Class Specifications
For the Classes:

TRAUMA DATA QUALITY TECHNICIAN I & II
SR-10; SR-12
BU:03

TRAUMA DATA QUALITY TECHNICIAN I and II

Duties Summary:

Performs para-professional work in data collection, maintenance of data integrity, tracking and reporting data, compilation of data for performance improvement, and analysis and follow-up of data relevant to the care of trauma patients in 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 Trauma Program Coordinator/Manager or designee who assigns the work 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 skills to abstract, enter and manage trauma data; understand anatomical injury; knowledge of hospital policies and procedures, applicable State, International Classification of Diseases, 10th revision (ICD-10), American College of Surgeons-Committee on Trauma (ACS-COT) guidelines, and National Trauma Databank (NTDB) guidelines; and learns how the registry software works.   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 skills and knowledge learned in Level I 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:

Abstracting trauma patient data; assigns ICD-10 CM (Clinical Modification) and PCS (Procedure Coding System) codes for trauma patient categorization/evaluation;

prepares and maintains all trauma registry files and logs; verifies that all trauma patients are accurately identified; collects, prepares and analyzes data for various statistical reports; assist in identification of quality management/performance improvement issues; works with trauma nurse clinician for the completion of data collection, coding and performance improvement activities; compiles data for quality of care evaluation; attends meetings and prepares meeting minutes; meet all State, American College of Surgeons-Committee on Trauma (ACS-COT) and National Trauma Databank (NTDB) requirements for abstracting, coding and scoring concepts; compiles statistics; assist with survey preparation and other duties as assigned.

Knowledge and Abilities Required:

Knowledge of: Nature and use of trauma patient data; medical terminology; human anatomy, hospital policies and procedures; State, American College of Surgeons-Committee on Trauma (ACS-COT), and National Trauma Databank (NTDB) requirements; coding skills using International Classification of Diseases-10th revision (ICD-10); trauma registry procedures; office practices and procedures; Health Insurance Portability and Accountability Act (HIPAA) of 1996; use and care of office machines and computers.

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; prioritize work demands and work with minimum supervision; maintain confidentiality relevant to sensitive information; and operate a computer.

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This is an amendment to the class specification for the classes TRAUMA REGISTRAR TECHNICIAN I & II approved on April 29, 2013 which is to be retitled to TRAUMA DATA QUALITY TECHNICIAN I & II effective April 23, 2024.

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This is the first class specification approved for the classes, TRAUMA REGISTRAR TECHNICIAN I & II.

DATE APPROVED: April 23, 2024   _____
                                          JUANITA LAUTI
                                          VP & Chief Human Resources Officer