SANTA BARBARA CITY COLLEGE
CANCER INFORMATION MANAGEMENT
Spring 2012 SYLLABUS
CIM 100 Registry Organization and Operations

Instructor: Denise Harrison, BS, CTR

Contact: IMAIL Block in Moodle (This forwards to my SBCC email.)
If you are unable to log into Moodle, and you need to contact me urgently,
you may use dcharrison1@sbcc.edu. E-mails to this address must include the course CRN and an explanation of why IMAIL was not used.

Office hours: Held through E-mail communication or by appointment
CIM Web site: http://sbcc.edu/hit/website/cim.htm
Online support: ONLINE SUPPORT FORM (fastest way); 805-965-0581 x 2949; or 877-232-3919 (Toll-free)

COURSE DESCRIPTION
CIM 100 is an introduction to hospital-based and central registries; legal issues, and confidentiality, standard-setting organizations; types of cancer registries and other disease registries; data users; registry operations, including case ascertainment and disease registry files.

PREREQUISITE(S)/SKILLS ADVISORIES:
Skills Advisories: Eligibility for ENG 110 or ENG 110H.

COURSE OBJECTIVES
Upon completion of this course, students should be able to demonstrate competencies in the following areas at the appropriate skill and knowledge level:

1. Describe the evolution of cancer registration and the roles of cancer registries and the cancer registrar in cancer control.
2. Discuss the organizational structure of hospital-based and central cancer registries.
3. Identify the various types of disease registries and indices and contrast the differences and the purposes of each.
4. Explain the organization and management of cancer registry files.
5. Create a database inventory of all data components which meet institutional and regulatory requirements.
7. Describe the case ascertainment processes.
8. Explain reporting methods and identify source documents.
10. Discuss the scope of standards for cancer data collection and cancer data management.
11. Compare "confidential" uses of cancer data with "non-confidential" uses and explain the items of patient information that may be released without explicit patient authorization.
12. Cite the essential data that must be included in an authorization of release of cancer registry data.
13. Describe cancer data security measures - manual and computerized
14. Discuss ethical aspects of cancer registry data.

STUDENT LEARNING OUTCOMES (SLOs)
Structure & Management - Describe Cancer Registry Structure and Management.
Cancer Registry Operations - Employ Cancer Registry Operations
Evaluation of CIM 100 Student Learning Outcomes
INSTRUCTIONAL METHODOLOGY
1. Reading from assigned textbooks
2. SEER Training Modules
3. Self-Tests
4. Assignments (Accession Register Project, Cancer Registry Site Visit)
5. Assessments (Quizzes; Exams)
6. Discussion Forums; Internal Course Email

REQUIRED TEXTS/MATERIALS


METHODS OF EVALUATION
Orientation Quiz: 10 points
Lesson Quizzes: 9 @ 20 points; 1 @ 10 points (20, 20 20, 20, 20, 20, 20, 20, 20, 20, 10) = 190 points
Accession Register Project = 50 points
Site Visit = 30 Points
Midterm = 100 points
Final Exam = 200 points
Total Points possible = 580

CALCULATION OF GRADES
Grades will be calculated by placing the total points earned over the total points available. After conversion to a percentage, a letter grade will be assigned based on the grading scale. Grades may be accessed through the Grades ( ) link in Moodle.

GRADING SCALE:
90-100%  A  (519 – 580 points)
80-89%  B  (461 - 518 points)
70- 79%  C  (403 - 460 points)
60-69%  D  (345 - 402 points)
< 60%  F  (<345 points)

The minimum grade acceptable for this course is a C.

COURSE POLICIES

Attendance
The course content, including the course syllabus and calendar, are subject to change. Students should print a copy of the course syllabus and calendar at the beginning of the semester; however, the official syllabus and calendar are the electronic files accessed through the course home page. Students will be advised of any changes to the syllabus and/or calendar via the internal course email tool (IMAIL) or the latest news (announcements) forum. It is the student’s responsibility to log on AT LEAST ONCE A WEEK. There are no required meetings where attendance is taken. HIT/CIM ATTENDANCE POLICY: Click on the link to read the HIT/CIM Departmental attendance policy.
Course Content

Please follow the instructions provided at the beginning of each lesson in Moodle. Students are expected to complete all activities provided in the lesson. The activities should be completed in the order in which they appear in the lesson module. Availability dates for all course deliverables (lessons, assignments, discussion forums, quizzes and exams) are specified in the Course Calendar.

Assignments

Assignments should be submitted through the Assignment link in Moodle. Due dates for assignments are posted in the Course Calendar. Students must submit the assignment within the availability dates specified in the Course Calendar unless prior arrangements are made and approved by the course instructor. Students are required to keep a copy of all submitted assignments.

Quizzes and Exams

Quizzes and exams are accessed through the Quizzes link in Moodle. The quizzes are open book/open notes, timed assessments. The midterm and final exam are closed book/closed notes, timed assessments. Availability dates for quizzes and exams are specified in the Course Calendar. Students must take each quiz and exam during the availability dates specified in the Course Calendar unless prior arrangements are made and approved by the course instructor.

Late Policy

There will be no credit for late submissions of any course deliverables (lessons, assignments, discussion forums, quizzes and exams). Due dates for all course deliverables are posted in the Course Calendar. All students are responsible for monitoring and adhering to the Course Calendar as posted unless prior arrangements have been made with the instructor.

Lesson Feedback

Each lesson module has a five-question lesson feedback, accessible through the Feedback link. Students are requested to provide the instructor with constructive feedback as to their success and/or difficulties with the lesson. These Lesson Feedbacks are not required activities.

Outside Assistance

All course deliverables must be the result of the individual student’s effort. A word of caution about seeking assistance outside the course: cancer registrar colleagues are not aware of specific course guidelines. They may answer your questions correctly, but their answer may not be correct in the context of this course. Questions about the course content/course deliverables must be directed to the course instructor not to other students, other CIM faculty, or other cancer registry professionals. Assignments and assessments that appear to be the result of a collaborative effort will not be accepted for credit.

Accreditation

The Cancer Information Management Program at Santa Barbara City College is accredited by the National Cancer Registrars Association's Formal Education Program Review Committee. Any complaints about the CIM program that cannot be resolved through the usual SBCC channels may be submitted in writing to:

Chair, Formal Education Review Committee
National Cancer Registrars Association
1340 Braddock Place
Suite 203
Alexandria, VA 22314
LINKS TO SBCC POLICIES AND RESOURCES

- Academic Integrity Policy
- Academic Integrity Procedure
- Distance Education Student Support
- Dropping Classes
- FERPA - Student Privacy
- How to Order Textbooks
- Link to test Javascript
- Netiquette (Online Etiquette)
- Online College Concerns
- Plagiarism
- SBCC’s Online College Orientation
- Hardware and Software Requirements
- Standards of Student Conduct
- Students with Disabilities

ABOUT YOUR INSTRUCTOR

Denise Harrison earned her bachelor’s degree in biology from the University of West Florida in Pensacola, and did post-graduate studies in microbiology and immunology at Texas A & M University in Kingsville, Texas. She had a teaching fellowship at Texas A & M, then taught various biology courses at Midland College (Midland, Texas) and Western Wyoming Community College (Rock Springs, Wyoming). In addition to teaching, she directed a federal grant aimed at training economically disadvantaged women for careers in non-traditional fields (Rock Springs, Wyoming), and also worked as the technical supervisor for the breath-alcohol testing program in Ector County, Texas. She has been a CTR since 2005, and has worked as a cancer registry coordinator for Commission on Cancer Approved hospital-based programs in the Houston Medical Center. She serves on the Alternative Methods committee of the NCRA, has been writing the CE quizzes for the Journal of Registry Management for several years now and is a trainer for Collaborative Stage Version 2 (CSV2).