

## Rutgers Biomedical and Health Sciences (RBHS) Competency-Based Job Description

**Job Title:** Cancer Registry Information Specialist II  
**School/Operating Unit:** Rutgers Cancer Institute of New Jersey  
**Division/Section:** Office of the Director/Cancer Epidemiology Services/New Jersey State Cancer Registry  
**Reports To:** Research Scientist II/Public Health Representative/Supervising Cancer Registry Information Specialist  
**Approved By:** DHW *[Signature]*  
**Approved Date:** November 2014

### RUTGERS CANCER INSTITUTE OF NEW JERSEY VISION AND MISSION STATEMENT:

Our vision is to be a world leader in the pursuit of scientific discoveries that advance knowledge in the prevention, detection and treatment of cancer. Rutgers Cancer Institute of New Jersey can best achieve this vision by striving to become a “top 10” cancer center in the next 10 years, indicative of increased breadth and depth of outstanding cancer research. Through this achievement, the citizens of New Jersey will realize tremendous benefits including the availability of pioneering cancer care to treat and prevent cancer, extraordinary opportunities in the health sciences and enhanced economic development through novel academic/private sector collaboration.

The mission of the Cancer Institute of New Jersey is to conduct innovative basic, clinical and population research that:

- Expands our understanding of the etiology and biology of cancer.
- Facilitates the rapid translation of laboratory-based discoveries into human studies.
- Develops new approaches and interventions for cancer prevention that decrease cancer incidence and mortality.
- Develops new and better therapies to decrease suffering and mortality from cancer.

Fulfillment of this mission will be achieved in an environment that values diversity and fairness and one that is dedicated to the development of the next generation of physicians and scientists and to delivering comprehensive and compassionate patient care.

**SUMMARY:** The primary purpose of the Cancer Registry Information Specialist II, under the direction of the supervisor, audits hospitals and other health care facilities and collects data for cancer case reports. Conducts cancer data collection, quality control and medical data correction activities for the New Jersey State Cancer Registry in accordance with overall Cancer Registry Program goals; does related duties as required.

### AGE/PATIENT POPULATION(S) SERVED KEY

<u>Age of Patient Population Served</u>	<u>Population</u>
<input type="checkbox"/> Neonate (birth - 28 days)	<input type="checkbox"/> Bariatric Patients: BMI greater than 40, or greater than 35 with weight related comorbidities
<input type="checkbox"/> Infant (29 days – less than 1 year)	<input type="checkbox"/> Patient with exceptional communication needs
<input type="checkbox"/> Pediatric (1 - 12 yrs)	<input type="checkbox"/> Patient with developmental delays
<input type="checkbox"/> Adolescent (13 – 17 yrs)	<input type="checkbox"/> Patient at the end of life
<input type="checkbox"/> Adult (18 – 64 yrs)	<input type="checkbox"/> Patient under isolation precautions
<input type="checkbox"/> Geriatric (65 yrs & older)	<input checked="" type="checkbox"/> All Populations
<input checked="" type="checkbox"/> Nonage Specific Task (N/A)	

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned. (*List Essential Duty Responsibility Statements.*)

1. Reviews and resolves complex medical information problems submitted by health care facilities.
2. Performs quality control activities associated with collection, preparation, and editing of cancer data.
3. Performs tasks associated with medical data corrections related to demographic and medical information such as assignment of primary site and histology, staging extent of tumor invasion, and proper correction of diagnostic and cancer treatment information.
4. Provides training to health care facilities staff in abstracting, coding, case finding, staging of tumors and use of cancer registry software.
5. Conducts investigations and makes recommendations to health care facilities staff to correct deficiencies found in cancer reporting as a result of quality control activities.
6. Ensures the compilation and timely submission of statistical cancer data by health care facilities on cancer incidence, treatment, and follow-up information.
7. Ensures that cancer data is submitted in a format compatible with NJSCR and NAACCR.
8. Prepares reports and correspondence of a technical nature as required.

9. Obtains detailed health history, medical, diagnostic, treatment, and follow-up information on each cancer case through inquiries into medical records and/or interviews with patients and physicians. Completes questionnaires with accurate data on these items.
10. Works closely with health care facility personnel serving as technical expert to rectify consistent problems and errors noted in medical and demographic information, such as surgical intervention, radiation therapy, chemotherapy and immunotherapy
11. Abstracts and codes medical data for case reports; prepares reports for data entry staff.
12. Contacts patients and their physicians to request participation in studies.
13. Understands and adheres to Rutgers' compliance standards as they appear in RBHS's Corporate Compliance Policy, Code of Conduct and Conflict of Interest Policy.
14. Keeps abreast of all pertinent federal, state and Rutgers' regulations, laws and policies as they presently exist and as they change or are modified.
15. Performs other related duties as assigned.

**JOB REQUIREMENTS:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed must be representative of the knowledge, skills, minimum education, training, licensure, experience, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Bachelor's Degree plus two (2) years of experience as a tumor registrar in a central cancer registry, hospital, or other health care facility which shall have included responsibility for abstracting cancer cases, quality control, and conducting public health surveys or patient care studies and evaluations. Appointees must possess a valid Certified Tumor Registrar certification issued by the National Cancer Registrar's Association and the National Board for Certification of Registrars. Effective oral and written communication skills. Must be computer literate with proficiency and working knowledge of database and reporting tools such as Seer DMS, Microsoft Word, Excel, Access, and PowerPoint. This multi-site position requires working in Trenton and New Brunswick, NJ and traveling to various locations throughout the state. Possesses own vehicle or alternative means of transportation from one site to another. Equivalent education, experience and/or training may be substituted for the degree requirement.

**PHYSICAL DEMANDS:** Sitting, standing, walking, talking and hearing. No special vision requirements. Lifting up to 25 lbs.

**WORK ENVIRONMENT:** Office environment. Moderate noise.

### EMPLOYEE ACKNOWLEDGEMENT

I, \_\_\_\_\_, acknowledge review of this job description.  
(Employee's Name - PRINT Name)

\_\_\_\_\_  
Employee's Signature

Date: \_\_\_\_\_