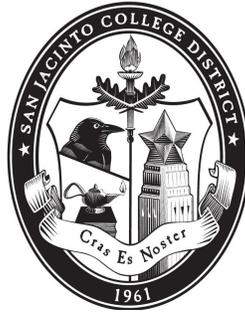




SJ SAN JACINTO
COLLEGE
NORTH

**Student Handbook
Cancer Data Management
2021**



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 Program
North Campus

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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

San Jacinto College is focused on student success, academic progress, university transfer, and employment. We are committed to opportunities that 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: We Act Honorably and Ethically

Inclusivity: We Grow through Understanding

Collaboration: We Are Stronger Together

Innovation: We Embrace New Possibilities

Accountability: We Are Responsible Individually and Collectively

Sense of Community: We Care for Those We Serve

Excellence: We Strive for Outstanding Results

Reference: <https://www.sanjac.edu/about-san-jac/overview/our-vision-mission-and-values>

SJC Cancer Data Management Program Mission Statement

The mission of the Cancer Data Management Program 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).

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

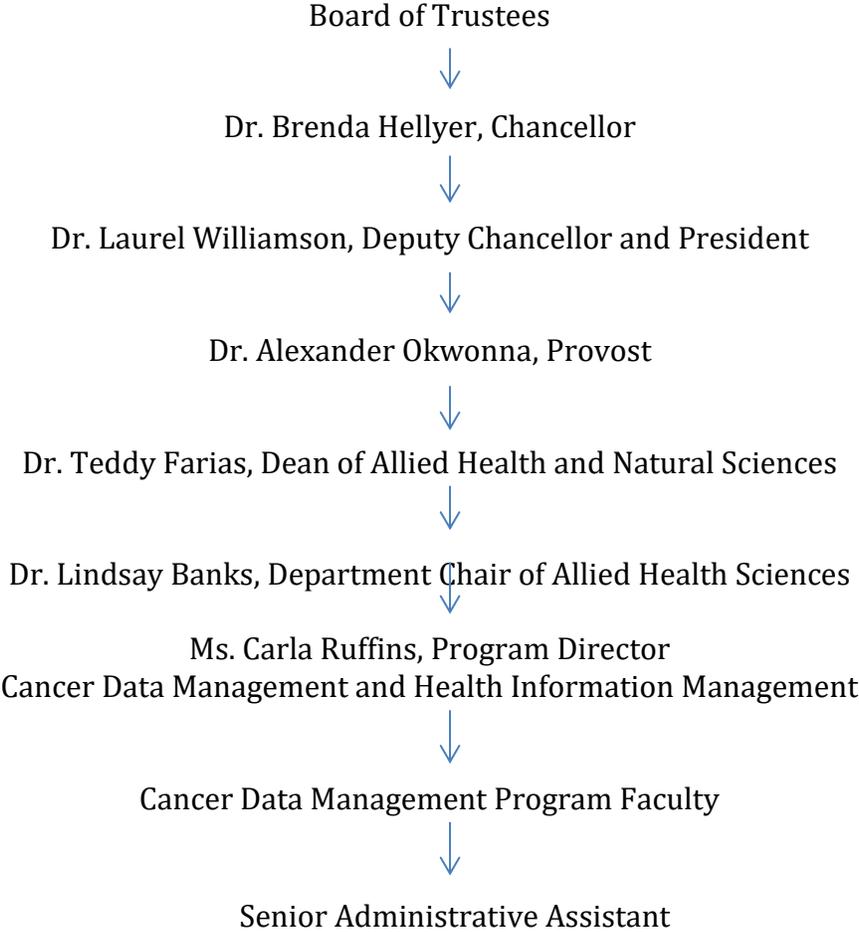
The San Jacinto College District is committed to equal opportunity for all students, employees, and applicants without regard to race, creed, color, national origin, citizenship status, age, disability, pregnancy, religion, gender, sexual orientation, gender expression or identity, genetic information,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

<https://www.sanjac.edu/about-san-jac/overview/equal-opportunity-statement>

SJC Organizational Chart

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



Departmental 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 of Cancer Data Management is composed of one full-time program director, two full-time instructors, ten part-time (adjunct) instructors and one administrative assistant. Cancer Data Management specialty courses are taught by highly-qualified CTR-certified professors.

Our physical address is 5800 Uvalde Road, Houston, Texas, 77049. Our classrooms and offices are located on the first and second floors of the Allied Health & Natural 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.

Our Philosophy

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.

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 term/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 NCRA Center for Cancer Registry Education.
<http://www.cancerregistryeducation.org/>
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 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 admission requirements.

Prospective CDM students must submit a Cancer Data Management Program application to gain entry into the Program.

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

<http://www.sanjac.edu>

Clinical Requirements: Hours, Immunizations and Drug Screening

Students will be required to complete 160 clinical hours. Students are also required to provide a clear background check and immunization record before beginning a clinical. Immunization requirements are MMR, Varicella, Hepatitis B Series and TB test (must be negative). 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.

The student will receive more specific information regarding clinical sites.

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 Educational Planning and Completion Center can be reached at 281-998-6150.

Accessibility Services

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.

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.

The Family Educational Rights Privacy Act (FERPA) regulates disclosure of disability documentation and records maintained by Accessibility Services. Under this Federal act, prior written consent by the student is required before Accessibility Services may release disability documentation or records.

<https://www.sanjac.edu/student-services/student-support/educational-planning-counseling-completion/accessibility-services>

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.

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 maintained 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.

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 in particular 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.

Cheating, Plagiarism, Collusion and Fabrication

Faculty and students must read and adhere to the **SJC Policy on Cheating, Plagiarism, Collusion, and Fabrication.**

Code of Student Conduct

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

HIPAA Privacy and 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.

Students are prohibited from removing Protected Health Information (PHI) from the facility in any form.

Students must report privacy and security concerns to their SJC Instructor or SJC Program Director.

Student Complaint Process

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

<http://www.sanjac.edu/student-services/student-concerns/student-handbook/student-rights-and-responsibilities>

To File a Student Complaint with San Jacinto College:

<http://www.sanjac.edu/student-services/student-concerns/student-handbook/complaint-procedures>

- 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

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/policy-iii3000a-campus-carry>.

Student Progression Plan

Student Application Process

Students who wish to enter into 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/steps-enroll>

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:

<http://www.sanjac.edu/career/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. 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 in the My San Jac GPS system in SOS. 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 AAS Degree or 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/Practicum

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. The student is not compensated for completion of clinical activities.

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.

Safety

All students must become familiar with and adhere to the facility safety protocols and procedures. Students must report safety concerns to the CDM Program.

Course Schedule

All courses are scheduled Monday through Friday, and many are offered via Distance Learning. The majority of your classes will be with other Cancer Data Management students. However, you will have some classes that will meet with students from other disciplines at SJC.

Attendance and Professionalism

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.

With the exception of the 160 hours of work practicum in a CTR-staffed Cancer Registry, all courses in the CDM Program are offered online. All course content and exams are delivered online. Students interested in pursuing a CDM award 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 the use of various common word processing programs.

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

NCRA Cancer Registry Definition

A cancer registry is an information system designed for the collection, management, and analysis of data on persons with the diagnosis of a malignant or neoplastic disease (cancer). Cancer registries are classified into three types:

- Hospital registries maintain data on all patients diagnosed and/or treated for cancer at their facility. Healthcare facilities report cancer cases to the central or state cancer registry as required by law.
- Central registries are population-based registries that maintain data on all cancer patients within certain geographical areas.
- Special purpose registries maintain data on a particular type of cancer, such as brain tumors.

Source: <https://www.ncra-usa.org/About>

NCRA Cancer Registrar Definition

Cancer registrars are data information specialists that capture a complete history, diagnosis, treatment, and health status for every cancer patient in the U.S. The data provide essential information to researchers, healthcare providers, and public health officials to better monitor and advance cancer treatments, conduct research, and improve cancer prevention and screening programs.

Source: <https://www.ncra-usa.org/About>

NCRA Salary Report

Please read the NCRA Salary Considerations Report for more information:
<https://www.ncra-usa.org/Advocacy/Workforce/Salary-Considerations>

NCRA Vision

Curated data ... advancing outcomes.

NCRA Mission

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

NCRA Goals

- Education–Understand ongoing needs and leverage technology to ensure diverse and comprehensive educational programs for registry professionals.
- Credentialing–Develop, promote, and administer relevant credentialing to meet current and future needs of the profession.
- Professional and Career Development–Create and deliver effective content, programs, products, and services across career phases.
- Alliances and Advocacy–strengthen the profession’s voice by engaging proactively as a powerful advocate to raise awareness, enhance collaborative relationships, and affect change.
- Membership–Ensure satisfaction and increased engagement by building membership, anticipating needs, and providing exemplary programs, services, and opportunities.
- Organizational Sustainability & Governance–Use best practices in fiduciary responsibilities and management of human resources to ensure the viability and growth of the association.

Please read the [NCRA 2019-2023 Strategic Management Plan](#).

NCRA Code of Ethics

Please read the entire [NCRA Code of Ethics Document](#).

Appendix B

PERSONAL HEALTH AND SAFETY (COVID):

Much is still unknown about how the virus that causes COVID-19 spreads. Health authorities believe it spreads mostly from person to person through respiratory droplets produced when someone who is sick coughs or sneezes. You can help prevent the spread of respiratory illnesses like COVID-19 and the flu by taking simple daily precautions. Continue to practice healthy habits to help slow the spread of COVID-19 and other viruses and to protect yourself and others.

- Wear a face covering when on campus
- Practice social distancing by putting space, at least 6 feet, between yourself and others
- Wash your hands frequently and for at least 20 seconds; use hand sanitizer if hand washing not possible
- Clean and then disinfect frequently-used surfaces
- Stay home if you're sick
- Avoid touching your face

Wearing a cloth face covering CORRECTLY can help prevent the spread of COVID-19 to others. Your cloth face covering should:

- Reach above the nose, below the chin, and completely cover the mouth and nostrils
- Fit snugly against the sides of the face
- Be made of multiple layers of fabric that you can still breathe through

Look for emergency warning signs* for COVID-19. If someone is showing any of these signs, seek emergency medical care immediately.

- Trouble breathing
- Persistent pain or pressure in the chest
- New confusion
- Inability to wake or stay awake
- Bluish lips or face

*This list is not all possible symptoms. Please call your medical provider for any other symptoms that are severe or concerning to you.

For more information visit [Coronavirus](https://www.cdc.gov/coronavirus/2019-ncov/index.html) (https://www.cdc.gov/coronavirus/2019-ncov/index.html)