only on the designated external organization committee(s). Any other request to serve on a committee, taskforce, or other type of group meeting must be approved by the NCRA President and Board Representative.

Write articles for Summer Edition of *The Connection*. Articles should be published in the issue immediately following any meetings attended on behalf of NCRA.

Write an Annual Report to the NCRA Membership for inclusion in the NCRA Annual Report according to the specifications requested.

Communicate activities and updates of CAP to the Board Representative, who may then forward to the Board of Directors, and submit status report based on policies and procedures for each Board meeting and “Meeting Highlights” report for external organization meetings and/or conference calls for each Board meeting.

Share agenda of external organization meetings with the Board representative for their input prior to the meeting and information regarding NCRA’s position. If the agenda is not available, communicate this with the Board representative prior to the meeting.

Serve as the official contact for the NCRA membership regarding CAP issues. Respond to all inquiries in a timely manner in writing after determining NCRA's position on the issue. Refer questions or concerns to CAP for appropriate responses. Communicate action(s) taken to person initiating question or concern. Refer any issues requiring special attention or matters of concern immediately to the Board Representative then possibly forwarded to the NCRA Board of Directors for recommendations or suggestions.

Refer technical staging questions to the CAP/Cancer Committee staff. The CAP liaison cannot officially answer technical protocol questions.

Keep the Board Representative and possibly the President and Board of Directors, informed of any activities undertaken on behalf of NCRA.

Send copies of all correspondence or other activities to the Board Representative appointed by the NCRA Board.

Provide copies of all written or electronic communication on NCRA letterhead or using NCRA’s name to the Board Representative.

Submit a budget request for the coming year according to the time frame established by the NCRA Board.

Inform the Board Representative if unable to attend appropriate meetings.

Adhere to the liaisons to external organizations policies and procedures approved by the NCRA Board of Directors.