

## 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>
0000	Tumor Registrar I	03	441	6 mo.	00/00/00
0000	Tumor Registrar II	03	441	6 mo.	00/00/00

### *Promotional Line:*

#### Series Narrative

Employees in this series are responsible for identifying, compiling, abstracting, coding, contract and follow-up with 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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An employee at this level under the general supervision of the Tumor Registrar II conducts retrospective follow-up medical audits of appropriately identified patients. The employee interacts with various levels of health care workers, physicians, patients and family members in 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. reviews, identifies and enters relevant Tumor Registration data by
  - a. identifying cases of malignancy through review of pathology reports, hospital discharge summaries, surgical reports, radiation therapy summaries, autopsy reports, clinic lists, etc..
  - b. entering identified cases into the computerized suspense file and requests the hospital medical records.
  - c. reviewing the appropriate medical records to determine patient history the exact primary site, histology/differentiation, extent of disease, diagnostic work up, treatment and outcome.

2. As required by the American College of Surgeons; maintains a successful cancer patient contact follow-up contracted rate by:
  - a. determining the current patient status and current disease status
  - b. reviewing patient medical records
  - c. contacting patients for follow-up and update of registry information
  - d. identifying patients in need of further services and referring patients to appropriate resource on own or as directed.
  - e. reviewing all hospital death certificates and autopsy reports to determine and document final outcomes.
3. responds to information requests such as other Tumor Registries outside of Illinois, Illinois State Cancer Registry, and/or in-hospital departmental requests.
4. updates required procedures and contributes to the maintenance of the Tumor Registry procedures manual.
5. performs data entry of patient demographics, history of follow-up and responses and update of suspense file information.
6. performs other related duties as assigned.

**Level II: Tumor Registrar II**

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An employee at this level under general supervision of the Service Line Administrator, Digestive Liver Diseases is responsible for the direction of the Tumor Registry program by supervising the Tumor Registrar I and implementing quality control and quality assurance programs required to disseminate information at a national level according to Tumor Board Registry and reporting guidelines. Coordinates special studies and projects of a more complicated nature and oversees the quality of data sets to ensure disseminated information is within Tumor Registry information guidelines.

A Tumor Registrar II typically --

1. performs reviews to assure quality of data, updates data as necessary to minimize duplication of patient information with other registries and reviews and implements new/changed data criteria and reporting.
2. coordinates the work involved in the editing of Tumor Registry data; works directly with personnel on specific abstracting, editing, special studies, follow-up and/or quality assurance activities.
3. communicates and interacts with other registry staff to ensure the consistency and quality of data.

4. coordinates and develops correspondence with patients, physicians, principal investigators and medical facilities via periodic reports and written and verbal responses to inquiries.
5. develops recordkeeping procedures and manages appropriate departmental records to ensure compliance with applicable regulations, policies, and procedures
6. supervises personnel, assigns work, orients and trains new staff, interviews applicants and recommends hiring, evaluates work performed, recommends discipline and termination
7. develops departmental policies, procedures and budgets for all activities; monitors, verifies and reconciles budget expenditures.
8. revises and develops forms, policies and procedures for collection of appropriate data.
9. analyzes current systems and/or changed reporting requirements and prepares or implements computer program changes.
10. performs difficult or non-routine audits and/or data collections in areas requiring extensive research and without defined criteria or guidelines.
11. performs other related 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. a. Associate Degree in Anatomy, Biology, or a closely related field  

or

b. One year 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 years experience working as a Tumor Registrar

**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.