

**Cancer Information Service
30th Anniversary National Meeting
March 28-31, 2006
Hyatt Regency Bethesda Hotel
AGENDA**

Tuesday, March 28, 2006

Content Specialists Session: Crystal Ballroom

Agenda for the first half:

1. How has this position developed over this first year; how has it evolved in each office? What is our vision of our role in the coming year? How have we worked with our TM, CCM, PPM and supervisors?
2. Role of the CS in Quality Assurance: cancer calls, LiveHelp, smoking cessation QA
3. Training - initial and CE

Agenda for the time when Project Officer(s) joins us:

1. Field Notes: what are the topics for future field notes? What is the process and what is known about the future of this project? We'd like to discuss Brad's experience and get a better understanding of how much time and staff help this actually required.
2. Communication issues around resources:
 - How can the Content Specialists be involved in the roll out of new or revised publications? Can the CSs be a point of contact for resource issue communications (new pubs/updated fact sheets)? Recent examples: all the OESI pubs "When" series changes and updates to fact sheets may impact how information is disseminated (example: FS 1.22, addition of the various NCI branches).
 - Discuss system around soliciting input from the Network about various resources via the CS: Examples: Cancer and the Environment, Clinical trial search materials and email utility on CISnet. Is there a way to allow time for the CSs to consolidate responses from each office so that there is one response? Perhaps as these questions arise, take advantage of CSs regular conference calls.
 - Optimal way of communicating with the Project Office when we need additional resources
 - when there is a resource gap
 - when a news item is generating inquiries (perhaps we receive info. from the PO but questions remain or we receive no info.)
3. Better utilization of the CSs, how can we maximize our role? Further determination of our role? How can we serve our clusters better? Addressing the challenge of helping Partnership Program staff; the reality has not (yet) lived up to the idea. Would like to discuss Project Office's vision of this aspect of our role.

3/17/2006