Rowan College at Burlington County
Health Information Management
Division of Health Science

Course Title: MCR204 Follow-Up, Data Quality & Utilization
Credits: 3
Prerequisites: MCR102
Class Day/Time: Distance Learning
Instructor: Janice Hargrove
Contact Information: jhargrove@rcbc.edu or use Blackboard Messaging

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SECTION 1: COURSE INFORMATION

Course Description:
An introduction to the cancer registry and the cancer registrar profession. It will include the types of registries; legal and ethical standards, confidentiality, cancer registry management functions and operations.

It will also include disease registry files, principles of coding, abstracting and data set identification. Will focus on national standards setting organizations and professional organizations. With focus on American College of Surgeons Commission on Cancer Program Standards.

Required and Other Materials:
➢ Cancer Registry Management Principles & Practice for Hospitals and Central Registries, 4th Edition, National Cancer Registrars Association, 2021, ISBN 978-1-7329178-3-5
➢ Commission on Cancer Standards 2020 Standards https://www.facs.org/-/media/files/quality-programs/cancer/coc/optimal_resources_for_cancer_care_2020_standards.ashx
➢ ICD-0-3 – Excel file (will be uploaded in Blackboard)

  http://www.iacr.com.fr/index.php?option=com_content&view=category&layout=blog&id=100&Itemid=577
➢ Store Manual 2018 (download PDF)
  https://www.facs.org/~/media/files/quality%20programs/cancer/ncdb/store_manual_2018.ashx
➢ Other resource links will be provided in the Blackboard LMS.

NOTE: This course is part of RCBC's ACCESS program. Your course materials will be available to you on Blackboard when the class begins.

The cost of the books is included in your tuition. You will receive an email with the dates and times for picking up books at the bookstore. To have books shipped to your home or opt out of the ACCESS program, please refer to the RCBC bookstore website.

If you have questions regarding the ACCESS program, contact the RCBC bookstore at:
Mount Laurel Campus
Student Success Center
(856) 222-9311, ext. 2640

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Computer Requirements:

This is an online course. <u>It is expected that you will have reliable, consistent access to the Internet and a working computer.</u> In the event that there is a disruption in internet service or your computer fails to function properly, it is your responsibility to make alternative arrangements to complete assignments on-time. These arrangements may include using campus or community libraries, or borrowing the computer of a friend or family member.

The RCBC Library will sign out Chromebooks for student use for up to four hours at a time. Please provide a valid student ID with library barcode. Extensions and exceptions will not be made for internet outages and/or faulty computer devices. [How to Find Free Wi-Fi Hotspots](#)

Students should have a working knowledge of computers and the internet. Each student must have access to the following in order to access all of the course content:

> Microsoft Word* (<u>Note: All assignments are completed in Word</u>)
>
> Microsoft PowerPoint*
>
> Internet Access
>
> Adobe Acrobat Reader

 ***Go to [Microsoft 365](#) for a free version of Microsoft Office available to RCBC students*

Course Learning Outcomes:

At the conclusion of this course the student will be able to:

1. Demonstrate proficiency using statistical tools to analyze cancer registry data
2. Discuss different types of epidemiological study design and their uses
3. Explain the methodology of and purpose behind conducting follow-up of cancer registry data
4. Use online resources to generate and compare survival reports
5. Explain the elements of an effective cancer registry quality control plan

General Education Outcomes:

Written and Oral Communication: Communication	* Students will logically and persuasively support their points of view or findings.
	* Students will communicate meaningfully with a chosen audience while demonstrating critical thought.
Scientific Knowledge and Reasoning: Science	* Students will demonstrate critical thinking skills in the analysis of scientific data
Technological Competency or Information Literacy: Technology	* Students will demonstrate competency in office productivity tools appropriate to continuing their education.
	* Students will use critical thinking skills for computer-based access, analysis, and presentation of information.
	* Students will demonstrate the skills required to find, evaluate, and apply information to solve a problem.

NCRA Educational Components Covered in this Course:

- Monitoring Patient Outcomes
- Quality management and Improvement of Cancer Registry Data
- Cancer Registry Database Management

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- Statistics, Epidemiology, and Data Utilization National Data Collection
- Hospital Data
- Central Registry Data and Use of Central Registry Data
- Data Linkage and Consolidation
- Data Edits

Core Course Content:
- Follow-up policies and procedures
- Cancer patient follow-up methodologies
- Data quality statistics and epidemiology
- Database management
- Informatics: gathering, manipulating, storing, retrieving, and classifying recorded information

SECTION 2: COURSE STRUCTURE

Course and Classroom Policies:

Online students need to be motivated and disciplined in order to complete classes online. You should understand that distance education courses take just as much, if not more, time than traditional classes. The bulk of the responsibility falls on the student. It is recommended that you set aside several hours each week for class work, just as you would need to do if you were attending classes on campus. It is also recommended that you communicate with your classmates and form study groups to tackle the information you will be given. The instructor will be available throughout the semester via email. The instructor can guide your learning, but cannot make you read the assignments or study the material.

To be successful in this class:
1. Read the "Getting Started" and Blackboard Orientation sections of the course in Blackboard.
2. Determine how much time you will need per week to complete this course. 10 hours is recommended. Schedule dedicated time each week that you will devote to this course. DO NOT wait until Sunday to begin the weeks lesson. (Instructors can see each time you log in and how long you spend)
3. Make sure that you read the weeks activities and assignments at the beginning of the week and schedule the reading, activities and assignments accordingly.
4. Attend the Blackboard Collaborate sessions, when offered. These sessions may provide an overview of the upcoming weeks activities, review the previous weeks activities or be an open discussion forum. Reach out to your instructor with any questions you may have.

Communication Statement:

Email is the primary form of communication for this course. Students are **REQUIRED** to check their RCBC and Blackboard email accounts at least once every 48 hours.

Distance learning allows the student to have access to the course 24/7. Instructors are required to check in with the course at least once in a 48 period.

Response to student emails will occur within 48 hours. This timeframe does not include weekends or holidays unless the course is a weekend course. If there are extenuating circumstances preventing a response within 48 hours, the instructor will respond as soon as possible.

Emailing the instructor:

Email is the primary form of communication in this course. Please use the following guidelines when emailing the instructor:

- All mail for the course should be sent through your RCBC email account. Please put your course number and section in the subject line of your emails (example: HIT115-170).
- Do not send multiple copies of the same message (for example, to Blackboard and to the RCBC account).
- Allow up to 48 hours for a reply, although replies are made as quickly as possible.
- Do not use personal email accounts. This is a FERPA violation and the instructor will redirect you to use the RCBC email tool (FERPA is a federal law that protects the privacy of students and their education records).
- Email messages should contain an introduction and a closing (remember you are not texting, you are communicating in a professional manner).
- See the article How to Email a Professor for more helpful advice. Note: All HIM adjuncts are "instructors", they have not earned the "professor" title.

Criteria for Grade Determination

Grading: Grading is generally determined by the instructor teaching the course. HIM courses do have certain criteria for each course regarding grading; spelling, grammar & punctuation (including typographical errors) are to be calculated into the grading of assignments, discussion posts, quizzes & tests.

It is the policy of the HIM department that we DO NOT ROUND UP. If you have a 79.5 It is a "C+" not a "B".

Students have access to Blackboard courses for 48 hours after the last day of the semester. Please see the college calendar for specific dates. After access to Blackboard is denied, and AT LEAST 48 hours after the last day of the semester students can go the Self-Service in BaronOne to review their final grades.

Assessment Methods

Grade Range	Letter Grade	
90-100%	A	* In order to be eligible for graduation, a passing grade of "C+" or better is required in this course. HIT students with a final grade of C, D, F or ST may repeat this course one (1) time only, and may not progress to higher level program courses until a passing grade of "C+" or better has been achieved. Failure to achieve a passing grade [second time the course is taken] will result in dismissal from the program. See HIT Student Handbook.
87-89.999%	B+	
80 - 86.999%	B	
77 - 79.999%	C+	
70 - 76.999%	C	
60 - 69.999%	D	
</= 59.999%	F	

Quizzes:	3 @ various points	66
Midterm Exam:		62
Final Exam:		105
Discussion Board:	2 @ 20 points	40
Assignments:	9 @ various points	317
	TOTAL	590

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Students may not photograph, screenshot, email, or otherwise reproduce the quizzes or exams. This is considered academic dishonesty and may result in course failure or other disciplinary action.

Discussion Board Posts

- Discussion boards are a mandatory part of the course.
- Students will be required to respond to statements or questions posted by the instructor with feedback, critiques or comments. Some amount of research will be required and references must be cited.
- The RCBC Academic Integrity policy regarding plagiarism will be followed and students should post comments in their own words. *Cutting and pasting from websites is considered plagiarism and is unacceptable and will not be graded*. Refer to the RCBC Code of Conduct Policy found in the College catalog or at http://rcbc.edu/conduct
- Students will also be responsible for responding or reacting to at least ONE statement posted by another student. All discussion board postings will remain on a professional and courteous level.
- Initial discussion posts are due on **Wednesday** of the assigned week. Response posts are due Sunday of the assigned week.
- To support the discussion process, all discussion post due dates and deadlines are non-negotiable– that means that late postings will not earn credit. Feedback will not be provided on late discussion postings. There are no exceptions to this late submission policy.
- First posts require at least one reference, in APA format.

HIM Discussion Board Rubric		
Category	Description	Points (max.)
Initial Post	Initial post done by deadline set by instructor	4
	All components of assignment addressed, with questions and/ or comments pertinent to the topic; evidence of critical thinking; 4-5 complete sentences; original work	8
	References included, in APA format	2
	Grammar/ Spelling	-1 point for each error
Response Posts	Respond to ONE classmate. Responses posted by Sunday of week assigned, 11:59pm EST. Responses should promote the discussion, demonstrate critical thinking, and provide additional insight or offer differing viewpoint to the original poster. Proper references used if needed	2-6 points
	Grammar/ spelling	-1 point for each error
	Total	20 points

Assignments

There will be 6 assignments scheduled throughout the course. Assignments may be blogs, journals, short essays, or other formats. Detailed instructions will accompany each assignment.

Quizzes/Exams

There will be 4 quizzes, a midterm exam and a final exam. Questions will be multiple choice, matching, fill-in the blank, true/false, short answer, and/or essay. The quizzes/exams will only be visible at the specified time in your schedule. Quizzes/exam may be timed. Timed quizzes/exams will automatically submit when time has expired. Any late submission of a quiz/exam without prior approval from the instructor will result in a zero. There are no make-up quizzes or exams.

Students may not photograph, screenshot, email, or otherwise reproduce the quizzes or exams. This is considered academic dishonesty and may result in course failure or other disciplinary action.

Course Schedule or Calendar

Week		Topic	Assignment
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12*			
13			
14			
15		FINAL EXAM	

*The college is closed for Wednesday, Thursday and Friday for the Thanksgiving Holiday. Coursework is still required for the rest of the week.

SECTION 3: COLLEGE INFORMATION

College Policies:

In order for students to know their rights and responsibilities, all students are expected to review and adhere to all regulations and policies as listed in the College Catalog and Handbook.   Important policies and regulations include, but are not limited, to the following:

  ➤ College Attendance Policy
  ➤ Grading Standards
      o Withdraw (W) and Incomplete (I) Grades see Academic Grading System

- o Withdrawal date for this semester see Academic Calendar
- ➢ Student Code of Conduct
  - o Academic Dishonesty/Plagiarism and Civility
  - o For information on the College's policies regarding Code of conduct violations, hearing processes, and sanctions, see Code of Conduct
- ➢ Use of Communication and Information Technology

Office of Student Support and Disability Services:

RCBC welcomes students with disabilities into the college's educational programs. Access to accommodations and support services for students with learning and other disabilities is facilitated by staff in the Office of Student Support (OSS). To receive accommodations, a student must contact the OSS, self-identify as having a disability, provide appropriate documentation, and participate in an intake appointment. If the documentation supports the request for reasonable accommodations, the OSS will provide the student with an Accommodation Plan to give to instructors. For additional information, please contact the Office of Student Support at 609-894-9311, ext. 1208, disabilityservices@RCBC.edu , or http://www.RCBC.edu/studentsupport .

Educational Technology Statement:

Rowan College at Burlington County (RCBC) advocates the use of technology to enhance instruction. Students should assume that classroom and online technology will be used throughout their coursework at RCBC, as it will most certainly be used in their future education and careers. The College provides on-campus facilities for the convenience of the RCBC community. Various college departments, including the Office of Information Technology and the Office of Distance Education, provide technology training and assistance to faculty and students.

Student Success Services

RCBC offers a variety of free services for its students including those listed below. Descriptions of these services, as well as many others, can be found in the College Catalog and Handbook
- Academic Advisement (http://www.RCBC.edu/advising)
- Career Services (http://www.RCBC.edu/careers)
- Educational Opportunity Fund (EOF) (http://www.RCBC.edu/eof)
- Financial Aid (http://www.RCBC.edu/financialaid)
- International Students Office (http://www.RCBC.edu/international)
- Library/Integrated Learning Resource Center (ILRC) (http://www.RCBC.edu/library)
- Office of Veteran Services (http://www.RCBC.edu/vets)
- Student Support Counseling (http://www.RCBC.edu/cpit)
- Tutoring Center (http://www.RCBC.edu/tutoring)
- Test Center (http://www.RCBC.edu/testcenter)
- Transfer Services (http://www.RCBC.edu/transfer)

Student Assistance:

Student Help Desk:

If you need support regarding RCBC email or WebAdvisor access, contact the Student Help Desk. Due to the large volume of requests, please allow 24 hours for a response.

www.RCBC.edu/studenthelpdesk

Office of Distance Learning

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Technical support for RCBC's Blackboard system may be available from the Office of Distance Education by calling (609) 894-9311 or (856) 222-9311, ext.1790. The Office of Distance Education can also be reached by email to dlearn@RCBC.edu

Technical Support for Distance Learning: http://www.RCBC.edu/distance-education/technical-support

Blackboard Training Videos: http://www.RCBC.edu/distance/training-videos

This syllabus is subject to change at the instructor's discretion.

NCRA Accredited Formal Education Programs in Cancer Registry Management (CRM) include the seven educational components:

	COURSE TITLE	TOPICS
I	**CANCER REGISTRY STRUCTURE AND MANAGEMENT**	Introduction to the Cancer Registry Cancer Data and Confidentiality Legal and Ethical Issues and Standards Types of Registries: Hospital, Central Cancer Registries National Standard Setting Organizations and Professional Organizations Management Reports
II	**CANCER REGISTRY OPERATIONS**	Disease Registry Files Principles of Abstracting and Data Set Identification Registry Standards and networking Standards for Commission on Cancer (CoC) Accredited Cancer Programs
III	**CANCER DISEASE, CODING AND STAGING**	Overview of Cancer ICD-O-3 and the Solid Tumor Rules Extent of Disease Coding (EOD) -Diagnosis and Sequencing, Evaluating AJCC Cancer Staging Summary Stage
IV	**ONCOLOGY TREATMENT AND CODING**	Standard Treatment Options for Cancer Surgical Procedures in Oncology Radiation Treatment in Oncology Systemic Treatment for Cancer Patients Palliative Care and Other Treatment for Cancer Treatment Guidelines for Cancer
V	**ABSTRACTING METHODS**	**CASEFINDING** Review source documents/reportable cases Determine single versus multiple primaries. **CODING – STAGING** Patient Identification Cancer Identification (e.g., primary site, histology) Facility-specific information (e.g., date of first contact, class of case, and managing physician). Purpose of text. Case Validation and Finalization: Edits, Quality review, Central registry reporting Abstracting Major Disease Sites – Carcinoma: Breast, Lung, Prostate, Bladder, Colon

VI	**FOLLOW-UP, DATA QUALITY AND UTILIZATION**	Monitoring Patient Outcomes Quality Management and Improvement of Cancer Registry Data Cancer Registry Database Management Statistics, Epidemiology, and Data Utilization National Data Collection Hospital Data Central Registry Data Use of Central Registry Data Data Linkage and Consolidation Data Edits
VII	**CANCER REGISTRY PRACTICUM**	**See NCRA Practicum Experience Requirements**