

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

Class Specifications
For the Classes:

TUMOR REGISTRAR SPECIALIST SERIES
SR-16; SR-18; SR-20; SR-22
BU:13

TUMOR REGISTRAR SPECIALIST I 4.172

Duties Summary:

Serves in a trainee capacity, receiving formal and on-the-job training in the principles, concepts, work processes, regulations and reference material fundamentals to 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 is the entry-trainee level in the tumor registrar specialist series, which is designed to provide a career-oriented introduction to the background, philosophy, concepts and scope of a tumor registry program; general knowledge of medical oncology terminology; and a practical understanding of the program, policies, and regulations. Work assignments are specific, limited, routine, and designed to provide initial experience in a variety of activities. Assignments are made concurrently with orientation and training and supervision is close and immediate.

Example of Duties:

Learns the principles, concepts, work processes, regulations and reference materials fundamental to the tumor registry program; under close supervision performs the following: simple review and analysis of data for comparison study; simple review of data collected; ability to identify appropriate staging; ability to identify newly diagnosed or analytic cancer cases; exposure to quality control and quality improvement activities; maintains data files; meet all State, American College of Surgeons-Commission on Cancer (ACoC-CoC), and National Cancer Institute-Surveillance, Epidemiology and End Results (NCI-SEER) requirements for abstracting; and other duties as assigned.

Knowledge and Abilities Required:

Knowledge of: Basic anatomy, physiology, medical terminology with emphasis in oncology terminology and disease process; coding skills using the International Classification of Diseases-9th revision (ICD-9) and International Classification of Diseases-Oncology (ICD-O); research methods and techniques; methods and techniques for evaluating and analyzing facts, information and issues.

Ability to: Learn the principles, methods, and techniques pertaining to the tumor registry program; learn and interpret rules, regulations, guidelines applicable to oncology; analyze statistical data and present ideas and information clearly and concisely; deal tactfully and effectively with others; operate a computer; and establish and maintain effective working relationship with medical and administrative staff.

TUMOR REGISTRAR SPECIALIST II

4.173

Duties Summary:

Performs a variety of activities 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 is the first level of independent worker in this series. Professional functions include analyzing cancer information for internal consistency and to insure that all necessary action has been taken by the hospital; providing advisory services to the administrative and medical staff on the nature and use of the oncology information. An incumbent is also responsible for performing other assigned activities such as maintaining all records, compiling statistical and preparing various reports. Supervision received at this level is of a general nature, thereby requiring that assignments be performed independent of continual supervision.

Example of Duties:

Performs moderately complex review and analysis of data for comparison study; reviews data collected; identifies appropriate staging; identify newly diagnosed or analytic cancer cases; review quality control and quality improvement activities; maintains data files; prepare simple reports; meet all State, American College of Surgeons-Commission on Cancer (ACoC-CoC), and National Cancer Institute-Surveillance, Epidemiology and End Results (NCI-SEER) requirements for abstracting,

follow-up and coding; gathers and compiles statistics; communicates effectively with physicians for complete and accurate diagnosis, treatment and staging information; and other duties as assigned.

Knowledge and Abilities Required:

Knowledge of: General knowledge of anatomy, physiology, medical terminology with emphasis in oncology terminology and disease process; coding skills using the International Classification of Diseases-9th revision (ICD-9) and International Classification of Diseases-Oncology (ICD-O); and report and letter writing.

Ability to: Apply the principles, methods, and techniques pertaining to the tumor registry program; apply and interpret rules, regulations, guidelines applicable to oncology; analyze statistical data and present ideas and information clearly and concisely; deal tactfully and effectively with others; operate a computer; and establish and maintain effective working relationship with medical and administrative staff.

TUMOR REGISTRAR SPECIALIST III

4.174

Duties Summary:

Performs complex 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; may supervise the work of others; and performs other related duties as assigned.

Distinguishing Characteristics:

This is the fully independent worker in this series. Professional functions include analyzing cancer information for internal consistency and to insure that all necessary action has been taken by the hospital; providing advisory services to the administrative and medical staff on the nature and use of the oncology information. An incumbent is also responsible for performing other assigned activities such as maintaining all records, compiling statistical and preparing various reports. Supervision received at this level is of a general nature, thereby requiring that assignments be performed independent of continual supervision.

This class may involve responsibility for the work of subordinate(s) that may include supervising various clerical and/or technical tasks.

Example of Duties:

Review and analyzes data for comparison study; coordinate Tumor Registry activities; review data collection; determine appropriate staging; identify newly diagnosed or analytic cancer cases; quality control and quality improvement activities; meet all State, American College of Surgeons-Commission on Cancer (ACoS-CoC) and National Cancer Institute-Surveillance, Epidemiology and End Results (NCI-SEER) requirements for abstracting, follow-up and coding; compiles statistics; communicate effectively with physicians for complete and accurate diagnosis, treatment and staging information; complete tumor board and quality improvement activities reports and other special projects. May plan, assign, coordinate and review the work of subordinate(s).

Knowledge and Abilities Required:

Knowledge of: Working knowledge of anatomy, physiology, medical terminology with emphasis in oncology terminology and disease process; coding skills using the International Classification of Diseases-9th revision (ICD-9) and International Classification of Diseases-Oncology (ICD-0), American Joint Committee on Cancer (AJCC) staging and Surveillance, Epidemiology, and Ends Results Extent of Disease (SEER EOD) and summary staging guidelines. Knowledge of Hawaii Tumor Registry (HTR), National Cancer Institute-Surveillance, Epidemiology and End Results (NCI-SEER) Program and American College of Surgeons-Commission on Cancer (ACoS-CoC) Program requirements.

Ability to: Coordinate Tumor Registry activities; analyze statistical data; compile statistical reports; exercise judgment, tact, and discretion in applying and explaining policies and procedures; present facts clearly both orally and in writing; deal tactfully and effectively with others; operate a computer; establish and maintain effective working relationship with medical and administrative staff. Learn the principles and techniques of supervision.

TUMOR REGISTRAR SPECIALIST IV

4.175

Duties Summary:

Supervises and performs a wide range of highly complex 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:

Directs and supervises the activities of the department. Professional functions also include analyzing cancer information for internal consistency and to insure that all necessary action has been taken by the hospital and personally following up on any apparent inconsistencies and/or omissions; providing advisory services to the administrative and medical staff on the nature and use of the oncology information. An incumbent is also responsible for performing and/or supervising other assigned activities such as maintaining all records, compiling statistical and preparing various reports.

This class is responsible for the work of subordinate(s) in a Tumor Registry Unit. The work involves performing professional and clerical duties and supervising lower level professionals as well as various clerical and/or technical personnel.

Example of Duties:

Plans, administers, supervises and directs the daily operations of the Tumor Registry; review and analyzes data for comparison study; coordinate Tumor Registry activities; review data collection; determine appropriate staging; identify newly diagnosed or analytic cancer cases; quality control and quality improvement activities; meet all State, American College of Surgeons-Commission on Cancer (ACoS-CoC) and National Cancer Institute-Surveillance, Epidemiology and End Results (NCI-SEER) requirements for abstracting, follow-up and coding; compiles statistics; communicate effectively with physicians for complete and accurate diagnosis, treatment and staging information; complete tumor board and quality improvement activities reports and other special projects. Plans, assigns, coordinates and reviews the work of subordinate(s).

Knowledge and Abilities Required:

Knowledge of: In addition to the knowledge required at the III level, must have a comprehensive knowledge of the operations, policies, and legal requirements of the tumor registry program.

Ability to: In addition to the abilities required at the III level, requires the ability to analyze, evaluate, and make sound decisions on complex problems; write clear, concise reports and recommendations; and must be able to supervise the work of others.

This is the first class specification approved for the class, TUMOR REGISTRAR
SPECIALIST I, II, III & IV.

APPROVED: February 11, 2003

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