



NCRA Accredited Formal Education Program Practicum

Five Core Competencies

Core Competency 1: Casefinding

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| <p>A. Review source documents for potentially reportable cases to enter into a suspense file.</p> | <p>B. Determine single versus multiple primaries.</p> |
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Core Competency 2: Abstracting, Coding, and Staging

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| <p>A. Patient Identification</p> <ol style="list-style-type: none"> 1. Verify and enter demographic information at diagnosis. 2. Identify primary payor. 3. Collect information on morbidities. 4. Assign accession and sequence numbers. <p>B. Cancer Identification</p> <ol style="list-style-type: none"> 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. | <p>C. Staging</p> <ol style="list-style-type: none"> 1. Determine the stage of primary cancer: <ol style="list-style-type: none"> a. TNM staging b. Summary Stage c. Specialty staging d. Other staging 2. Code other stage related elements: <ol style="list-style-type: none"> a. Site-specific factors b. Mets at diagnosis |
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Core Competency 3: Analysis and Data Usage

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| <p>A. Recommend data selection criteria for study requests.</p> <p>B. Provide data for the evaluation of treatment, patient, and quality of life.</p> <p>C. Prepare reports to document research results and satisfy requests for data.</p> <p>D. Process data requests according to privacy standards and institutional policy.</p> <p>E. Provide information to support strategic planning, education, research, and marketing.</p> | <p>F. Monitor program adherence to evidence-based clinical practice guidelines.</p> <p>G. Use benchmarking techniques to identify areas for improvement.</p> <p>H. Generate data to identify the need for screening, prevention, or educational programs.</p> <p>I. Conduct statistical analyses.</p> <p>J. Maintain data request log.</p> |
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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.