

PART I

HAWAII HEALTH SYSTEMS CORPORATION  
STATE OF HAWAII

4.170

4.171

Class specifications  
For the Classes:

TUMOR REGISTRAR SERIES

SR-10; SR-12

BU:03

TUMOR REGISTRAR TECHNICIAN I AND II

Duties Summary:

Performs para-professional work in the collection, maintenance, analysis and follow-up of cancer information in an Oncology Unit of a hospital or allied medical care facility; and performs other related duties as assigned.

Distinguishing Characteristics:

This class involves responsibility for performing para-professional work under the general supervision of a tumor registrar specialist or Cancer Program Coordinator who makes work assignments and spot-checks for completeness.

Level I: This is the entry-level of this series. The position receives formal and/or on-the-job training, which provides them with knowledge of oncology terminology; hospital policies and procedures; and applicable State, American College of Surgeons-Commission on Cancer (ACoS-CoC), and National Cancer Institute-Surveillance, Epidemiology and End Results (NCI-SEER) requirements. Such work is performed according to established guidelines, standards and procedures; and the supervisor is readily available to provide advice and assistance during problem instances. As an employee gains competence and proficiency, supervision is generally relaxed and the worker exercises some degree of independence.

Level II: This is the independent-level of this series. The position is expected to use applicable oncology terminology to the tasks given. Supervision received at this level is general in nature, thereby requiring that assignments be performed independently of continual supervision.

Example of Duties:

Conduct standard data analysis for comparison study; data collection; maintenance of data files; data analysis; dissemination of data/cancer information collected; codes clinical data; identifying newly diagnosed or analytic cancer cases; meet all State, ACoS-CoC and NCI-SEER requirements for abstracting, follow-up and coding; compiles statistics; treatment and staging information; assist the Cancer Program Coordinator

with tumor board and quality improvement activities reports and other duties as assigned.

Knowledge and Abilities Required:

Knowledge of: Nature and use of oncology information; medical terminology; hospital policies and procedures; State, ACoS-CoC, and NCI-SEER requirements; coding skills using ICD-9 International Classification of Diseases-9<sup>th</sup> revision and ICD-0 International Classification of Diseases-Oncology; cancer registry procedures; office practices and procedures; use and care of office machines.

Ability to: Analyze statistical data; file data; prepare reports and summaries; understand and carry out oral and/or written instructions; maintain records; communicate effectively orally and in writing; operate a computer and type at 40 wpm.

-----  
This is the first class specification approved for the class, TUMOR REGISTRAR  
TECHNICIAN I & II.

APPROVED: February 11, 2003

\_\_\_\_\_  
JANICE WAKATSUKI  
VP/DIRECTOR OF HUMAN RESOURCES