pennsylvania
DEPARTMENT OF HEALTH

Training Packet

2014

Pennsylvania Cancer Registry (PCR) Training Packet
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Pennsylvania Cancer Registry (PCR) Training Packet
Supply List

The following items are needed to complete the training. **If you do not have any of these items contact your PCR Field Representative.**

All Hospitals must have the following items:

1. *PCR Manual, January 2014* Edition

   http://www.portal.state.pa.us/portal/server.pt?open=514&objID=556579&mode=2

2. *Collaborative Staging Manual, Version 2.0.5*

   http://cancerstaging.org/cstage/schema/Pages/version0205.aspx

3. *The Hematopoietic and Lymphoid Neoplasm Case Reportability and Coding Manual and The Hematopoietic Database*
   http://seer.cancer.gov/seertools/hemelymph/

4. *International Classification of Diseases for Oncology, Third Edition (ICD-O-3)*

5. *2007 Multiple Primary and Histology Coding Rules*

   http://seer.cancer.gov/tools/mphrules/download.html

6. *SEER Summary Stage Manual 2000*

   http://seer.cancer.gov/tools/ssm/

7. Web Plus User ID and Password

8. Internet access

9. PCR postage-paid envelopes (only needed to mail paper documentation for trial shipment)

Non-Registry hospitals* also need:

1. Abstract Plus software in the current NAACCR version

2. The Abstract Plus User's Guide.
   http://www.portal.state.pa.us/portal/server.pt?open=514&objID=556579&mode=2

Registry hospitals** also need:

1. Cancer Registry software in the current NAACCR Version

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Supply List

*Non-registry Hospital- The term *non registry hospital* refers to a hospital that does not have a cancer registry functioning as an integral component of a hospital cancer program. Generally, personnel in the Health Information Management (HIM) Department are delegated the responsibility of reporting to the PCR.

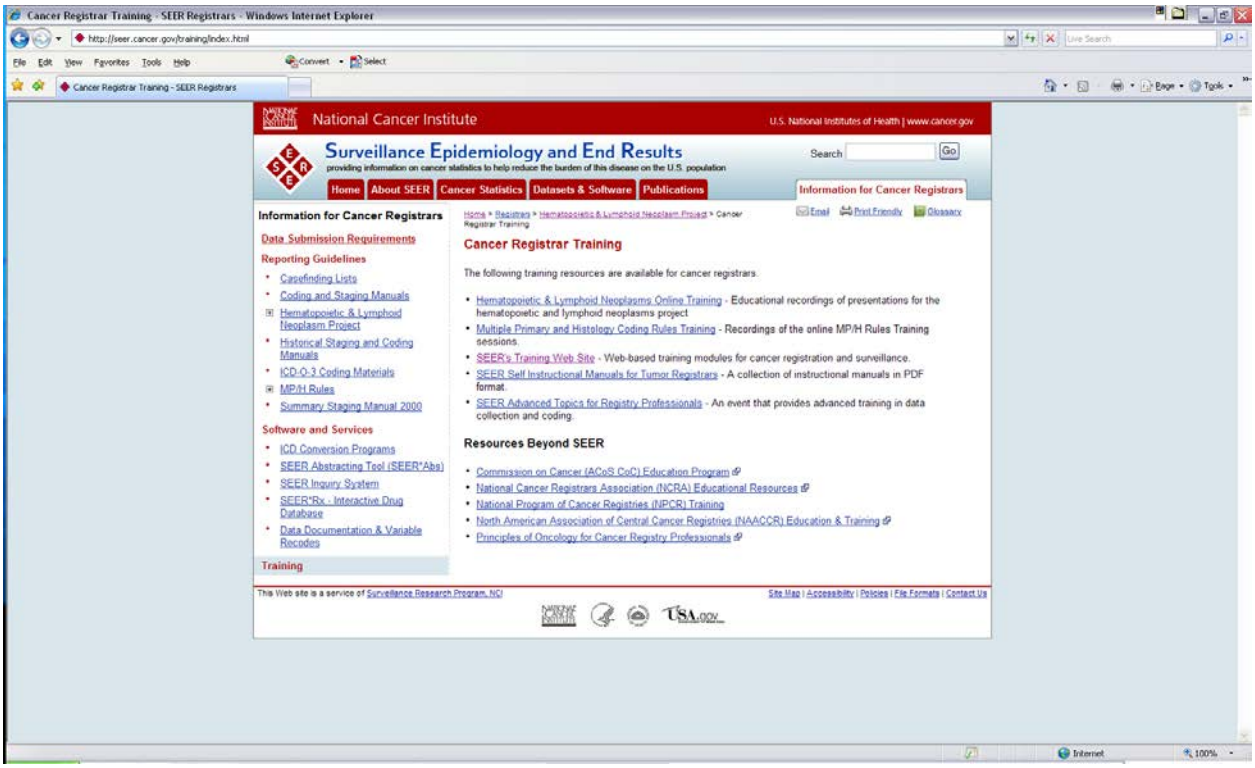
** Registry Hospital - The term *registry hospital* refers to a hospital with a cancer registry functioning as an integral component of the hospital cancer program; which may or may not be accredited by the American College of Surgeons Commission on Cancer. Generally, the cancer registrar or cancer program manager at a registry hospital is delegated the responsibility of reporting to the PCR.

Pennsylvania Cancer Registry (PCR) Training Packet
Training Websites

Throughout this training you will be requested to complete training modules available on the SEER and NPCR Websites.

1. SEER- Follow this link to go to SEER website. http://seer.cancer.gov/training/index.html

    a. Here is a screen shot of the SEER Cancer Registrar Training page.



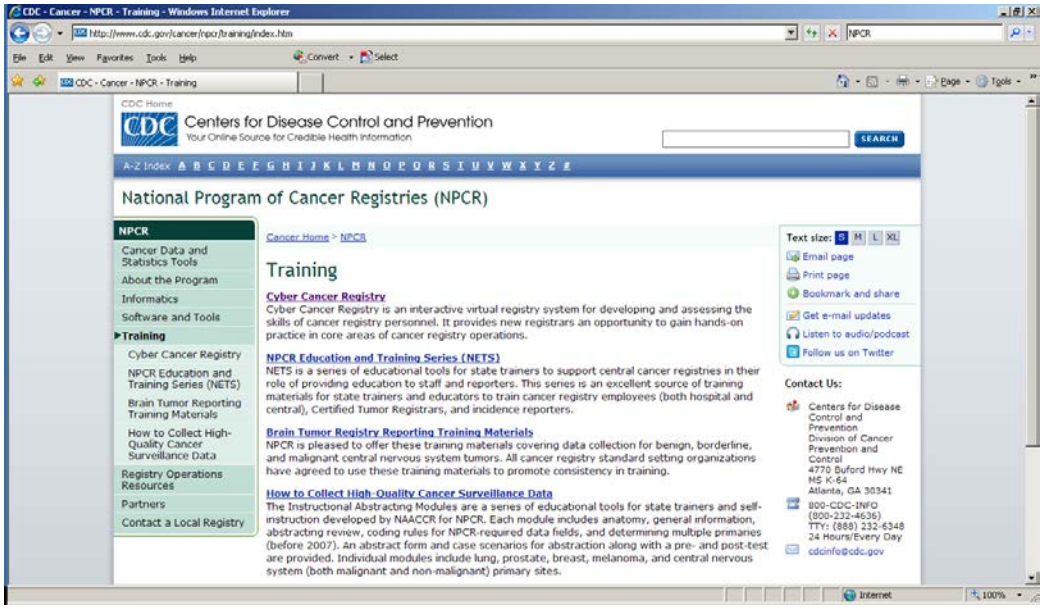
    b. At the completion of this training you will have completed all the training modules under the following sections:

        - Hematopoietic & Lymphoid Neoplasms Online Training - Educational recordings of presentations for the hematopoietic and lymphoid neoplasms project
        - Multiple Primary and Histology Coding Rules Training - Recordings of the online MP/H Rules Training sessions.
        - SEER's Training Web Site - Web-based training modules for cancer registration and surveillance.

    c. Each module will be hyperlinked within the Unit.

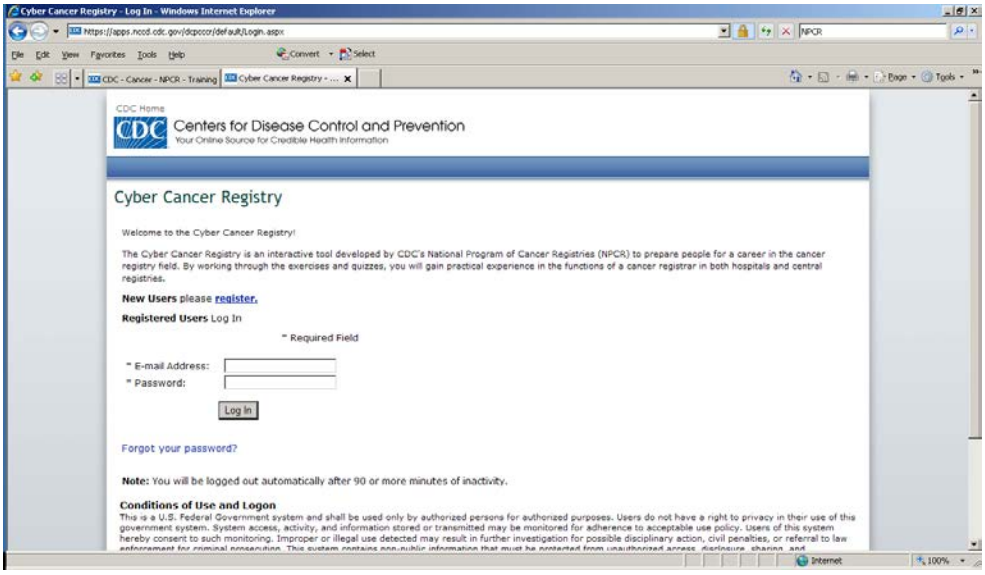
2. NPCR- Follow this link to go to NPCR website.

a. Here is a screen shot of the NPCR Training page.



b. At the completion of this training you will have completed the training modules under Cyber Cancer Registry:

- **Cyber Cancer Registry**- An interactive virtual registry system that provides new registrars an opportunity to gain hands-on practice in core areas of cancer registry operations. You will need to register as a new user.



c. Each module will be hyperlinked within the Unit.

Pennsylvania Cancer Registry (PCR) Training Packet
Unit Instructions

The Units should be completed in their entirety and in the order listed. A Unit Check list is provided as the last page of this document. At the end of each unit you will document the date the unit was completed. After all Units have been completed, sign and date the bottom and include this sheet with your first trial shipment.

Unit 1: Anatomy and Physiology Review/Understanding Cancer

Objectives

- Understand the meanings of roots, suffixes and prefixes as they are used in medical terminology
- Interpret standard medical abbreviations
- Relate basic human body functions and life process
- Name the major human body systems and relate their functions
- Name the major components of each system, describe briefly their anatomical locations and structures and their physiological functions
- Relate the history of cancer and define the term "cancer"
- Describe two methods of categorizing cancer
- Name some of the known cancer risk factors
- Relate how cancer is diagnosed

Instructions

1.	Complete the SEER Cancer & Medical Terminology Module. *Note:* Only the abbreviations provided in the PCR Manual, Appendix L should be used when recording text.
2.	Complete the SEER Anatomy and Physiology Module.
3.	Complete the SEER Cancer as a Disease Module. See below for an outline/checklist of the module.
4.	Document when Unit 1 is completed on the PCR Training Unit Checklist.

Unit 2: Cancer Data Management

Objectives

- Define some key concepts related to cancer registration
- Explain why cancer registration is important in the "war against cancer"
- Name the major types of cancer registries
- Describe briefly how cancer data are collected
- Name some of the details to be included in cancer registry position description
- Mention the factors that affect registry staffing
- Define what data standards are and explain why they are so important
- Name some of the organizations involved in determining data standards
- Define data sets and describe how they differ due to different requirements of standard setters
- Describe how data edits work in improving the data quality
- Explain why case consolidation is closely related to both code assignment and data editing
- Describe briefly data management procedures of cancer registries
- Explain why the PCR was established
- Name who reports to the PCR and how they report

Instructions

1.	Complete the SEER Cancer Registration Module
2.	Complete the SEER Cancer Registry Operations and Procedures Module. See below for an outline/checklist and notes.
3.	Read Preface pages 6-7 of the *PCR Manual* for information about the Pennsylvania Cancer Registry.
4.	Document when Unit 2 is completed on the PCR Training Unit Checklist.

Unit 3: Reportability

Objective
At the completion of this unit participants will know what is reportable and what is not reportable to the PCR.

Instructions	
1.	Read pages 4-14 of the *PCR Manual*.
2.	Read Appendix D in the *PCR Manual*.
3.	Document when Unit 3 is completed on the PCR Training Unit Checklist

Unit 4: Casefinding

Objectives

- Briefly describe the cycle of casefinding
- Name different types of casefinding
- List the casefinding sources introduced in this training module
- Describe the special role of a suspense file in linking identified cases
- Name several quality control procedures used in casefinding

Instructions	
1.	Complete the SEER Casefinding Module. *Note:* Non-registry hospitals follow the *PCR Manual* to determine reportability requirements. References to the CoC reportable list are not applicable to non registry hospitals.
2.	Complete Casefinding Module within the Cancer Cyber Registry
3.	Read Part 2 of the *PCR Manual* for more information about Casefinding.
4.	Document when Unit 4 is completed on the PCR Training Unit Checklist.

Unit 5: Diagnostic Tests

Objectives

- Name types of diagnostic tests
- Name the techniques included in these tests
- Describe the purposes, basic procedures, and interpretations of these techniques

Instructions

1.	Complete the SEER Diagnostic Tests Module. *Note*: This whole module documents "Key Information" to look for, pay attention to, and to document with regards to pertinent descriptions of the cancer. There are helpful word listings of "possible involvement" and "no involvement". Multiple examples of each kind of test are shown along with their normal values and abnormal findings.
2.	Document when Unit 5 is completed on the PCR Training Unit Checklist.

Unit 6: Abstracting a Case

Objectives

- Describe what types of information are commonly contained in most medical records
- Identify frequently used forms, records, notes, and summary sheets found in a medical record
- Describe what cases to abstract, when to abstract cases, and how to abstract cancer information
- Abstract PCR required data items

Instructions

1.	Complete the SEER Abstracting a Cancer Case Module.
2.	Read *Part Three* of the *PCR Manual*.
3.	Document when Unit 5 is completed on the PCR Training Unit Checklist.

Unit 7: ICD-O-3 Coding

Objectives
• Relate briefly the historical background of ICD-O • Relate briefly differences between ICD-O and ICD-10 • Describe the structure and format of ICD-O-3 • Use ICD-O-3 as a reference tool for accurately coding the site and histology of a neoplasm based on the information from a pathology report • Describe the major events and activities regarding implementation of ICD-O-3 • Identify the major areas of changes in ICD-O-3 • Use the ICD-O-3 as a new neoplasm coding reference source • Locate all of the important information needed in order to use the ICD-O-3 correctly and efficiently

Instructions	
1.	Complete the SEER Coding Primary Site/Tumor Morphology Module.
2.	Complete the SEER ICD-O-3 Module.
3.	Read pages 86-104 of the *PCR Manual*.
4.	Document when Unit 7 is completed on the PCR Training Unit Checklist.

Unit 8: Multiple Primary Determination and Histology Coding-Solid Tumors

Objective
At the completion of this unit participants will be able to determine if a patient has one primary or multiple primaries.

	Instructions
1.	Complete SEER Multiple Primaries and Histology Coding Rules Module found under "Information Modules".
2.	Review all presentations within the Multiple Primary and Histology Coding Rules Training page located on the main SEER Cancer Registrar Training page. a. The below presentation can be reviewed as a PowerPoint (PPT) or PDF file: • The Problem and Why New Rules are Needed (PPT - 1.4 MB) (PDF - 407 KB) • General Instructions (PPT - 864 KB) (PDF - 273 KB) • Format of the Rules (PPT - 1.8 MB) (PDF - 468 KB) • Head and Neck (PPT - 1.6 MB) (PDF - 348 KB) • Colon (PPT - 1 MB) (PDF - 291 KB) • Lung (PPT - 1.2 MB) (PDF - 349 KB) • Melanoma of the Skin (PPT - 859 KB) (PDF - 274 KB) • Breast (PPT - 2.1 MB) (PDF - 401 KB) • Kidney (PPT - 1.6 MB) (PDF - 339 KB) • Urinary (PPT - 881 KB) (PDF - 331 KB) • Brain (PPT- 1 MB) (PDF - 291 KB) • Other Sites (PPT - 1.2 MB) (PDF - 333 KB) • New Data Items (PPT - 880 KB) (PDF - 277 KB) b. The below presentations are recorded training web casts: MP/H Training – "The Fundamentals" Advanced MP/H Training – "Beyond the Basics"
3.	Document when Unit 8 is completed on the PCR Training Unit Checklist.

Unit 9: Hematopoietic and Lymphoid Neoplasms

Objectives

- Understand the lineages of Hematopoietic and/or Lymphoid Neoplasms
- Determine if a hematopoietic and/or Lymphoid Neoplasm is reportable
- Assign correct site, histology and grade codes for Hematopoietic and/or Lymphoid Neoplasms.
- Determine if the patient has a single primary or multiple primary Hematopoietic and/or Lymphoid Neoplasm(s).

Instructions

1.	Review all presentations and complete the quizzes within the Hematopoietic & Lymphoid Neoplasms Online Training page. These are recordings of presentations for the hematopoietic and lymphoid neoplasms project. • Background • Disease Presentations and Diagnostic Process • Lineages Part I • Lineages Part II
2.	Document when Unit 9 is completed on the PCR Training Unit Checklist.

Unit 10: Staging Cancer

Objectives

- Define the concept of staging
- Name staging sources and describe briefly the procedures of these sources
- Name the major staging systems and describe the differences among them
- Name some of the common site-specific staging schemes and relate their purposes, criteria, and categories
- Explain briefly why staging schemes change
- Name the existing staging systems on which the collaborative stage is based
- Explain why the collaborative stage is needed for cancer registration
- Describe how the collaborative staging system works
- Use the CS guidelines and procedures to abstract all CS data items
- Define the concepts of cancer staging
- Distinguish between the summary staging system and other staging systems
- List the five stage categories in summary staging
- Assign the correct summary stage code to cancer cases using the *SEER Summary Staging Manual 2000*

Instructions

Note: The PCR only requires Collaborative Stage and SEER Summary Stage based on the date of diagnosis or Date of 1st Contact. See page 112 of the *PCR Manual*. The PCR does not require AJCC TNM, or EOD.

1.	Complete the SEER Staging a Cancer Case Module.
2.	Complete the SEER Introduction to Collaborative Staging (CS).
3.	Read *Collaborative Stage Data Collection System Manual, V2* Part One, Section One and Part One, Section Two for guidelines for recording all CS data items.
4.	Read *PCR Manual* pages 110-112 for general information about CS.
5.	Read *PCR Manual, Appendix J* for a list of PCR Required Site Specific Factors (SSFs).
6.	Complete the SEER Summary Staging 2000 Module.
7.	Read *SEER Summary Staging Manual, 2000* pages 1-15.
8.	Read *PCR Manual* page 113 for general information about SEER Summary Stage.
9.	Document when Unit 10 is completed on the PCR Training Unit Checklist.

Unit 11: Treatment

Objectives

- Understand the key concepts related to cancer treatment, such as cancer-directed treatment, non-cancer directed treatment, and first-course treatment
- Name the major cancer treatment modalities and different types of each treatment
- Cite some important historical facts regarding the development and results of these treatments
- Describe the aims and characteristics of these treatments
- Name some of the drugs and techniques used in certain treatments
- Discuss some possible side effects of these treatments
- Abstract all PCR-required Treatment data items

Instructions

1.	Complete the SEER Cancer Treatment Module. *Note 1:* Non-registry hospitals refer to *PCR Manual, Appendix K*, not the *SEER* or *FORDS* Manuals, for a list of surgical codes. *Note 2*: The PCR only collects information about First Course of Treatment, not subsequent treatment.
2.	Read *PCR Manual* pages 114-175 for Guidelines for Reporting First Course of Treatment.
3.	See *PCR Manual* Appendix K for listings of surgical codes.
4.	Document when Unit 11 is completed on PCR Training Checklist.

Unit 12: Guidelines for Recording Text

Objective

At the completion of this unit participants will have an understanding how to complete the required text fields as well as understand their importance.

Instructions

1.	Read *PCR Manual* pages 181-201 for Guidelines for Reporting Text.
2.	Read Appendix L of the *PCR Manual* for List of Abbreviations and Symbols.
3.	Document when Unit 12 is completed on the PCR Training Unit Checklist.

Unit 13: Site Specific Guidelines

Objective

At the completion of this unit participants will have an understanding of the anatomy and cancer disease process within the sites discussed.

Instructions

Notes:

- Each module is broken down into the following units:
    a. Introduction
    b. Anatomy
    c. Abstracting, Coding and Staging
    d. Treatment
    e. Exercises

- For non registry hospitals, review of the Abstracting, Coding and Staging unit will contain references to AJCC TNM that may be skipped; however, reading through the rest of the text provides information that will help in abstracting these cases.

1.	Complete each of SEER Site Specific Modules listed below: • Colorectal Cancer • Lung Cancer • Prostate Cancer • Breast Cancer • Bladder Cancer • Head and Neck Cancer • UGI Track Cancer • Leukemia • Lymphoma • Cervical and Uterine Cancer • Ovarian Cancer • Testicular Cancer • Kidney and Ureter Cancer • Pancreatic Cancer • Skin Cancer Melanoma • Brain and other Central Nervous System
2.	Document when Unit 13 is completed on the PCR Training Unit Checklist.

Unit 14: General Recording Procedures

Objectives

- Identify PCR required data items
- Submit changes to the PCR
- Submit monthly shipments to the PCR

Instructions

1.	Read pages 17 of the *PCR Manual*.
2.	Document when Unit 14 is completed on the PCR Training Unit Checklist.

Unit 15: Quality Control

Objective

At the completion of this unit participants will have an understanding of the importance of quality data and what quality control procedures should be performed routinely at their facilities to ensure complete, accurate and timely data.

Instructions

1.	Read Part 4 of the *PCR Manual*.
2.	Document when Unit 15 is completed on the PCR Training Unit Checklist.

Registry Hospitals- If you do not use Abstract Plus, skip Unit 16 and go to Unit 17

Unit 16: Abstract Plus

Objective
At the completion of this unit participants will be able to use Abstract Plus Software to report to the PCR.

Instructions	
Note: Registry Hospitals only need to complete this module if they use Abstract Plus.	
1.	Read the Abstract Plus Users Guide: http://www.portal.state.pa.us/portal/server.pt?open=514&objID=556579&mode=2
2.	Document when Unit 16 is completed on the PCR Training Unit Checklist.
3.	**Non-Registry hospitals- Sign and return Checklist with your trial shipment. See page 17 of this packet for Trial Shipment instructions.**

Unit 17: Cancer Patient Follow-up

Objectives

- Explain the importance of cancer patient follow-up
- Give the required rate (percentage) for follow-up in programs approved by the COC
- List the types of cases that can be excluded from follow-up calculations
- Relate briefly a few responsibilities that the cancer committee should take in cancer patient follow-up procedures
- Briefly describe the required data-set items by COC
- Make a list of possible sources used for obtaining follow-up information
- Develop appropriate follow-up letters for different types of contact
- Briefly describe the follow-up process
- Describe how the dual tickler card system is used for cancer patient follow-up
- Explain the benefits of providing patients with cancer registry brochure

Instructions	
Note: Only registry hospitals are encouraged to complete this unit. The PCR does not required Cancer Patient follow-up.	
1.	Complete the SEER Cancer Patient Follow-up Module.
2.	Document when Unit 17 is completed on the PCR Training Unit Checklist.
3.	**Registry hospitals- Sign and return Checklist with your trial shipment. See page 17 of this packet for Trial Shipment instructions**

Pennsylvania Cancer Registry Training Packet
Trial Shipment Instructions

After you have completed the PCR Training Units, complete the following steps for your first trial shipment.

NOTE: If you have previously been approved to report to the PCR and completed the Training Packet as a refresher you DO NOT need to submit a trial shipment.

1. Complete no more than **ten** cases. Submit your trial shipment as soon as you have ten cases completed; you do not have to wait for the 15th of the month.

2. Print abstracts from your software (Abstract Plus or vendor software) for each case.

3. Attach copies of supportive documentation to each abstract to justify your text for primary site, laterality, histology, differentiation, collaborative stage, and treatment (e.g., pathology reports, discharge summaries, operative reports, consultations, progress notes, radiology reports, etc.)

4. Mail paper documentation in a PCR postage-paid envelope to the attention of your PCR Field Representative.

5. Create an export file.

6. Upload your file via Web Plus. Please contact your PCR Field Representative to walk you through this process the first time. Document "Trial Cases" in the comments box

Your Field Representative will review the shipment and inform you of the results. If you have any questions, call your Field Representative at 1-800-272-1850. **Do not** send another shipment until you have received the results from your first trial shipment.

Pennsylvania Cancer Registry Training Packet
Unit Checklist

The Units should be completed in their entirety and in the order listed. After all Units have been completed, sign and date the bottom and include this sheet with your first trial shipment.

UNIT	Date Completed
1. Anatomy and Physiology review and Understanding Cancer	
2. Cancer Data Management	
3. Reportability	
4. Casefinding	
5. Diagnostic Tests	
6. Abstracting a Case	
7. ICD-O-3 coding	
8. Multiple Primary Determination-Solid Tumors	
9. Hematopoietic and Lymphoid Neoplasms	
10. Staging Cancer	
11. Treatment	
12. Guidelines for Reporting Text	
13. Site Specific Guidelines	
14. General Reporting Procedures	
15. Quality Control	
Unit 16 only needs to be completed by abstractors at a non-registry hospital.	
16. Abstract Plus	
Unit 17 only needs to be completed by abstractors at a registry hospital.	
17. Cancer Patient Follow-up	

Name (printed):_____

Signature: _____

Email address: _____Phone number :(___) _____