New Course Request

1. School/Division: Informatics
2. Academic Subject Code: HIA-M
3. Course Number: 316 (must be cleared with University Enrollment Services)
4. Instructor: 
5. Course Title: Cancer Registry Requirements and Standards
   Recommended Abbreviation (Optional): Cancer Reg Req/Std
   (Limited to 32 Characters including spaces)
6. First time this course is to be offered (Semester/Year): Fall 2009
7. Credit Hours: Fixed at _______ or Variable from _______ to _______
8. Is this course to be graded S-F (only)? Yes ______ No X
9. Is variable title approval being requested? Yes ______ No X
10. Course description (not to exceed 50 words) for Bulletin publication: This course will outline the management, organization and reporting requirements for cancer registries. ICD-O-3, Collaborative Stage, 2007. Multiple Primary Histology Rules and Indiana State reporting requirements will be introduced with an emphasis on ICD-O-3 coding. Statistical analysis of cancer data will be introduced.
11. Lecture Contact Hours: Fixed at _______ or Variable from _______ to _______
12. Non-Lecture Contact Hours: Fixed at _______ or Variable from _______ to _______
13. Estimated enrollment: _______ of which _______ percent are expected to be graduate students.
14. Frequency of scheduling: once/year. Will this course be required for majors? yes ______
15. Justification for new course: More detailed information about cancer registry needed in HIA curriculum
16. Are the necessary reading materials currently available in the appropriate library? yes ______
17. Please append a complete outline of the proposed course, and indicate instructor (if known), textbooks, and other materials.
18. If this course overlaps with existing courses, please explain with which courses it overlaps and whether this overlap is necessary, desirable, or unimportant.
19. A copy of every new course proposal must be submitted to departments, schools, or divisions in which there may be overlap of the new course with existing courses or areas of strong concern, with instructions that they send comments directly to the originating Curriculum Committee. Please append a list of departments, schools, or divisions thus consulted.

Submitted by:

[Signature] Date 10/8/08
Department Chairman/Division Director

[Signature] Date 10/8/08
Dean

[Signature] Date 10/8/08
Chancellor/Vice-President

[Signature] Date 10/8/08
University Enrollment Services

After School/Division approval, forward the last copy (without attachments) to University Enrollment Services for initial processing, and the remaining four copies and attachments to the Campus Chancellor or Vice-President.
HIA-M 316 Cancer Registry Requirements and Standards
Health Information Administration, School of Informatics
Instructor:

The Mission of IUPUI is to provide for its constituents excellence in
· Teaching and Learning
· Research, Scholarship, and Creative Activity
· Civic Engagement
With each of these core activities characterized by
· Collaboration within and across disciplines and with the community
· A commitment to ensuring diversity, and
· Pursuit of best practices

IUPUI’s mission is derived from and aligned with the principal components – Communities of Learning, Responsibilities of Excellence, Accountability and Best Practices – of Indiana University's Strategic Directions Charter.

Statement of Values
IUPUI values the commitment of students to learning; of faculty to the highest standards of teaching, scholarship, and service; and of staff to the highest standards of service. IUPUI recognizes students as partners in learning. IUPUI values the opportunities afforded by its location in Indiana’s capital city and is committed to serving the needs of its community. Thus, IUPUI students, faculty, and staff are involved in the community; both to provide educational programs and patient care and to apply learning to community needs through service. As a leader in fostering collaborative relationships, IUPUI values collegiality, cooperation, creativity, innovation, and entrepreneurship as well as honesty, integrity, and support for open inquiry and dissemination of findings. IUPUI is committed to the personal and professional development of its students, faculty, and staff and to continuous improvement of its programs and services.

Course Description:
This course will outline the management, organization and reporting requirements for cancer registries. ICD-O-3, Collaborative Stage, 2007 Multiple Primary Histology Rules and Indiana State reporting requirements will be introduced with an emphasis on ICD-O-3 coding. Statistical analysis of cancer data will be introduced.

Course Outcomes:
1. Explanation of the differences between types of cancer registries including: hospital-based, Central Registries, National and Specialty Registries and other health related registries
2. Impact of the standard setters in the cancer registry field and their role in developing the coding standards as well as the requirements for a standardized record layout
3. The Commission on Cancer Standards and their impact on cancer program management
4. Importance of cancer conference as well as requirements for each type of facility
5. Community outreach as related to cancer programs
6. Legal issues and confidentiality related to cancer programs including: release of information and database management
7. Importance of privacy and security and how this is implemented in the registry
8. Commission on Cancer standards
9. Role of the Central cancer Registry – legislation, consolidation, case finding unique to Central Registries, record linkage, monitoring completeness
10. Computerization unique to the Central Registry – geocoding, record linkage, death clearance, and education

11. Abstraction, coding and follow-up including: case finding, reportable lists, disease identification, staging, treatment, outcomes

12. Statistics and epidemiology in relation to cancer surveillance, concepts, techniques, study design, report preparation as well as performance improvement will be presented

Core Competencies:
1. Ability to develop a cancer program
2. Set up policy and procedure manual as well as an annual report
3. Ability to abstract a cancer case and code using ICD-O-3
4. Calculate incidence, prevalence and survival rates

Software used:
3M HIS encoder and coding references, Microsoft Word, web browser

Expectations/Guidelines/Policies:

Attendance
For students taking HIA-M 356 in class, you are expected to attend class at all times. In the event that a class must be missed due to illness or other unforeseeable circumstances, the student is expected to call 278-7686 or email Molly Rondeau at mrondeau@iupui before noon on the date of class. If you call and receive no answer you may leave a message on Molly’s voicemail. The faculty will be notified of the situation. If prior arrangements are made with the instructor, it may be possible to make up some course work after absence. Makeup exams will be taken as soon as possible before or after the originally scheduled examination time at the discretion of the instructor. Some course work such as tours, guest lectures and quizzes cannot be made up under any circumstances.

NOTE: In class students must attend classes, tours, guest lecturers, etc. If you do not attend no credit will be given. You may review the taped class, tour, guest lecture as the distance education students do however you will not receive credit.

This class meets one time per week. Two unexcused absences in the course will result in a reduction of one letter grade for the course. Participation in class discussions, including class critiques and all written papers is required. Students will complete all readings and class assignments.

Children are not permitted to attend class with parents, guardians, or childcare providers. This conduct has the effect of unreasonably interfering with an individual’s work or academic performance creating an offensive learning environment.

“A student must not violate course rules as contained in a course syllabus, which are rationally related to the content of the course or to the enhancement of the learning process in the course.”

[Code of Student Rights, Responsibilities, and Conduct, page 29]
Exams
Examinations will be taken at the scheduled time. Please refer to the syllabus for specific information. Arrangements for alternative dates must be made with the faculty responsible for the course. Examination grades will be reduced by ten points for every calendar day falling between the scheduled examination date and the date the examination is taken unless prior arrangements are made with faculty.

NOTE: Assignments will be due on the dates assigned and must be handed in before the beginning of class.

Assignments:
Assignments will be posted on Oncourse and within the syllabus. Students are responsible for checking this on a regular basis. I would suggest that you check Oncourse no less than three times a week. Assignments will include a due date and must be submitted before midnight EST on the due date. Assignments turned in after the due date will not be accepted. Early submission of assignments is always accepted. Assignments will be checked for accuracy, spelling, grammar, and punctuation, as well as content of the assignment. Assignments must be completed in a professional manner. Written assignments (such as reports) should be typewritten and double spaced in either Microsoft Word or Microsoft Excel. If you do not have Microsoft Word or Excel, you may purchase them very cheaply from any IUPUI Bookstore with a valid IUPUI Student ID.

****ALL ASSIGNMENTS AND TESTS MUST BE COMPLETED BY THE END OF THE SEMESTER. AN INCOMPLETE GRADE WILL NOT BE GIVEN FOR FAILURE TO COMPLETE ASSIGNMENTS ON TIME. *****

A student is expected to do his or her own work. If a person is caught cheating, disciplinary action will be taken according to the guidelines outlined in the Code of Student Rights, Responsibilities and Conduct. The HIM Profession has a Code of Conduct and Ethics that should extend to the student level.

Grades
Progress in the course will be reported on Oncourse. Check it for accuracy and report any discrepancies.
The grade scale is:

A+  97 – 100  
A   93 – 96  
A-  91 – 92  
B+  89 – 90  
B   88  
B-  85 – 87  
C+  82 – 84  
C   80 – 81  
C-  78 – 79  
D+  77  
D   76  
D-  75  
F   74 or less

An “I” Incomplete will not be given unless extreme circumstances. Not for “bogged down” or “behind”. A student must have 75% of coursework and the incomplete form filed by assistant dean to the Student Services Office.