

PART II	HAWAII HEALTH SYSTEMS CORPORATION	4.172
	STATE OF HAWAII	4.173
		4.174
		4.175

Minimum Qualification Specifications  
For the Classes:

TUMOR REGISTRAR SPECIALIST I, II, III & IV

Education Requirement:

Graduation from an accredited four (4) year college or university with a bachelor's degree.

Experience Requirement:

Except for substitutions provided in this specification, applicants must have had progressively responsible experience of the type and quality described below and in the amounts indicated in the following table:

Class Title	Specialized Experience (Years)	Supervisory Experience (Years)	Total Experience (Years)
Tumor Registrar Specialist I	0	0	0
Tumor Registrar Specialist II	1/2	0	1/2
Tumor Registrar Specialist III	1-1/2	0	1-1/2
Tumor Registrar Specialist IV	2-1/2	*	2-1/2

Specialized Experience: Progressively responsible professional tumor registry work experience. Such experience must also demonstrate the ability to write clear and comprehensive reports and other documents; read and interpret complex written material; and solve complex problems logically and systematically.

Supervisory Experience: None required.

\*For Tumor Registrar Specialist IV level, supervisory aptitude rather than supervisory experience may be accepted. Supervisory aptitude is the demonstration of aptitude or potential for the performance of supervisory duties through successful completion of regular or special assignments which involve some supervisory responsibilities or aspects; by serving as a group or team leader, previous work experience in a position that demonstrates or performs supervisory functions or in similar work in which opportunities for demonstrating supervisory capabilities exist; by completion of training courses in supervision accompanied by application of supervisory skills in work

assignments; or by favorable appraisals by a supervisor indicating the possession of supervisory potential.

Substitutions Allowed:

Experience for Education: The following types of experience may be substituted for education on a year-for-year basis:

1. Professional tumor registrar experience.
2. Possession of a current Registered Health Information Technician (RHIT) certificate received through successful qualification on the national accreditation examination administered by the American Health Information Management Association or possession of a Certified Tumor Registrar (CTR) certification may be substituted for 2 years of education.

Education for Experience:

1. Possession of a bachelor's degree from an accredited college or university in a health field which included course work in anatomy, physiology and/or medical terminology courses may be substituted for six (6) months of Specialized Experience.

Quality of Experience:

Possession of the required amount of experience will not in itself be accepted as proof of qualification for a position. The applicant's overall experience must have been of such scope and responsibility as to conclusively demonstrate that he/she has the ability to perform the duties of the position for which he/she is being considered.

Selective Certification:

Specialized knowledge, skills and abilities may be required to perform the duties of some positions. In such positions, certification may be restricted to applicants that possess the pertinent experience and/or training required to perform the duties of the position.

Departments requesting selective certification must show the connection between the kind of training and/or experience on which they wish to base selective certification and the duties of the position to be filled.

Physical Requirements:

Applicants must be physically able to perform, efficiently and effectively, the essential duties of the position which typically require the ability to read without strain printed material the size of typewritten characters, glasses permitted, and the ability to hear the conversational voice, with or without a hearing aid, or the ability to compensate satisfactorily. Disabilities in these or other areas will not automatically result in disqualification. Those applicants who demonstrate that they are capable of performing the essential functions of the position will not be disqualified under this section.

Any condition that would cause applicants to be a hazard to themselves or others is cause for disqualification.

Any disqualification under this section will be made only after a review of all pertinent information including the results of the medical examination, and requires the approval of the Director of Human Resources/Designee.

Mental/Emotional Requirements:

All applicants must possess emotional and mental stability appropriate to the job duties and responsibilities and working conditions.

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This is an amendment to the minimum qualifications specifications for the classes, TUMOR REGISTRAR SPECIALIST I – IV to clarify supervisory aptitude, effective April 16, 2013.  
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This is the first amendment to the minimum qualifications effective February 14, 2003.  
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This is the first minimum qualification requirements approved for the new class, TUMOR REGISTRAR SPECIALIST I, II, III & IV.  
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DATE APPROVED: April 16, 2013

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PAUL TSUKIYAMA  
Director of Human Resources