

**PRINCIPLES OF ONCOLOGY FOR
CANCER REGISTRY PROFESSIONALS
SYLLABUS AND OBJECTIVES**

MONDAY

8:00 Introductions and Pre-Training Assessment

Objective: to obtain a baseline level of cancer knowledge for the group

9:30 ICD-O Coding

Objective: to learn the rules of ICD-O coding and how to use the manual

11:00 Reportable Lists and Casefinding

Objective: to identify the cases that must be included in a cancer registry and to define the process of gathering cases to be included in a registry

11:45 Lunch

12:30 Introduction to Multiple Primary and Histology Coding Rules

Objective: to understand the rules for determining whether a case represents one or more primary cancers and how to code the histology for such cases

2:00 Break

2:15 What Is An Abstract?

Objective: to cover in detail the content of a registry abstract; to define each data element and determine the source of information within the medical record

3:15 Summary Staging and How Cancer Spreads

Objective: to understand the cancer disease process and how the spread of cancer is measured, as well as the reasons for and principles of staging in the most basic sense

4:15 Treatment of Cancer

Objective: to understand the differences between various types of cancer-directed treatment and non-cancer-directed treatment

5:15 Adjourn

HOMEWORK

1. Medical Terminology quizzes (Workshop manual section 1)
2. ICD-O coding exercise (Workshop manual section 2)
3. Multiple Primary exercises (Workshop manual 4)
4. Summary Staging Exercise (Workshop manual section 6)

DAILY SCHEDULE, continued

TUESDAY

8:00 Review answers to homework assignments

8:30 **TNM Staging Principles**

Objective: to understand the differences between TNM staging and summary staging; to explore the special rules for TNM staging; to explain staging elements, stage grouping, and staging chronology

10:00 Break

10:15 **Colon Cancer***

12:00 Lunch

12:45 **Lung Cancer***

2:00 Break

2:15 **Completing an Abstract**

Objective: to fill out demographic, cancer description, stage at diagnosis and other common data fields based on a medical record

3:45 **The Big Picture of Cancer Data Collection**

Objective: to introduce new personnel to the "big picture" – the flow of cancer information from the facility to central registries, and registry standards setters

5:15 Adjourn

* Session includes anatomy, ICD-O Coding, Site-specific Factors, Multiple Primary and Histology Coding Rules, general treatment information, and case exercises.

HOMEWORK

1. TNM Staging Exercises (CASEbook Vol I)
2. Completing an Abstract (Workshop Manual section 8)

DAILY SCHEDULE, continued

WEDNESDAY

8:00 Review answers to homework assignments

8:30 **Breast Cancer***

10:00 Break

10:15 **Kidney Cancer***

11:15 **Bladder Cancer***

12:00 Lunch

12:45 **Prostate Cancer***

2:00 Break

2:15 **Female Genital System Cancers***

3:30 **Follow-up Techniques**

Objective: to "close the loop" of information by contacting the physician and/or patient annually for an update of the case

5:00 Adjourn

* Session includes anatomy, ICD-O Coding, Site-specific Factors, Multiple Primary and Histology Coding Rules, general treatment information, and case exercises.

HOMEWORK

1. Staging Exercises (CASEbooks)

DAILY SCHEDULE, continued

THURSDAY

8:00 Review answers to homework assignments

8:30 **Hematopoietic Diseases and Lymphomas**

10:15 Break

10:30 **Hematopoietic Multiple Primary Rules**

12:00 Lunch

12:45 **Head and Neck Cancer***

2:00 Break

2:15 **Cancer Program Approval Requirements**

Objective: to learn Commission on Cancer requirements for cancer program approval and how they relate to central registry operations; to discuss the survey process and to introduce the changes in requirements for FORDS and cancer program standards

3:45 **Basic Statistics and Essential Quality Control Techniques**

Objective: to introduce students to the measures of central tendency, other basic statistics, and essential quality control tools and techniques

4:30 Adjourn

* Session includes anatomy, ICD-O Coding, Site-specific Factors, Multiple Primary and Histology Coding Rules, general treatment information, and case exercises.

HOMEWORK

1. Staging Exercises (CASEbooks)

DAILY SCHEDULE, continued

FRIDAY

8:00 Review answers to homework assignments

8:30 **Resources for the Registrar**

Objective: to review many other sources of assistance for registrars, including professional associations, additional reference books, and national organizations for cancer information

9:15 **Brain Tumors***

10:15 Break

10:30 **Highlights of Other Cancers**

Objective: to review what new registrars need to know about esophagus, stomach, testis, biliary, neuroendocrine, and other types of cancer

12:00 Lunch

12:45 **Workshop Review and Post-Workshop Assessment**

Objective: to assess knowledge gained through the week's lectures and hands-on exercises

2:15 Break

2:30 **The Cancer Registry in Jeopardy**

Objective: to reinforce the basic principles of registry and emphasize that the knowledge of how to use registry tools is more important than memorizing facts; to encourage registrars not to work in isolation

3:15 Presentation of Certificates

3:30 Adjourn

* Session includes anatomy, ICD-O Coding, Site-specific Factors, Multiple Primary and Histology Coding Rules, general treatment information, and case exercises.

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