

# NPCR

## Providing Tools to Promote Efficient Central Cancer Registry Operations

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## CCR Workload and Time Management Study

- Purpose of project
- Anticipated project outcomes
- Current status of project






## CCR Workload & Time Management Study 1

- NCRA
  - 2005 Established Workload & Time Management Task Force
    - Conduct scientific study of factors defining and influencing workload of hospital cancer registries
  - 1989 Registry Staffing Manual
  - 2001 Cancer Registry Staffing & Compensation Manual



## CCR Workload & Time Management Study 2

- NPCR recognized the need for similar information on CCRs
  - Using same contractor for both studies would be efficient and cost-effective
- Large portion of NPCR and CCR budgets used to fund CCR staffing
  - No objective data on CCR staffing needs
  - Wide variation in CCR staffing patterns
  - No benchmarks for CCR efficiency



## CCR Project Purpose

- Document and quantify required tasks performed in CCRs
- Document staffing requirements necessary to perform tasks
- Analyze how workload varies as a function of CCR and/or institutional characteristics
  - Use information obtained in Economic Analysis study to identify factors

## Two Workload & Time Management Studies

- 2006
  - NCRA BOD approves funding of hospital-based study
  - NPCR approves funding for CCR-based study
  - Request for Proposal developed & distributed
  - Selected UCSF to conduct both studies
    - Conducted previous NCRA Workforce Study

## CCR Project Methods

- Two year project
- Include survey of all CCRs
- Survey current practices
- Primary activities will include core and advanced activities
- Multivariate analytic methods used to develop models that predict workload needs by type of CCR



## CCR Project Objectives 1

- Identify factors that influence CCR workloads
- Develop analytical framework, or model, for understanding workload patterns
- Develop workload best practices for projecting workforce needs



## CCR Project Objectives 2

- Models that allow CCRs to study workload patterns, staffing, and issues that impact workload and task completions
- Self-help guide featuring tables containing average times and range of time required to perform specific activities
- Estimates cross-tabulated by factors



## CCR Project Objectives 3

- Data explained in a way that makes information useable and understandable to CCR managers
- Project summary report of findings targeted toward CCR managers and administrators
- CCR staff can use tables in self help guide to estimate time required to perform job tasks to better manage their time



## CCR Project Objectives 4

- Results used to facilitate establishment of workload best practices
  - Help administrators
    - Make decisions about structuring and staffing CCRs
    - Manage staff performance
  - Aid cancer registry organizations in supporting CCRs staffing needs
  - Aid individual CCR staff



## Project Timeline 1

- 2006 -2007
  - Formed Steering & Technical Advisory Committees (TAC)
  - Reviewed previous workload studies
  - Conducted field observation
  - Conducted 1st TAC meeting
  - Designed draft CCR survey
  - Conducted CCR TAC meeting in Las Vegas
  - Pilot test survey onsite in CCRs
  - Finalize CCR survey
  - Obtain OMB Clearance



## OMB Clearance

- Office of Management & Budget review
  - All federally sponsored data collection
- Assures compliance with Paperwork Reduction Act of 1995
  - Government paperwork requests to public are not duplicative
  - Are necessary to government business
- **VERY LENGTHY PROCESS**



## Project Timeline <sub>2</sub>

- 2008
  - Provide training on how to complete survey
  - Distribute surveys to all CCRs
  - Complete data collection
  - Statistical analysis of survey data
  - Develop preliminary workload models
  - Field observation to test models
  - Submit survey report
  - Prepare draft brochure/report for CCRs
  - Final survey report
  - Project dissemination, presentations



## How Are The Two Projects Different? <sub>1</sub>

- Economic Analysis focuses on total cost of CCR operations
  - Includes all CCR operations and budget categories
  - Personnel costs will represent only one aspect
  - Provide a Cost Assessment Tool
  - No details on time management related to staffing



## How Are The Two Projects Different? <sub>2</sub>

- Workload and Time Management study focuses on CCR staffing and time management
  - Analyze how workload varies as function of CCR- and/or state-level factors
  - Provide models that predict workload needs by type of CCR
  - Facilitate establishment of workload best practices
  - Provide documentation to assist CCR managers advocate for staffing



## Conclusions

- Surveys will take CCR's time to complete
- Value of tools produced will be dependant on full participation
- NPCR may not require completion of APEI for this year
- Recognize value products NPCR will provide to all CCRs



## Questions?

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