



The SEER Program
of the National Cancer Institute presents

Principles of Oncology for Cancer Registry Professionals

July 26 - 30, 2004

December 6 - 10, 2004

Bolger Center for Leadership Development

Potomac, Maryland

Registration fee: \$695.00*

* The registration fee is reduced for participants who stay at the conference center.

Principles of Oncology is an intensive five-day training program in cancer registry operations and procedures emphasizing accurate data collection. The training program includes extensive site-specific, hands-on case abstracting and coding sessions using both full medical records and abstracts that are representative of the many situations registrars may face. This program is endorsed by the National Cancer Registrars Association (NCRA) and the North American Association of Central Cancer Registries (NAACCR). NAACCR also serves as the fiscal agent for this program.

The program provides approximately 35 hours of classroom and individualized instruction on basic registry concepts, such as abstracting, staging (Collaborative Staging, summary staging and TNM), ICD-O coding, and using other resources available to registrars. Attendees will have the benefit of lectures as well as a variety of practical exercises. Three volumes of training materials prepared especially for this program will be provided to registrants, together with other printed materials.

Who Should Attend

This program is suitable for oncology program employees (hospital-based and central registry) with minimal knowledge of cancer, anatomy, physiology, and medical terminology. Cancer registrars with less than one year of experience would benefit most from this program, however registrars with up to three years experience and registrars preparing for the certification examination are welcome to attend.

Class size will be limited to 25 registrants.

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Program Information

Fees and Registration

The registration fee is \$695 for the five-day program. The fee includes classroom and individualized instruction, three instructional manuals: an invaluable *Key to Abstracting* as well as a detailed training program manual and a full book of exercises. All materials have been developed especially for this program and extensively revised for 2004. In addition, various printed materials, registry references, and resources will be provided. The registration fee also includes morning and afternoon refreshment breaks and lunch. We recommend that you bring a large suitcase or extra bag to hold the materials you will receive. Alternatively, notebooks and other materials can be shipped home at the end of the program.

The registration fee is reduced for participants staying at the Bolger Center because direct costs for meals, breaks, equipment use, etc., are included in the daily sleeping room rate. Students staying at the Bolger Center pay a registration fee of \$495 for program materials in addition to the cost of the sleeping room.

Participants are responsible for their own travel, hotel, meal, and incidental expenses, except as noted above.

A participant is considered registered for the program when full payment of fees is received. To reserve your place, complete the registration form and send it with check payable to NAACCR:

Principles of Oncology Registration
Attn: Jan Conway
NAACCR Executive Office
2121 West White Oaks Drive, Suite C
Springfield, IL 62704

Sorry, purchase orders are not accepted; however, you can pay the registration fee by credit card. Credit card payments may be faxed to 217-698-0188. The phone number for payment questions is 217-698-0800, extension 0. Ms. Conway's e-mail address is jconway@naaccr.org.

For further information about the training program, accommodations or travel arrangements, contact:

April Fritz, RHIT, CTR, Training Program Coordinator
Data Quality Manager, SEER Program
6116 Executive Blvd, Suite 504
National Cancer Institute, MS 8316
Rockville, MD 20852
e-mail: april.fritz@nih.gov
phone: 301 402-1625
fax: 301 496-9949

Please note: We recognize the fact that it takes time to get the administrative details taken care of in a health facility or government office. However, in order to plan for meeting room space, sleeping rooms, and materials, **you must notify the Training Program Coordinator of your intent to register at least three weeks prior to the start of the training program.** Registration is on a space-available basis and fills up several weeks ahead of the start date of the program.

Prerequisites

By the start of the workshop, participants should be familiar with (at a minimum) the contents of the *Self-Instructional Manual for Tumor Registrars*, Book One (Objectives and Functions of a Tumor Registry) and Book Three (Tumor Registrar Vocabulary: the Composition of Medical Terms). These books may be ordered from National Cancer Institute Publications Ordering Service, P.O. Box 24128, Baltimore, MD 21227; by phoning 1-800-4-CANCER; or online from the SEER Program at <http://seer.cancer.gov>, then click on Order SEER Publications.

Other materials will be provided during the training program. *Homework (reading and exercises) will be assigned Monday through Thursday nights.*

Reference Materials

One of the features of this program is learning how to use registry coding manuals and other abstracting tools. To actively participate in the exercises, you should bring the following references:

International Classification of Diseases for Oncology, third edition (ICD-O-3)

Hardcover ICD-O-3 may be ordered from WHO Publications Center USA, 49 Sheridan Avenue, Albany, NY 12210. Phone 518-436-9686; fax 518-436-7433; e-mail:

QCORP@compuserve.com. Books may be ordered online from <http://www.who.int/bookorders>.

The softcover edition of ICD-O-3 will be provided free of charge at the training program upon request.

AJCC Cancer Staging Manual, sixth edition, American Joint Committee on Cancer, 2002.

The AJCC manual may be ordered from any bookstore or medical library (ISBN 0-387-95271-3), or directly from the publisher at: <http://www.cancerstaging.net/>.

A limited number of copies are available on loan for the duration of the training program. Please contact the Training Program Coordinator to reserve a loaner copy.

Standards of the Commission on Cancer, Volume II: Facility Oncology Registry Data

Standards (FORDS), 2004. Students may bring their own FORDS manual or may borrow a copy for the duration of the training program. To purchase the FORDS manual (publication number (03C-08), contact the American College of Surgeons publications department, 633 North Saint Clair, Chicago, IL 60611-3211 Phone: 312-202-5408 or ordered online at <http://www.facs.org/commerce/2003/catsplash.html>. This manual may also be downloaded at no cost from <http://www.facs.org/cancer/coc/fordsmanual.html>.

The following references will be provided free of charge at the training program:

Summary Staging Guide 2000

Collaborative Staging Manual and Coding Instructions

If you have questions about obtaining these publications, contact the Training Program Coordinator.

Cancellations

Registration fees less a \$50.00 administrative fee will be fully refunded if notice of cancellation is received *in writing* more than two weeks prior to the start of the training program. After that time, fees are non-refundable.

The program sponsors reserve the right to cancel training programs due to insufficient enrollment.

Visiting Washington

The Washington, DC metropolitan area is a great place to visit any time of year. There are always cultural, social, tourist and educational activities scheduled. Please note that because of the intense training schedule and the amount of homework assigned during the week, **we strongly recommend that you plan any extracurricular activities for the days before or after the program.**

Hotel Information

A block of rooms has been reserved at the Bolger Center for Leadership Development, 9600 Newbridge Drive, Potomac, MD 20858-4320. This is a complete conference center in a tranquil suburban Washington setting. Included in the daily sleeping room rate are three cafeteria-style gourmet meals each day; access to computers, internet connections, and printers; fitness center and indoor heated pool; laundry facilities; a gift shop; and the use of all equipment for the training program. More information about the Bolger Center can be found online at www.bolgercenter.com.

The classroom is in a building separate from the sleeping rooms. **We suggest that you bring a rolling suitcase or luggage “wheelies” to transport your notebooks and reference materials between buildings.**

Each well-appointed, single-occupancy room is designed to enhance the studying and learning experience of the training program. Each room has a double bed and private bath, plus a TV, study desk and data port. In addition, between 4:00 pm and 11:00 pm, the Center runs a shuttle bus in a loop between the Center, Montgomery Mall (a premier shopping area in the vicinity), and the nearest Metro station (subway access to downtown Washington, DC).

The training program has obtained a room rate of \$201.00 plus taxes (total \$221.57 per day) for a standard room. Deluxe rooms and suites are available at higher rates. Bear in mind that this rate is the current U.S. Government per diem rate in the Washington area and includes three full-service meals and all other amenities listed above. Extra persons in a sleeping room must pay for their own meals. ***Please make your reservations directly with the Bolger Center at (888) 227-3664 or online at www.bolgercenter.com.*** You will be asked to guarantee the first night's lodging with a credit card or pre-payment by check. The program is listed in the reservations system as “Principles of Oncology Training Program,” block code 0407PRI for the July program and 0412PRI for the December program. ***Reservations for hotel rooms must be received by three weeks prior to the arrival date.*** After that, hotel rooms will be reserved on a space-available basis at the prevailing room rate.

There are other hotels in the area at higher rates that do not include meals and require transportation to the training program site. Remember that the reduced registration fee applies only to participants who stay at the Bolger Center.

It is possible to commute to the training program from other parts of the Washington/Maryland/Virginia metropolitan area. Parking is free at the Bolger Center. Contact the Training Program Coordinator for information about public transportation. You may want to provide the driver with directions, which can be obtained from www.bolgercenter.com.

Travel Information

The Bolger Center for Leadership Development is accessible from both National and Dulles International Airports by cab or commercial shuttle bus, and from Baltimore/Washington International airport via rental car and shuttle bus.

Cabs from National or Dulles run about \$55. The Super Shuttle is available to and from Reagan/National airport (\$21 each way) or Dulles airport (\$22 each way) and BWI (\$37 each way). No reservations are required on rides from the airport to the conference center. Just go to the ground transportation area and look for the blue vans. Driving directions from any location can be obtained from www.bolgercenter.com.

Note: Friday is scheduled as a full class day. Please do not make return travel arrangements earlier than 6:00 pm.

Faculty

April Fritz, BA, RHIT, CTR, Manager of Data Quality at the National Cancer Institute's SEER Program

Carol Hahn Johnson, BS, CTR, Technical Information Specialist at the National Cancer Institute's SEER Program

Faculty may be added or substituted without prior notice.

Course Content

This program was designed, and is taught, by registrars. Course emphasis is on site-specific, basic information that is necessary to do an accurate, thorough job of abstracting and coding medical records or quality-reviewing abstracts at the central registry level. The goal of the course is to train new registrars to use their reference materials and resources correctly, rather than to memorize information.

Endorsements

This training program is endorsed by the National Cancer Registrars Association (NCRA) and the North American Association of Central Cancer Registries (NAACCR). It is suitable for hospital-based and central registry-based personnel. A letter describing the course will be provided to allied health personnel who attend the training program for continuing education credit.

Course Content

Starting time each day: 8:30 a.m.

Completion time each day: 5:00 p.m.

Dress: casual/comfortable (weather is variable; dress in layers; jeans are OK)

MONDAY

Introductions and pre-test
What are registrars and registries?
What is cancer?
ICD-O coding
Reportable lists and casefinding
Abstracting data from the medical record
Homework assignments

TUESDAY

Review answers to homework assignments
Treatment of cancer
Summary and TNM staging concepts
Collaborative Staging System coding
Breast cancer*
Lung cancer*
Homework assignments

WEDNESDAY

Review answers to homework assignments
Colon/rectal cancer*
Head and neck cancers*
Stomach and esophagus cancers*
Biliary tract cancers*
Homework assignments

THURSDAY

Review answers to homework assignments
Female genital system cancers*
Prostate and testis cancers*
Kidney and bladder cancer*
Basic Statistics and Essential Quality
Control Techniques
Cancer program approval requirements
Homework assignments

FRIDAY

Review answers to homework assignments
Follow-up Techniques
Resources for the registrar
Lymphomas*
Leukemias*
Brain tumors*
Workshop review and post-test
The Tumor Registry in Jeopardy

Note: Friday is scheduled as a full class day. Please do not make return travel arrangements earlier than 6:00 pm.

* includes anatomy, abstracting guidelines, staging, coding, treatment and exercises using actual medical records and/or case summaries. Although the principles of summary staging and TNM 6th edition staging are taught, the Collaborative Staging System (implemented in 2004) will be used to code the cases.

Principles of Oncology for Cancer Registry Professionals

REGISTRATION FORM

I will be attending the Principles of Oncology Training Program on (dates) _____

_____ I am not staying at the Bolger Center. My registration fee (\$695.00) is enclosed.

_____ I am staying at the Bolger Center. My registration fee (\$495.00) is enclosed.

Arrival day/date _____ Departure day/date _____

I have been a registrar for _____ months.

Name _____

Facility _____

Address _____

City/State/ZIP _____

Credit card _____ American Express _____ MasterCard _____ Visa

Credit card number _____ Expiration date _____

Daytime phone Area code _____ ext. _____

Fax number Area code _____

E-mail address _____

Home phone number* Area code _____

1. SEND form and check payable to NAACCR or credit card information (American Express, MasterCard or Visa) to: Jan Conway, NAACCR Executive Office, 2121 W. White Oaks Drive Suite C, Springfield, IL 62704 (phone 217-698-0800, ext. 0; fax 217-698-0188).

2. ALSO FAX a copy of your registration form to April Fritz, Training Program Coordinator, at 301-496-9949.

Please make hotel reservations directly with the Bolger Center at (888) 227-3664 or online at www.bolgercenter.com. Refer to block code 0407PRI for the July program or 0412PRI for the December program.

Note: A participant is considered registered for the training program when full payment of fees is received. Classes fill up early; so the sooner you register and pay your fees, the more likely you are to be assured of a place in the class.

* in case of a weather-related or other emergency