

TUMOR REGISTRAR SERIES

| <u>Spec Code No.</u> | <u>Class Title</u> | <u>Occ. Area</u> | <u>Work Area</u> | <u>Prob. Period</u> | <u>Effective Date</u> |
|----------------------|--------------------|------------------|------------------|---------------------|-----------------------|
| 0828 | Tumor Registrar I | 12 | 443 | 6 mo. | 03/01/05 |
| 0829 | Tumor Registrar II | 12 | 443 | 6 mo. | 03/01/05 |

Promotional Line: 361

Series Narrative

Employees in this series are responsible for identifying, compiling, abstracting, coding, and contacting all patients who have or had diseases considered reportable for the Tumor Registry. Maintains records of hospital patients treated for cancer to provide data and required reports to physicians, research groups and the American College of Surgeons Commission on Cancer. Reviews patient's medical record to abstract and code information such as: demographic characteristics, history, extent of disease, and diagnostic procedures and treatment. Contacts discharged patients, their families, and physicians to maintain and update Tumor Registry with follow-up information such as: quality of life, re-occurrences and length of survival of cancer patients. Prepares informative and inclusive statistical reports, narrative reports and graphic presentations of Tumor Registry Data.

DESCRIPTIONS OF LEVELS OF WORK

Level I: Tumor Registrar I

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Employees at this level conduct retrospective follow-up medical audits of appropriately identified patients. The employee interacts with health care workers, physicians, patients and family members inside and outside of the medical center to collect and enter required data according to the prescribed format and content data methodology of the Tumor Registry.

A Tumor Registrar I typically --

1. performs abstracting such as reviews appropriate medical records, identifies cases of malignancy through medical reports, summaries, autopsies, etc, and enters relevant data into the appropriate Tumor Registry filing systems.
2. maintains cancer patient contact follow-up through:
 - a. reviewing patient medical records.
 - b. contacting patients and updating registry information.
 - c. reviewing all hospital death certificates and autopsy reports to determine and document final outcomes.

3. through patient contact or medical records, identifies patients in need of further services and refers them to appropriate resource on own or as directed.
4. responds to information requests from Tumor Registries, Illinois State Cancer Registry, and/or in-hospital departmental requests, etc.
5. updates and contributes to the maintenance of the Tumor Registry procedures manual.
6. performs other related duties as assigned.

Level II: Tumor Registrar II

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Employees at this level provide skilled assistance and/or direction of the Tumor Registry program. Coordinate special studies and projects of a more complicated nature, supervise staff, and implements quality control and quality assurance programs to ensure disseminated information is within Tumor Registry information guidelines.

A Tumor Registrar II typically –

1. performs and/or coordinates the work involved in the editing of Tumor Registry data;
 - a. communicating and interacting with registry staff on specific abstracting, editing, special studies, follow-up and/or quality assurance activities.
 - b. coordinating and developing correspondence with patients, physicians, principal investigators and medical facilities via periodic reports and written and verbal responses to inquiries.
 - c. analyzing current systems and/or changed reporting requirements and preparing or implementing computer program changes.
2. using independent judgment, performs non-routine audits and/or data collections, requiring extensive research where defined criteria or guidelines are not available.
3. supervises and trains staff; this may include:
 - a. establishing work priorities.
 - b. scheduling and assigning work to staff.
 - c. planning and conducting training for new staff.
 - d. evaluating employee's performance; counseling or assisting employees.
 - e. advising on selection, disciplining, and termination of employees.
4. manages the operations of the unit; this may include:
 - a. developing recordkeeping procedures and managing appropriate departmental records to ensure compliance with applicable regulations, policies, and procedures.

- b. developing departmental policies, procedures and budgets for all activities; monitoring, verifying and reconciling budget expenditures.
 - c. implementing new/changed data criteria and reporting.
5. performs duties typical of lower level of series as needed.
 6. performs other duties as assigned.

MINIMUM ACCEPTABLE QUALIFICATIONS REQUIRED FOR ENTRY INTO:

Level I: Tumor Registrar I

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CREDENTIALS TO BE VERIFIED BY PLACEMENT OFFICER

1. One (1) year of clinical experience working in a Tumor Registrar program which included duties such as abstracting data.

PERSONAL ATTRIBUTES NEEDED TO UNDERTAKE JOB:

1. knowledge of medical terminology, human anatomy and physiology
2. knowledge of cancer coding, staging and abstracting requirements relative to programs approved by The American College of Surgeons and the Illinois State Cancer Registry
3. knowledge of data collection techniques
4. skill in data entry and word processing
5. skill in effective communications with patients, physicians and patient family members
6. ability to understand, analyze and interpret medical/forensic information and terminology
7. ability to compile information and prepare reports
8. ability to follow research methodology, protocol and reporting requirements

Level II: Tumor Registrar II

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CREDENTIALS TO BE VERIFIED BY PLACEMENT OFFICER

1. *Eligible or qualified for certification as a Certified Tumor Registrar by National Cancer Registrars Association

2. Three (3) years of clinical experience working in a Tumor Registrar program which included duties such as abstracting data.

PERSONAL ATTRIBUTES NEEDED TO UNDERTAKE JOB

1. knowledge of data management techniques
2. knowledge of latest trends in cancer diagnosis, work up and treatment
3. skill in effective communication with patients, patient's families physicians and Tumor Registrars at other facilities
4. skill in computer data reporting, spreadsheet format and data presentation (chart and graph) methodologies
5. ability to supervise and train staff
6. ability to investigate and analyze information and draw conclusions
7. ability to determine and develop work priorities for self and staff
8. ability to verify data input and correct errors

*Completion of a NCRA approved cancer registry formal education program and a minimum of 160 hours of clinical work experience under the direct supervision of a Certified Tumor Registrar or proof of employment (two (2) years of clinical work experience) as a Tumor Registrar.