PROGRAM RECOGNITION COMMITTEE

GENERAL INFORMATION

Last Reviewed and Approved: May 1997 February 2010; May 2011

Committee Structure: Chair, appointed by the Board of Directors; Members, chosen by Chair;

Term of Office: 2 year
Reports: (1) Progress Reports for each Board meeting including (a) Project and (b) Expense Lists; (2) Annual Report to the Membership

Members:
POLICIES

Purpose, Composition, and Duties

The Program Recognition Committee (PRC) is charged with:
- Evaluating activities for cancer registry continuing educational value
- Assigning appropriate continuing education hours
- Monthly publication of the approved educational activities

This Committee is composed of a chairman and two or more committee members.

As defined in the Standing Rules:

- If it is determined that an activity is in furtherance of the continuing education of the cancer registry professional, the Program Recognition Committee shall assign a clock hour value to the activity.
- Approved educational activities and assigned clock hour values shall be published at least monthly.

The functions and duties of the Program Recognition Committee, as related to Continuing Education (CE) programs are to:

- To assess continuing education programs as to their applicability and validity for the enhancement of the knowledge of cancer registry professional.
- To participate in the development and maintenance of a listing of programs through which practitioners can maintain their certification as established in the Bylaws and Standing Rules of NCRA.

NCRA CE recognition is an acknowledgment of the appropriateness of a course, program or workshop to the education of a cancer registrar.
PROCEDURES

Responsibilities of the Committee

The Program Recognition Committee shall:

➢ Evaluate Activities for Continuing Educational Value

An activity that is determined to be in furtherance of the continuing education of the cancer registrar will be assigned a clock hour value by the Program Recognition Committee.

➢ Process Applications for NCRA Recognition/Endorsement

Endorsement of Educational Meeting Program (Single event or several events of the EXACT same content.)

Recognition will be awarded if the Program content is appropriate to the education of the cancer registrar and one or more of the following criteria are met:

- Presents current knowledge in the field of oncology
- Develops tumor registry skills, e.g., abstracting, coding, follow-up
- Enhances the knowledge of the registrar, e.g., treatment, staging
- Enhances the professional knowledge of the cancer registrar, e.g., management skills, computer expertise
- Increases the understanding of the Commission on Cancer of the American College of Surgeons program requirements

➢ The program objectives are clearly defined.

➢ The form is submitted on the approved Program Recognition Application.

➢ The program format submitted must be in its FINAL form and it must include:

   • Schedule of Event (Schedule of Event page of the PRA)
   • A statement of objectives (Objectives page of the PRA)
   • The program’s sponsorship
      The faculty’s most current credentials including degree, certification, position title, and institutional and professional affiliations. (Faculty Data Form page of the PRA)

Applications must be submitted to the NCRA Executive Office at least 30 days prior to the event. Otherwise, your program may be reviewed after the completion of the event.

Continuing Education value will be assigned in the following manner:

- 15 minutes = 0.25 CE
- 30 minutes = 0.50 CE
- 45 minutes = 0.75 CE
- 60 minutes = 1.00 CE

No value will be awarded for time less than 15 minutes intervals, the full time must be utilized for the credit to be awarded. (There will be no rounding of time up to complete a time interval.)
Completed Program Recognition Applications should be submitted via e-mail to:

NCRA  
Attention: Program Recognition Chairman  
1340 Braddock Place, Suite 203  
Alexandria, VA 22314

Once the completed applications are processed at NCRA office, they are then placed into docs.google.com internet program and the Program Recognition Committee Chair is notified via e-mail that there are programs awaiting approval. The Program Recognition Chair is responsible to disseminate amongst the committee members their PRA’s to review and assign CE hours.

Approved educational activities and assigned clock hour values shall be published at least monthly on the NCRA website.

**Endorsement of Educational Course or Program (Course or Program that is ongoing and accepts new students) Approval is for three (3) years.**

NCRA endorsement of a course or program for the education of the cancer registrar will be awarded if the following criteria are met:

- The program is designed specifically for the cancer registrar
- The content of the program consists of training in all aspects of registry operation/function or intensive training in one or more aspects of registry operation/function.
- The general statement of intent is clearly defined.
- A detailed program outline is presented, (Schedule of Event page of the PRA) including:
  - Specific objective of each program element. (Objectives page of the PRA)
  - A description of each program element.
    - **Note:** A program element is a subject or topic, not each lecture or a subject, i.e., define the objectives of the anatomy presentations as a whole, not of each of the individual anatomy lectures given during the course.
- The faculty is qualified to instruct in respective subject area(s). (Faculty Data Form page of the PRA)
- Evaluation procedures are utilized.
- The program content is presented in an organized manner.
- For ongoing programs, the period of endorsement shall be limited to three (3) years.
- If major revisions are made to the program as endorsed, reapplication for endorsement must be submitted immediately.
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Attention: Program Recognition Chairman
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All programs endorsed will be published in The Connection.

Program Recognition Appeal

- To appeal the number of CE hours approved by the Program Recognition Committee complete submit the Appeal Form found on the NCRA website.

Review Policies and Procedures

Annual review of policies and procedures for assigning CE hours to educational programs must be performed according to the sections below.

- Review the policy and procedure for any variation from actual practice in performing the duties of the office/committee/liaison/SIG.

- Review the policy and procedure for clarifications or potential improvements.

- When a “Request for Board Action” is included in the Progress Report to the Board, determine if this action affects the policy and procedure. If it does, one of the following procedures must be followed.
  1. Make a motion that the changes to the Policy & Procedure Manual of the Program Recognition Committee be accepted as submitted by the committee chair.
  2. Make a motion that the changes to the Policy & Procedure Manual of the Program Recognition Committee be accepted and published in accordance with the Boards decision.

All changes must be submitted to the Board of Directors for approval before taking effect.

Transfer of Materials

All materials including electronic media must be transferred to the incoming representative within two weeks of the official change in the office/committee/liaison/SIG. If unable to meet at the Annual Meeting, shipping arrangements must be made. All materials are the property of the NCRA. Unauthorized personal use of these materials is prohibited.