NCRA Accredited Formal Education Program

PRACTICUM GUIDE

National Cancer Registrars Association

January 2024

NCRA Accredited Formal Education Program Practicum Guide

A practicum is the final step for all NCRA Accredited Formal Education Programs. It provides students in-person experiences and/or online activities in the technical aspects of cancer registry operations and cancer surveillance methods to complement their coursework. The theoretical foundation provided in program courses is essential to understanding the general concepts and principles of a cancer registry. Therefore, students do not begin the practicum until they have completed all the courses in an NCRA Accredited Formal Education Program. Students who successfully complete the coursework, practicum, and core competency assessments are eligible to apply for the Oncology Data Specialist (ODS) exam.

NCRA Practicum Guidelines

- The practicum is based on five core competencies with six assessments. These competencies are derived from the Oncology Data Specialist (ODS) exam's domains of practice. Practicum activities focus on developing skills in these critical knowledge areas.
    - Casefinding
    - Abstracting, Coding, and Staging
    - Analysis and Data Usage
    - Registry Organization, Follow-Up, and Data Quality Assurance
    - Cancer Program Accreditation
- All students are required to pass the six assessments for five core competencies to complete the practicum. This is a new requirement and was added to ensure students have mastered the critical skills needed to become a cancer registrar.

Accommodations for the NCRA Practicum Assessments

The process to request accommodations to complete the practicum assessments is outlined below. The accommodation provides time and a half for assessments.

Step 1: A student must first apply for accommodations through their college or university. Students in the NCRA-AHIMA Cancer Registry Management Certificate Program indicate their need in the AHIMA online request form.

Step 2: Once approved, the student contacts their NCRA program director/instructor to inform them of the need for accommodations for the NCRA practicum assessments.

Step 3: The program director/instructor contacts NCRA at education@ncra-usa.org to:

- provide the name of the student.
- upload the formal documentation from the college/university granting accommodations.
- request the special enrollment codes.

Step 4: The program director/instructor sends the student the codes to access the *Special Accommodations Assessments*.

NCRA Accredited Formal Education Program Practicum
Five Core Competencies

Core Competency 1: Casefinding

A. Review source documents for potentially reportable cases to enter into a suspense file.

B. Determine single versus multiple primaries.

Core Competency 2: Abstracting, Coding, and Staging (two assessments)

A. Patient Identification
   1. Verify and enter demographic information at diagnosis.
   2. Identify primary payor.
   3. Collect information on morbidities.
   4. Assign accession and sequence numbers.

B. Cancer Identification
   1. Analyze medical record source documents to code primary cancer characteristics.
   2. Analyze medical record source documents to interpret and code facility specific information.
   3. Record pertinent information from source documents in text format to support all coded data items.
   4. Clarify conflicting, ambiguous, or incomplete documentation.

C. Staging
   1. Determine the stage of primary cancer:
      a. TNM staging
      b. Summary Stage
      c. Specialty staging
      d. Other staging
   2. Code other stage related elements:
      a. Site-specific factors
      b. Mets at diagnosis

Core Competency 3: Analysis and Data Usage

A. Recommend data selection criteria for study requests.

B. Provide data for the evaluation of treatment, patient, and quality of life.

C. Prepare reports to document research results and satisfy requests for data.

D. Process data requests according to privacy standards and institutional policy.

E. Provide information to support strategic planning, education, research, and marketing.

F. Monitor program adherence to evidence-based clinical practice guidelines.

G. Use benchmarking techniques to identify areas for improvement.

H. Generate data to identify the need for screening, prevention, or educational programs.

I. Conduct statistical analyses.

J. Maintain data request log.

Core Competency 4: Registry Organization, Follow-Up, and Data Quality Assurance

Registry Operations

A. Maintain knowledge of current trends, standards, and developments in oncology, cancer registry, and cancer program management.

B. Ensure program compliance with state/provincial and national registry rules, regulations, and standards.

C. Prepare and submit data to a central cancer registry.

D. Comply with applicable laws, regulations and policies regarding confidentiality, release of information, use of medical records, and research.

E. Maintain up-to-date policies and procedures.

Case Validation and Finalization

A. Interpret and resolve single-field, inter-field and inter-record edit errors.

B. Update or correct cases as necessary from a quality control review (e.g., internal or external review, including central registry).

Follow-Up

A. Obtain follow-up information from physicians, patients, and/or other sources.

B. Enter follow-up information, such as: vital status, cancer status, date of last contact, first recurrence, progression of disease, and subsequent treatment.

C. Determine the need to submit additional information to central registries for previously reported patients.

Data Quality Assurance

A. Develop and maintain the quality control plan.

B. Analyze the use of unknown and NOS data values.

C. Respond to inquiries from central registries.

D. Conduct casefinding audits to assess completeness of case reporting.

E. Conduct re-abstracting audits to assess accuracy of data.

F. Perform visual review of text fields to assess accuracy of coded data.

G. Review Edit reports from external sources (e.g., NCDB, central registries) to improve the quality of facility data.

H. Identify education and training needs based on results of quality reviews.

I. Communicate results of quality assurance activities to appropriate entities.

J. Participate in quality studies conducted by standard setters (e.g., reliability studies).

K. Conduct follow-back activities.

Core Competency 5: Cancer Program Accreditation

A. Collaborate with committees (e.g., cancer committee, breast program leadership) to plan and schedule committee activities.

B. Coordinate and participate in committee meetings.

C. Prepare data and reports for presentation at committee meetings.

D. Document cancer program activities in committee meeting minutes.

E. Maintain supporting documentation necessary for accreditation.

F. Participate in accreditation survey site visits.

G. Coordinate resolution of deficiencies identified during accreditation surveys.

H. Participate in the application, approval, and evaluation processes for maintaining continuing education credits for cancer conferences (i.e., tumor boards).

I. Coordinate cancer conference activities.

J. Document cancer conference activities.

Ways to Complete the Practicum Activities

There are three ways to complete the practicum activities: in-person, virtual, or hybrid. NCRA believes an in-person practicum is the most valuable way for a student to gain critical experience and encourages accredited programs to continue to place students in facilities when possible. Programs can require an in-person practicum or adopt the virtual option. They may also integrate online activities with an in-person practicum to create a hybrid option. The choice is up to individual accredited programs, but all students must pass the six online assessments through NCRA's Center for Cancer Registry Education to complete the practicum.

Students enrolled in an NCRA program through a state-accredited college or university system receive support for the practicum as part of the institution's program. These accredited programs will adjust their practicum requirements to incorporate NCRA's updated practicum core competencies and guidelines, and students will follow the practicum protocols and guidance set forth by the institution.

Students enrolled in the self-directed NCRA-American Health Information Management Association (AHIMA) Cancer Registry Management certificate program can choose from any of the three options. These students are solely responsible for managing their practicum, including completing all the practicum activities and passing the six assessments. If they choose the in-person or hybrid option, they are responsible for finding the site. AHIMA students can reach out to NCRA's Independent Advisor Program to help find advisors, but NCRA cannot guarantee an advisor will be assigned.

Practicum Options

Option 1: In-Person, On-Site Practicum

Students will work with an ODS-credentialed advisor to complete on-site activities based on the core competencies. [NCRA does not set the hours for these on-site activities, but has listed recommendations on the *Practicum Completion Form – In-Person* (Appendix A.)] The advisor will monitor, record, and verify the student's completion of practicum activities on the *Practicum Completion Form – In-Person* which should be submitted to the program as proof of completion of the in-person practicum activities. Students will also attest to having completed the activities prior to taking the online assessment. Once the in-person, on-site practicum is completed, the student is required to pass the six assessments.

- Students must complete all coursework in an NCRA accredited degree or certificate program before beginning the in-person, on-site practicum.
- Students must be supervised by an ODS-credentialed advisor.
- Students must complete all the practicum activities for each core competency before taking the related core competency assessment.
- Students must pass the six assessments on the Center for Cancer Registry Education with a grade of 70% or above.
- Students should print the six *Practicum Assessment Completion Certificates*. These certificates will be required as proof of practicum completion when applying to take the ODS exam.

Important Information on In-Person Practicums

Once a student has been placed for the in-person, on-site practicum, they will work with the college/university to provide the site's required information, which may include:

- Up-to-date record of immunizations. The facility will provide a list of immunizations that are required.
- Recent background check.
- Recent drug test.
- Professional liability insurance. Check with the facility regarding the amount required. Information about professional liability insurance is available on the **NCRA website**.
- Documentation of program completion: degree program or certificate program.
- Students will be required to sign a confidentiality statement and may receive HIPAA training prior to starting.

Confidentiality and HIPAA regulations are a very serious matter. It is important that students maintain strict confidentiality of all information encountered. This includes cancer patient information, health record information, and cancer center/facility operations. No documentation or information should be discussed or removed from the facility. Failure to abide by the confidentiality policies of the facility could result in termination of the clinical practice.

Once accepted into an in-person/on-site practicum, students are advised to:

- Discuss a schedule with the supervisor regarding work hours, cancer conference meetings, etc.
- Review and adhere to the **NCRA Code of Ethics**.
- Review the a presentation on **NCRA Mentoring and Ethics**.
- Report promptly every day. It is **imperative** to notify the supervisor of an absence as soon as possible. Absences should be avoided unless there is an illness or emergency.

Option 2: Virtual Practicum

NCRA Online Practicum Activities and Assessments

E-mail **practicum@ncra-usa.org** for the link to the online practicum activities and assessments.

Students will complete the online practicum activities outlined on NCRA's Center for Cancer Registry Education. These activities have either been created by NCRA or are available through SEER*Educate at no cost to the student or program. For students at a state-accredited college or university system, an ODS-credentialed advisor will monitor, record, and verify the student's completion of practicum activities on the Practicum Completion Form – Virtual (See Appendix B.) which should be submitted to the program as proof of completion of the virtual practicum activities. Students will also attest to having completed the activities prior to taking the online assessment. The advisor can conduct student business through virtual meetings, emails, and calls. Once the virtual practicum is completed, the student is required to pass the six assessments.

- Students must complete all coursework in an NCRA accredited degree or certificate program before beginning the virtual practicum.
- Students must be supervised by an ODS-credentialed advisor.
- Students must complete all the practicum activities for each core competency before taking the related core competency assessment. (Students will attest to having completed those activities prior to taking the assessment.)
- Students must pass the six assessments on the Center for Cancer Registry Education with a grade of 70% or above.
- Students should print the six *Practicum Assessment Completion Certificates*. These certificates will be required as proof of practicum completion when applying to take the ODS exam.

Option 3: Hybrid Practicum (In-Person and Virtual Components)

Students can complete the practicum through a combination of in-person or online activities. This hybrid option requires an ODS-credentialed advisor to monitor, record, and verify the student's completion of practicum activities on the *Practicum Completion Form – Hybrid* (Appendix C) that should be submitted to the program as proof of completion of the practicum activities. Students will also attest to having completed the activities prior to taking the online assessment. The advisor can conduct student business through virtual meetings, emails, and calls. Once the hybrid practicum is completed, the student is required to pass the six assessments. For the in-person portion of a hybrid option, students will also follow the guidance in the *Important Information on In-Person Practicums* box on page 5.

- Students must complete all coursework in an NCRA accredited degree or certificate program before beginning the hybrid practicum.
- Students must be supervised by an ODS-credentialed advisor.
- Students must complete all online activities for each core competency before taking the related assessment. (Students will attest to having completed these activities prior to taking the assessment.)
- Students must pass the six assessments on the Center for Cancer Registry Education with a grade of 70% or above.
- Students should print the six *Practicum Assessment Completion Certificates*. These certificates are proof of practicum completion when applying to take the ODS exam.

ASSESSMENTS

Core competency assessments are the final step for all NCRA Accredited Formal Education Programs. Students, upon completion of practicum activities, are required to pass the core competency assessments to measure student knowledge. (There are six total assessments for the five core competencies.) The student must achieve a minimum score of 70% on each core competency assessment. Students will be allowed two attempts. If a student is not successful achieving a 70% score after the two attempts, the student should return to the practicum activities for the core competency for additional review. Students will be granted access to re-take the assessment 10 days from the last failed attempt.

Students enrolled in NCRA programs at state-accredited colleges and universities will submit the six *Practicum Assessment Completion Certificates* to their program as documentation that the practicum requirement was completed successfully, and they are eligible to receive the program degree or certificate. Students will also submit these assessment completion certificates with their application to take the ODS exam. Like students at state-accredited colleges and universities, students in the self-directed AHIMA certificate program will be required to submit the assessment completion certificates with their application to take the ODS exam.

Assessment for Core Competency 1: Casefinding (25 questions)

Assessment for Core Competency 2: Abstracting, Coding and Staging
Part 1: General Knowledge – Closed Book (50 questions)
Part 2: Application – Open Book (50 questions)

Assessment for Core Competency 3: Analysis and Data Usage (50 questions)

Assessment for Core Competency 4: Registry Organization, Follow-Up, and Data Quality Assurance (50 questions)

Assessment for Core Competency 5: Cancer Program Accreditation (25 questions)

Appendix A: NCRA Practicum Completion Form-In Person, On-Site Practicum
Appendix B: NCRA Practicum Completion Form-Virtual Practicum
Appendix C: NCRA Practicum Completion Form-Hybrid Practicum

Appendix A: NCRA Practicum Completion Form In-Person, On-Site Practicum

Name of student:

Name of facility/location:

Dates of the in-person, on-site practicum:

Students who are completing the practicum in-person should work directly with their ODS-credentialed advisor to review and understand the specifics for each core competencies as outlined below. Hours have been provided for guidance only.

PRACTICUM ACTIVITY

Core Competency 1: Casefinding (approximately 12 hours)

- ❑ Review source documents for potentially reportable cases to add to a suspense file.
- ❑ Determine single versus multiple primaries.

Core Competency 2: Abstracting, Coding, and Staging (approximately 25 hours)

Patient Identification

- ❑ Verify and enter demographic information at diagnosis.
- ❑ Identify primary payor.
- ❑ Collect information on morbidities.
- ❑ Assign accession and sequence numbers.

Cancer Identification

- ❑ Analyze medical record source documents to code primary cancer characteristics.
- ❑ Analyze medical record source documents to interpret and code facility specific information.
- ❑ 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 staging
- ❑ Summary Stage
- ❑ Specialty staging
- ❑ Other staging

Code other stage related elements:

- ❑ Site-specific factors
- ❑ Mets at diagnosis

Core Competency 3: Analysis and Data Usage (approximately 5 hours)

- ❑ Recommend data selection criteria for study requests.
- ❑ Provide data for the evaluation of treatment, patient, 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.

Core Competency 4: Registry Organization, Follow-Up, and Data Quality Assurance
(approximately 10 hours)

Registry Operations

- ❑ Maintain knowledge of current trends, standards, and developments in oncology, cancer registry, and cancer program management.
- ❑ 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.

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).
- ❑ 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.

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.

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-abstracting audits to assess accuracy of data.
- ❑ Perform visual review of text fields to assess accuracy of coded data.

Core Competency 5: Cancer Program Accreditation (approximately 5 hours)

- ❑ 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.

This is a correct record of the completed practicum activities that I have witnessed. The student is aware that passing the six (6) total assessments is required to complete the practicum.

ODS/Supervisor Signature Date

Appendix B: NCRA Practicum Completion Form Virtual Practicum

Name of Student:

Students who are completing the practicum virtually should work directly with their ODS-credentialed advisor to complete all the activities for each core competencies as outlined below.

PRACTICUM ACTIVITY	
Date	**Core Competency 1: Casefinding**
	❑ **Activity 1: Casefinding-Path** Source: SEER*Educate
	❑ **Activity 2: Casefinding-Scan** Source: SEER*Educate
Date	**Core Competency 2: Abstracting, Coding, and Staging**
	❑ **Activity 1: Coding** Source: SEER*Educate » Section 1 » Section 2 » Section 3 » Section 4
	❑ **Activity 2: Coding Data Items** Source: NCRA's Center for Cancer Registry Education
	❑ **Activity 3: AJCC TNM Staging** Source: NCRA's Center for Cancer Registry Education
	❑ **Activity 4: Radiation Treatment Coding** Source: NCRA's Center for Cancer Registry Education
Date	**Core Competency 3: Analysis and Data Usage**
	❑ **Activity 1: Statistics** Source: SEER*Educate
Date	**Core Competency 4: Registry Organization, Follow-Up, and Data Quality Assurance**
	❑ **Activity 1: Cancer Registry Management** Source: SEER*Educate
	❑ **Activity 2: HIPAA for Cancer Registrars** Source: NCRA's Center for Cancer Registry Education
	❑ **Activity 3: Data Quality Assurance/Case Validation and Finalization** Source: NCRA's Center for Cancer Registry Education
Date	**Core Competency 5: Cancer Program Accreditation**
	❑ **Activity 1: 2020 CoC Standards: Optimal Resources for Cancer Care** Source: SEER*Educate
	❑ **Activity 2: Cancer Conference** Source: NCRA's Center for Cancer Registry Education

This is a correct record of the completed practicum activities that I have witnessed. The student is aware that passing the six (6) total assessments is required to complete the practicum.

ODS/Supervisor Signature Date

Appendix C: NCRA Practicum Completion Form Hybrid Practicum

Name of student:

Name of facility/location:

Dates of the in-person, on-site practicum:

Students who are completing the practicum as a hybrid – some activities completed in-person; others completed virtually – should work directly with their ODS-credentialed advisor to complete all the activities for each core competencies as outlined below. Please indicate the method used to complete the activities.

PRACTICUM ACTIVITY		
Core Competency 1: Casefinding		
Date	***In-Person***	***Virtual***
	❑ Review source documents for potentially reportable cases to add to a suspense file. ❑ Determine single versus multiple primaries.	❑ **Activity 1: Casefinding-Path** Source: SEER*Educate ❑ **Activity 2: Casefinding-Scan** Source: SEER*Educate
Core Competency 2: Abstracting, Coding, and Staging		
Date	***In-Person***	***Virtual***
	Patient Identification ❑ Verify and enter demographic information at diagnosis. ❑ Identify primary payor. ❑ Collect information on morbidities. ❑ Assign accession and sequence numbers.	❑ **Activity 1: Coding** Source: SEER*Educate » Section 1 » Section 2 » Section 3 » Section 4
	Cancer Identification ❑ Analyze medical record source documents to code primary cancer characteristics. ❑ Analyze medical record source documents to interpret and code facility specific information. ❑ Record pertinent information from source documents in text format to support all coded data items. ❑ Clarify conflicting, ambiguous, or incomplete documentation.	❑ **Activity 2: Coding Data Items** Source: NCRA's Center for Cancer Registry Education ❑ **Activity 3: AJCC TNM Staging** Source: NCRA's Center for Cancer Registry Education
	Staging *Determine the stage of primary cancer:* ❑ TNM staging ❑ Summary Stage ❑ Specialty staging ❑ Other staging *Code other stage related elements:* ❑ Site-specific factors ❑ Mets at diagnosis	❑ **Activity 4: Radiation Treatment Coding** Source: NCRA's Center for Cancer Registry Education

Core Competency 3: Analysis and Data Usage

Date	In-Person	Virtual
	❑ Recommend data selection criteria for study requests. ❑ Provide data for the evaluation of treatment, patient, 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.	❑ **Activity 1: Statistics** Source: SEER*Educate

Core Competency 4: Registry Organization, Follow-Up, and Data Quality Assurance

Date	In-Person	Virtual
	Registry Operations ❑ Maintain knowledge of current trends, standards, and developments in oncology, cancer registry, and cancer program management. ❑ 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.	❑ **Activity 1: Cancer Registry Management** Source: SEER*Educate ❑ **Activity 2: HIPAA for Cancer Registrars** Source: NCRA's Center for Cancer Registry Education ❑ **Activity 3: Data Quality Assurance/Case Validation and Finalization** Source: NCRA's Center for Cancer Registry Education
	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).	
	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.	

Core Competency 4 continued		
Date	***In-Person***	***Virtual***
	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-abstracting 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.	
Core Competency 5: Cancer Program Accreditation		
Date	***In-Person***	***Virtual***
	❑ 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.	❑ **Activity 1: 2020 CoC Standards: Optimal Resources for Cancer Care** Source: SEER*Educate ❑ **Activity 2: Cancer Conference** Source: NCRA's Center for Cancer Registry Education

This is a correct record of the completed practicum activities that I have witnessed. The student is aware that passing the six (6) total assessments is required to complete the practicum.

ODS/Supervisor Signature Date