

Dear [Name of ODS],

I am a student enrolled in the NCRA-accredited Formal Education Program in Cancer Information Management (CIM) at Santa Barbara City College (SBCC), and am interested in obtaining my Professional Practice Experience (PPE) at Dr. Shirley Jordan Seay suggested I contact you. [Student-specific information such as current job, general work experience, etc.]

The PPE is the hands-on application of my CIM program coursework. The clinical practice is intended to provide me with experience in the technical aspects of cancer registry operations, and complement the knowledge I gained during the academic portion of my education. All students are required to complete **56 - 80 hours** in the clinical experience, during which time we must be under the direct supervision of an active Certified Oncology Data Specialist (ODS). **NOTE:** The NCRA now requires students to complete **Competency Assessments** in all the core competency areas with 70% accuracy before passing the practicum course.

I have completed courses in anatomy and physiology, pathophysiology/ pharmacology, medical terminology, microcomputer applications, cancer registry operations, cancer registry structure and management, the cancer disease process, oncology coding and staging, abstracting methodology, cancer patient follow-up, data quality and utilization, and quality management. I also have had training on CRSTAR Registry Software.

By agreeing to accept a student for professional practice experience, you are agreeing to:

- A. Provide an opportunity for the student to complete the 56 - 80 hour on-site portion of the practicum requirement.
- B. Provide an opportunity for the student to complete abstracting
- C. Provide an opportunity for the student to participate in or perform the activities listed on the **Practicum Guide**
- D. Provide an opportunity for the student to participate in or perform the assignments listed on the **NCRA Recommended Assignments/Activities in NCRA [Practicum Guide](#)**. Complete and provide a copy of the **Clinical Hours Report**

Some of the assignments require students to copy certain documents (e.g. the table of contents from the Policy and Procedure Manual). The final decision as to what items students are allowed to copy is at your discretion. Ideally, the clinical experience should start with a general orientation to the facility and cancer center.

I have been informed about respecting the privacy and confidentiality of health information. All students are required to sign a **Confidentiality Statement** prior to the start of the clinical practice.

Accepting a student from an NCRA-accredited Formal Education Program requires an affiliation agreement between [Facility Name] and Santa Barbara City College. Dr. Shirley Jordan Seay, the CIM Program Director, will confirm that we have a current agreement in place, or send you an affiliation agreement for execution. Students are required to complete any health and background checks expected by

the facility at their own expense. Both the NCRA and SBCC appreciate your willingness to help me advance my professional skills and contribute to the profession through mentoring.

Thank you for your consideration, and please feel free to contact the director of the CIM program, Dr. Shirley Jordan Seay (sjjordanseay[@pipeline.sbcc.edu](mailto:sjjordanseay@pipeline.sbcc.edu)), if you have any questions or concerns.

Sincerely,

Student Name