SAN JACINTO COLLEGE
NORTH

Student Handbook
Cancer Data Management
2023

Dear Student:

Welcome to the San Jacinto College Cancer Data Management Program. This student handbook was written especially for you. It is reviewed and revised annually and is designed to provide guidance and direction for your success in this program. This handbook, therefore, will be a valuable resource that can assist you in many ways. First, it contains policies of the college and of the Cancer Data Management Program. Second, it contains expectations for personal professionalism and academic achievement for the coming year. Keep the handbook in a safe place, so that you may refer to it from time to time or as the need arises. The department wishes you much success in the completion of this program and in the attainment of your career choice.

Sincerely,

Carla Ruffins

Carla Ruffins, MS, RHIA, CHDA, CHTS-PW
Program Director
Cancer Data Management
North Campus

Cancer Data Management Student Handbook
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SJC Vision Statement

San Jacinto College will be the leader in educational excellence and in the achievement of equity among diverse populations. We will empower students to achieve their goals, redefine their expectations and encourage their exploration of new opportunities. Our passions are people, learning, innovation and continuous improvement.

SJC Mission Statement

Our mission is to ensure student success, create seamless transitions and enrich the quality of life in the communities we serve.

SJC Values

We embrace a core truth at San Jacinto College: The ultimate measure of our success is your success.

Every student's pathway is unique, and San Jacinto College students are a diverse mosaic — blending many perspectives on success. For one-fifth of our student body, being the first in the family to attend college is a life-changing act that propels future generations to succeed. Others aspire to master a trade or special interest, jump-start a new career, prepare for university transfer or help their communities succeed. Most San Jacinto College students are working professionals, and their success requires a flexible pathway that balances college, work and family.

No matter how you define it, success for every graduate drives our value system at San Jacinto College. We are committed to eight deeply held beliefs:

- Integrity: Ethical and Professional
- Excellence: In Everything We Do
- Accountability: It's Up to Us
- Innovation: Lead the Way
- Sense of Community: Caring for Those We Serve and Ourselves
- Student Success: Our Ultimate Measure
- Diversity: Celebrate the Differences
- Collaboration: We work Together

Reference: https://www.sanjac.edu/about/strategic-plan/vision-mission-values

Controlling Institution

San Jacinto College District conducts the Cancer Data Management Program according to the standards adopted by the National Cancer Registry Association (NCRA) and the Texas Higher Education Coordinating Board.

Public Information Statement

Equal Opportunity Institution

The San Jacinto College District is committed to equal opportunity for all students, employees, and applicants without regard to race, creed, color, national origin, citizenship status, age, disability, pregnancy, religion, gender, sexual orientation, gender expression or identity, genetic information, marital status or veteran status in accordance with applicable federal and state laws.

No person including students, faculty, staff, part-time and temporary workers will be excluded from participation in, denied the benefits of or be subjected to discrimination or harassment under any program or activity sponsored or conducted by the San Jacinto College District on the basis of the categories listed.

Some students may need extra assistance to proceed in their college coursework. We're here to make sure they have everything they need to succeed. We help students facing all types of challenges, such as learning disabilities, visual and hearing impairment, communication disorders, mobility issues, head injuries, chronic illness, and ADD.

https://www.sanjac.edu/transparency/equal-opportunity-institution

Accessibility Services

Our Accessibility Services counselors meet with students to determine what special accommodations should be made, such as extended time for tests, interpreting services, note taking assistance, and specialized technologies. If you need more information or would like to make an appointment, contact the Accessibility Services office on the campus that's most convenient for you.

https://www.sanjac.edu/support/accessibility

Organizational Chart

The Organizational Chart is also provided on the San Jacinto College website:

Board of Trustees

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Dr. Brenda Hellyer, Chancellor

↓

Dr. Laurel Williamson, President and Deputy Chancellor

↓

Dr. Alexander Okwonna, Provost

↓

Dr. Teddy Farias, Dean of Natural and Health Sciences

↓

Dr. Lindsay Banks, Health Sciences Department Chair

↓

Ms. Carla Ruffins, Program Director

↓

Ms. Lauren Elliott, Faculty
Ms. Bridget Broussard, Faculty

↓

Ms. Gina Thomas, Division Operations Coordinator

↓

Ms. Cathy Andrusick, Senior Administrative Assistant

Overview

Welcome to the Department of Cancer Data Management. We look forward to seeing you when your classes begin. You are probably wondering what the program you have chosen is all about.

The Department

The Department of Cancer Data Management is composed of the following personnel:

Ms. Carla Ruffins, MS, RHIA, CHDA, CHTS-PW joined the San Jacinto College family in August 2011. She is the HIM/CDM program director and professor in the Health Information Management Program, preparing students to become successful professionals in the dynamic field of health information management. Carla received her Bachelor of Science Degree in Medical Record Administration from the University of Louisiana in 1991, and a Master of Science Degree in Health Informatics from the University of Illinois at Chicago. Carla is also a Registered Health Information Administrator (RHIA), a Certified Health Technology Specialist in Practice Workflow (CHTS-PW), and a Certified Health Data Analyst (CHDA).

Ms. Lauren Elliott is an instructor in the Cancer Data Management program, preparing students to become successful professionals in the dynamic field of cancer data management. She received her Associate Degree in General Studies and Advanced Technical Certificate in Cancer Data Management from San Jacinto College. Ms. Elliott holds the Cancer Tumor Registrar (CTR) credential and has been in the cancer registry field for 4 years. Ms. Elliott is also a CTR Mentor and a current committee member with NCRA.

Ms. Bridget Broussard, CTR, is an adjunct instructor in the Cancer Data Management program, preparing students to graduate as competent cancer data management professionals who reports cancer statistics for various healthcare agencies. She earned an associate degree of Science from College of the Mainland in 2001. In 2018, Bridget graduated with an Advanced Technical Certificate in the Cancer Data Management program at San Jacinto College. Bridget has been in the healthcare profession for over 10 years primarily serving in hospital registries, providing abstracting and administrative support.

Carla Ruffins, MS, RHIA, CHDA, CHTS-PW Program Director and Professor 5800 Uvalde Road Houston, TX 77049 Building: N17-2052 281-998-6150 ext. 7237 carla.ruffins@sjcd.edu	
Lauren Elliott, CTR Instructor 5800 Uvalde Road Houston, TX 77049 281-998-6150 ext. 7894 Lauren.elliott@sjcd.edu	Cathy Andrusick, AA Senior Administrative Assistant 5800 Uvalde Road Houston, TX 77049 Building: N17-2056 281-998-6150 ext. 7155 cathy.andrusick@sjcd.edu
Gina Thomas Division Operations Coordinator 5800 Uvalde Road Houston, TX 77049 Building: N17-2112b 281-998-6150 ext. 7341 gina.thomas@sjcd.edu	

Our offices are located on the second floor of the Allied Health & Sciences Building (17). The department is equipped with computers that are available for the students' use during non-classroom hours. Advanced permission should be obtained before using department equipment in order to prevent a conflict with classroom instruction.

Department Philosophy

The mission of the department is to prepare a diverse population of students for careers in cancer registry with entry-level competencies; and to expose students to the skills and knowledge base necessary to successfully pass the certification exam for the Certified Tumor Registrar (CTR) administered by the National Cancer Registrars Association (NCRA).

When you complete your course of study you will have just begun your development as a professional. You will continue to learn throughout your career. Because lifelong learning is essential to success in the quickly changing environment in which we live, you will be expected to be responsible for a very large part of your own learning. Program faculty will help you acquire skills for analyzing and synthesizing information and using this information to solve problems.

Total quality improvement or continuous quality improvement involves a management philosophy different from the traditional styles you have experienced before. The organization or work unit is viewed as a system. Managers are facilitators and strive to

remove obstacles that prevent workers from doing the best job possible. These managers know that the workers know best what to do and how to do it. Problems occur with the systems, not with the people doing the job. Given the proper tools and information, workers can achieve quality. People who are successful must have a good knowledge of the systems in which they plan to work, have the tools to analyze those systems, and truly believe that people who work in those systems want to do the best job possible. The fact that so much is expected of workers means that new professionals entering the job market must have the necessary skills in communication, analysis, and problem solving to function at the level expected in this total quality improvement environment. Our commitment to this philosophy results in several unique educational experiences.

1. Once you have successfully completed prerequisite courses, you will be expected to be able to apply the information you learned while taking the prerequisites to discussions and projects in your classes here. This synthesis of information will be necessary as you progress through the curriculum. Successful completion of courses will depend upon your ability to take information gathered from many sources and use it in a new situation.

2. In the first year you will be given the opportunity to develop skills in Anatomy & Physiology, Pathophysiology, Medical Terminology, Pharmacology, and computers in healthcare. You will need these skills throughout the curriculum and throughout your professional life.

3. You will be given written and oral assignments; you will be expected to display excellent communications skills.

4. There will be group activities and projects to help you develop skills in group process and working with a team. Teams are made up of many diverse people and you will have the opportunity to value each of them for the strengths they bring to a group.

5. This program is integrated with other programs offered at San Jacinto College. This integration will be described in greater detail in another section of this handbook. This type of delivery of courses conserves scarce resources, but it also gives you many opportunities to value the experiences of others.

6. We encourage students to join the National Cancer Registrar's Association (NCRA). This is the first step in developing your professional growth, by networking with experienced professionals. There is also a state association, Texas Tumor Registrar's Association (TxTRA) that can provide a great way to get to know other professionals in the Cancer Registry profession.

7. We encourage all CDM students who can to attend the annual meeting of the NCRA, and TxTRA.

8. As a student in a NCRA accredited program, you have access to the NCRA Center for Cancer Registry Education site.

Go to the above link to complete an instructional survey and to receive information about access to NCRA student benefits.

9. To obtain information on achieving the CTR status, Go To NCRA Council on Certification: http://www.ctrexam.org/

Student Responsibilities

Believing that learning is an internal, individual response, dependent on many predictable and unpredictable variables, faculty see their role as the content expert, facilitator and resource person for the learner. **The student, therefore, is seen as having responsibility for his/her own learning and must be a self-directed active adult learner**. This means the learner is expected to attend class, read assignments, keep up with their blackboard account, complete workbook assignments, answer objectives, use the library, access the internet, seek new experiences, give verbal and written reports and complete other learning activities in his/her pursuit of the program objectives and the individual units of study.

Admission Criteria

To pursue the Advanced Certificate of Technology in Cancer Data Management at San Jacinto College, the student must have earned an Associate degree or higher to be eligible. Proof of this degree is required prior to enrollment. Please go to the San Jacinto College website to our "Apply Now" button for instructions on enrolling to the school. The CDM degree is designed for the student to begin the course work in the Fall semester and complete the practicum in the following fall semester if all other required courses are complete.

To pursue the Associate of Applied Science in Cancer Data Management, the student must meet San Jacinto College's attendance requirement, as well as submit an application to the Cancer Data Management Program.

For more information on the Advanced Certificate of Technology or the Associate of Applied Science in Cancer Data Management, please visit: SJC Cancer Data Management Program site.

Clinical Requirements

Students will be required to complete a specific number of clinical hours associated with the degree or certificate they pursue. Students are required to provide a clear background check, and immunization record before beginning a clinical. Students are required to complete the NCRA Practicum assessments with a score of 70% or higher for the Cancer Data Management certificate and degree requirements.

Immunization Requirements- MMR, Varicella, Hepatitis B Series & TB Skin Test (must be negative).

The student will receive more specific information regarding clinical sites.

Course name: HITT 1361-Cancer Data Management Clinical

Drug Testing

Upon admission into a clinical facility for practicum completion you may be required to pass a drug screen. Failure to pass a drug screen may result in a student not being permitted to complete the assigned practicum.

Selection Process

The Cancer Data Management Program of San Jacinto College has an application process. The application information can be found at: https://www.sanjac.edu/programs/areas-of-study/health/cancer-data-management/. Any student wishing to enter the program must pass the requirements for enrollment of San Jacinto College.

Program Policies

Students are expected to function according to guidelines in the current San Jacinto College Student Handbook and College Catalog. In addition, specific program policies are as follows:

A. Chain of Command: Students will follow the chain of command (Faculty, Program Director, Department Chair, Dean).

B. Classroom Attendance Policies: Students are required to regularly attend all lecture and laboratory classes. An accurate record of each student's attendance is kept by each instructor.

C. Other Policies: All other policies as stated in the course syllabi, or first day handouts.

Course Failure

All CDM/HITT courses must be completed with a grade of C or above. If a student scores below C in any CDM/HITT course, the course must be repeated. Any course that is being transferred in from another college must have a grade of C or above to receive credit for that course.

Withdrawals

Faculty will not drop students. Students starting college for the first time in fall 2007 or after may only receive six grades of W (grade received from a course dropped after the census date) from all Texas public colleges and universities attended. Grades of W in developmental courses or courses taken while in high school will not count in the six grades of W. After six grades of W are received, students must receive grades of A, B, C, D, or F in all courses. There are other exemptions from the six-drop limit and students should consult with a Counselor/Educational Planner before they drop courses to determine these exemptions. Students receiving financial aid must get in touch with the Financial Aid Office before withdrawing from a course.

Advising/Counseling

The San Jacinto College Cancer Data Management Program is designed to help each student develop a knowledge and skill base in cancer data management. This rapid expansion of knowledge requires continuous, planned, personal diligence to attain and maintain competence. Students are required to continually demonstrate progressive application of the cancer data management process, critical thinking, and cancer registrar skills before they advance to the next level of success.

Cancer Data Management faculty provide academic advising to individually assigned students with the primary aim of assisting students to complete the program of study necessary to earn the certificate of technology in Cancer Data Management.

Students will be free to seek additional advising/counsel throughout the program for personal and/or professional standards. The Advising, Completion, and Transfer (ACT) Department can be reached at 281-998-6150.

Whenever faculty has a concern regarding student performance, the occurrence must have a planned corrective action with a written plan of improvement completed.

- Students will be aware of such documents and asked to acknowledge them by signature.
- This applies to any situation that influences the student's continuance in school.
- Except for dismissal reasons, students will receive documented advising/counseling, with an action plan, in time to correct the deficiency prior to notice of the need to withdraw.

Honesty Policy

San Jacinto College students are expected to exhibit honesty, integrity, and high standards in their academic work. Members of the College community benefit from an open and honest educational environment. Upholding academic integrity is the responsibility of everyone.

A course specific version of this information is posted in every CDM/HITT course. It is being posted on every DL course site.

It is time to address the issue of academic honesty. Even if this does not apply to you, it is important information to have, as one poor choice in a moment of desperation can affect your entire career before it even begins.

You are honor bound to complete this and all courses with honesty and integrity. As you know, you are preparing to enter a profession where honesty, integrity and the highest standards of ethics are essential. When you make the choice to cheat in this (or any other) class, you cheat yourself, your classmates and your profession.

This course is a foundation course containing basic information you will continue to use throughout your educational and professional careers.

Be forewarned that it only takes the intent to cheat to earn a zero on a test, an F for the course and suspension from the college. This is not something you want to have on your transcript. Also know that if you allow another student to use your work or, for example, a copy of your homework or test, you are both guilty and can both suffer the consequences listed above.

Student Complaint Process

Student Rights and Responsibilities-See San Jacinto College's policy

https://publications.sanjac.edu/student-handbook/

To File a Student Complaint with San Jacinto College:

https://publications.sanjac.edu/student-handbook/

- Students should follow the chain of command.
- First discuss with Instructor of Record
- If no resolution, discuss with Program Director
- If no resolution, discuss with Department Chair of Allied Health
- If no resolution, discuss with Dean of Allied Health
- If no resolution, written complaint to the Dean of Student Services
- If no resolution, discuss with Provost of North Campus

To File a Student Complaint with NCRA:

Complaint information must include:

- Student name, mailing address, city, state, zip, phone number and email address
- Name of institution, title of accredited program
- Name of Faculty/Instructor
- Name of Program Director/Department Head
- Mailing address, city, state, zip, phone number email address
- Nature of complaint
- Supporting document included
- Signature of student submitting report

Mail complaint to:

NCRA
FEPRC Administration
1330 Braddock Place, Suite 520
Alexandria, VA 22314
703/299-6640 x314

Cheating and Plagiarism

The CDM Program follows the rules for San Jacinto College regarding cheating and plagiarism. Please refer to the SJC Student Handbook for specific information and the penalties associated with cheating and plagiarism.

Sexual Harassment

It is the policy of the San Jacinto College District to provide an educational, employment, and business environment free of sexual harassment. Sexual harassment in any situation is reprehensible and, in many situations, it is illegal. It subverts the mission of the College and threatens the careers of students, staff, and faculty. Sexual harassment will not be tolerated. The College will take appropriate preventative, corrective, and/or disciplinary action for any condition or behavior that violates this policy or the rights and privileges it is intended to protect. (Please refer to the San Jacinto College District Student Handbook.)

Campus Carry Policy

The purpose of this policy is to comply with the requirements of Texas Senate Bill 11 (S.B. 11), which is generally referred to as the "campus carry" law, to allow the concealed carrying of handguns by license holders on the campuses of certain institutions. The policy grants permission for a valid Texas License to Carry holder (LTC) to generally carry a concealed handgun on campus. The policy also identifies certain campus locations and activities that a valid LTC holder may be excluded from carrying a handgun due to previously existing State of Texas Statutes or exclusion zones identified by the San Jacinto Community College District (College).

The San Jacinto Community College District (College) is committed to providing a safe environment for students, employees, contractors, affiliates, and visitors, and to respecting the right of individuals licensed to carry a handgun in the state of Texas. Individuals licensed to carry may do so on campus except in locations and at activities prohibited by law or by this policy. The carrying of any handgun by an unlicensed person or the open carry of a handgun is not permitted in any place at the College.

Please refer to the SJC Campus Carry Policy at https://www.sanjac.edu/student-life/campus-safety/campus-carry

San Jacinto College
Cancer Data Management - Certificate of Technology
Student Progression Plan

Student Application Process

Students who wish to enter the Cancer Data Management (CDM) must make application to San Jacinto College and to the CDM program. The student may make application to the college at the following web address:
https://www.sanjac.edu/admissions/

Once the student has been accepted at San Jacinto College, the student may complete the application process to the CDM program. The information to apply to the CDM program may be found at the following web address:

https://www.sanjac.edu/programs/areas-of-study/health/cancer-data-management/

The CDM application process is opened at a specific time and students must complete and submit their application within this timeframe for review. A new cohort of CDM students will be admitted into the CDM program every Fall semester. For more information on the requirements of acceptance into the CDM program, please see the web address above.

Student Educational Plan -- Initiation

The initiation of a student educational plan is a vital first step toward student success. At the beginning of the semester, each new Cancer Data Management (CDM) student will meet with the CDM Program Director (either in person or virtually) to create their individualized educational plan (see attached). This process quickly and easily identifies the courses required and the order of succession for these courses. A copy of the educational plan is retained by both the student and CDM Program Director. Students are encouraged to update this plan as they progress through the required courses.

Evaluating Student Records

Students seeking the CDM Advanced Certificate of Technology must hold a degree at the level of Associate or higher. The CDM Program Director will review student transcripts to ensure compliance with the degree requirements.

Monitoring of Student Progress

Timely monitoring of student progression through the CDM certificate program ensures that students remain on-track and receive important feedback. As such, the CDM Program Director will conduct a follow-up meeting with each CDM student during the second semester. At this time, the student's educational plan will be reviewed and updated. Any issues identified during this meeting will be thoroughly investigated and promptly resolved by the Program Director.

Student Educational Plan -- Completion
During the third (or final) semester, an evaluation of the student's educational plan will be conducted by the Program Director to ensure program completion by the end of the semester.

Graduation
Students must complete the San Jacinto College application for graduation during their final semester. This will ensure the addition of the CDM Certificate of Technology to their college transcript and allow for participation in the upcoming graduation ceremony.

Certification
Certification through NCRA demonstrates that the CDM professional's skills, knowledge and abilities meet or exceed industry expectations. Students will be counseled regarding the process of obtaining CTR certification through the NCRA.

Professional Curricula

Course of Study
The Department of Cancer Data Management offers an Advanced Technical Certificate, and an Associate of Applied Science in Cancer Data Management. We are fully accredited by the (NCRA). This certificate/associate degree will qualify the graduate to sit for the national exam for certification as a Cancer Tumor Registrar. This certification is granted by the National Cancer Registrars Association.

Clinical
The professional courses of study include a combination of theoretical and practical instruction integrated with supervised clinical practice. During the period of clinical the student is given the opportunity to correlate the information learned in the classroom with actual hands-on clinical learning experiences.

Dress and Titles
You may call any of the Cancer Data Management faculty by their first name in classes and informal sessions. It is appropriate at professional meetings or where guests are present to address them as Mr. or Ms. Dress in the classroom is casual unless you know that guests are to be present. For all visits to clinical facilities you will be expected to dress professionally. The people you meet on these visits are future colleagues and potential employers. Impressions are made from your first visit that will go with you throughout your career. This is a very small profession and many of us from throughout the country know each other.

Student Service Work Policy
All faculty, students and other personnel furnished by the college to clinical sites for the professional portion of the curriculum are to be considered independent contractors with respect to the facility. All faculty, students and other personnel shall employ their own means and methods and exercise their own professional judgment in the performance of any services or activities at the facility. It should be understood

that no faculty member, student or other person furnished, employed, or selected by the college will for any reason be deemed to be an employee, agent, or apparent agent, or servant or borrowed servant of the facility, and that faculty members and students shall instead be considered the employees or agents of the college. Students are not to be substituted for regular staff and are not to take the responsibility or the place of qualified staff.

Course Schedule
All HITT/CDM courses are offered via Distance Learning.

ATTENDANCE AND PROFESSIONALISM POLICY

Classroom Lecture and Lab Courses
Students in the Cancer Data Management program are encouraged to approach their educational commitment as they would a commitment to an employer in this profession. For that reason, class attendance is mandatory. A student missing more than 8.33 percent of the contact hours of the course may, at the discretion of the instructor, be dropped from the course for excessive absences. In addition, students may be dismissed from classes or courses because their conduct is disruptive and distracts from other students' ability to learn. In addition, students may be dismissed from the Cancer Data Management program for prohibited conduct as outlined in the most current copy of the San Jacinto College Student Handbook.

Violations of any of the above policies and responsibilities could result in disciplinary action. Depending on the severity of the violation, disciplinary action could be any one or any combination of the following:

1. **Dismissal from clinical site and relocation to a new site.**
2. **Dismissal from clinical site and a failing grade (F) for this clinical session.**
3. **Dismissal from the Cancer Data Management Program.**

Distance Education - Internet Courses
Attendance in an Internet course is based on how often a student logs on to the course site. To be successful, it is recommended that students log on a minimum of two times per week; once to view the week's study material and assignments, and once to complete required examinations. Students failing to log on to the course site for 10 consecutive days can, at the discretion of the instructor, be dropped from the course for excessive absences.

Expected Student Outcome
The Cancer Registrar Professional of the 21st century works in a dynamic environment and is subjected to rapid change in responsibilities and technology. In response to this, the National Cancer Registrar's Association strives to ensure that the job analysis for the entry-level for the cancer registrar professional accurately reflects the work-related activities of the entry-level CTR. It is this job analysis that influences the certification examinations. The identified knowledge and skills expected of an entry-level CTR, will be listed in each syllabus as appropriate for that course. You will see many of these repeated in different courses. This integration of information

throughout the curriculum is a result of the need for you to synthesize information and to see the relationships between functions of a cancer registry and understand the interdependence of the information in a health care setting. In addition, The Cancer Data Management program has developed a specific set of goals and standards appropriate to our department.

Appendix A

Cancer Registry Definition

For eligibility purposes, the Council on Certification-approved definition is: the cancer registry field consists of individuals working in or supervising cancer registry and organizations or companies that actively support cancer registration. Cancer registration involves collection, management, and analysis of cancer incidence data for all of the following purposes:

- research
- quality management/improvement
- cancer program development
- cancer prevention and surveillance
- survival and outcome data
- compliance of reporting standards
- development of accreditation standards for Cancer Registration

A well-prepared candidate's experience should include all basic aspects of a cancer registry, including but not limited to case finding, abstracting, follow-up, reporting, cancer committee, cancer conference, state and/or NCDB submissions.

Cancer Registries

Cancer registries play an important role in the fight against cancer. Cancer registration is the basic method by which information about the incidence, type, extent of disease at time of diagnosis, treatment methods used and survival of patients with cancer is systematically collected. Cancer registry professionals are responsible for the collection, analysis and dissemination of cancer data. Specific duties include:

Identifying reportable cancer cases.

Abstracting patient cancer data from patient records, pathology, radiology and surgical reports.

Coding and staging primary site, histology and extent of disease.

Monitoring timeliness, completeness and accuracy of cancer data.

Performing cancer patient follow-up activities to identify second primaries, recurrence and spread of disease.

Reporting cancer data to health care officials, hospital administrators, physicians and regulatory organizations for use in cancer prevention and control.

Assisting medical staff and epidemiologists in special studies and research.

Supervising staff.

Assuring patient privacy and data integrity and security

Career Information

Cancer registry professionals are needed in hospital-based and central cancer registries throughout the United States. Since the passage of the Cancer Registries Amendment Act (Public Law 102-515) in 1992, the number of central cancer registries has increased dramatically. Legislation has been enacted throughout the country requiring health care facilities and physicians to report their cancer cases. Due to limited educational opportunities, there are not enough cancer registry professionals to fill available positions in this rapidly growing field.

Salary Ranges

Please refer to the https://www.ncra-usa.org/Advocacy/Workforce/Salary-Considerations for salary information.

Online Learning

All courses in the CDM Program, including the practicum/clinical, are offered totally online. All course content and exams are delivered online. Students pursuing an award in Cancer Data Management must be highly motivated, independent learners, possessing excellent organizational and time management skills. Students must have email and Internet access. No on-campus attendance is required. Students must be familiar with how to use the Internet, email, uploading and downloading files, and Microsoft Office.

NCRA Vision Statement

Curated data … advancing outcomes

NCRA Mission Statement

Empower and advance registry professionals through innovations in education, advocacy, credentialing, and strategic partnerships.

Please read the NCRA 2019-2024 Strategic Management Plan.

NCRA Code of Ethics

Professional Definition and Code of Ethics

The cancer data management professional collects, analyzes, and manages the information that steers the healthcare industry. In performing these tasks, the professional must abide by a set of ethical principles to safeguard the public and to contribute within the scope of the profession to quality and efficiency in healthcare.

The National Cancer Registrars Association

PROFESSIONAL PRACTICE CODE OF ETHICS (Established 1986, Revised 1995, Revised 2002, Revised 2005. Revised 2008)

Preamble

The cancer registrar is concerned with the development, use, and maintenance of hospital, centralized, or special purpose cancer programs that meet the needs of physicians, administrators, and planners; protect the patients' rights to privacy; and comply with ethical and legal requirements of the health care delivery system. To provide members of the Association and other registry professionals with definitive and binding guidelines of conduct, the National Cancer Registrars Association, Inc., adopted the following Professional Practice Code of Ethics, outlining principles of professional conduct.

Please read the entire NCRA Code of Ethics .

Appendix B

Policy VI-O General Policy on Student Conduct and Discipline

Academic institutions, such as San Jacinto College (College), exist for the transmission of knowledge, the pursuit of truth, the development of students, and the general well-being of society. A primary responsibility of the college administration is to provide an environment that is conducive to free and open inquiry, the pursuit of wisdom, and the acquisition of knowledge, skills, attitudes, and values that will result in ethically sensitive, responsible, and productive individuals. Self-discipline and a respect for the rights of others in the larger community are necessary for the fulfillment of such a goal. Accordingly, the college administration shall establish rules and regulations to guide and govern the interactions of the members of the college community. Students, having voluntarily enrolled in the College, are expected to abide by the rules, regulations, and accepted practices of the College until such time as they may be changed by orderly procedure.

Students at the College neither lose the rights nor escape the responsibilities of citizenship. Students are expected to obey both the penal and civil statutes of the local, state, and federal government; to conduct themselves in accordance with the policies and procedures of the San Jacinto College District Board of Trustees, administrative rules and regulations; and to observe standards of conduct appropriate for an academic institution. Students may be disciplined by the College for violating these standards of conduct on the campus or in connection with an institution-oriented activity, even if they may also be penalized by civil authorities for the same act. Institutional disciplinary penalties should not, however, be used merely to duplicate the penalties imposed by civil authority. Institutional disciplinary penalties may include, but not be limited to, disciplinary probation; restitution; suspension of rights and privileges; suspension from the College or an educational program; expulsion from the College or an educational program; revocation of degree and withdrawal of diploma; and fines.

The college administration shall promulgate and publish in the student handbook clear and specific standards of student conduct considered essential to protect and preserve the educational purpose, scholastic integrity, and facilities of the College. The rules and regulations providing for the administration of discipline shall assure timely disposition of allegations of misconduct, procedural fairness, and due process. Procedural safeguards shall be observed so as to protect students from unfair imposition of arbitrary or capricious penalties and shall further assure that students charged with misconduct are informed of the nature of the charges, and are given an opportunity to appeal decisions affecting their status with the College.

Faculty and students must read and adhere to the SJC Code of Student Conduct Policy.

Each faculty member is his or her own disciplinarian in class and is authorized to correct inappropriate conduct anywhere on college property at any time. The instructor is responsible for classroom management. There should be room for a clear expression of the ideas of students within the college classroom; however, this expression of ideas does not extend to disruptive behavior that denies other enrolled students the opportunity to receive the maximum benefit from the course. If such disruptive behavior occurs, confrontation with the student in front of the class should be avoided, if possible.

The San Jacinto College **Code of Student Conduct** can be reached via this link: https://publications.sanjac.edu/student-handbook/

Faculty and students must read and adhere to the **SJC Policy on Cheating, Plagiarism, Collusion, and Fabrication and Classroom Behavior.** These policies can be accessed via this link:
https://publications.sanjac.edu/student-handbook/

Appendix C

San Jacinto College
Cancer Data Management
HIPAA Privacy & Security Statement

The Health Insurance Portability and Accountability Act (HIPAA) Privacy and Security Rule provides a Federal law to protect the privacy, confidentiality and security of identifiable patient health information by preventing unauthorized releases of patient information and implementing safeguards to protect patient information.

San Jacinto College supports and follows all federal and state laws and regulations governing the protection of patients' protected health information. All cancer data management (CDM) students are required to undergo HIPAA privacy and security training and sign the Student Confidentiality Agreement prior to beginning their practicum. Documentation of this training and agreement is maintained in the student's clinical file.