

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

Job Title: Cancer Registry Information Specialist III
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: Interim TBD/Public Health Representative I/Research Scientist II
Approved By: DJP *[Signature]*
Approved Date: July 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 III, under direction of the supervisor, is to conduct cancer data collection, quality control, and medical data correction activities for the NJ State Cancer Registry (NJSCR) in accord with overall Cancer Registry program goals.

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) Geriatric | <input type="checkbox"/> Patient under isolation precautions |
| <input type="checkbox"/> (65 yrs & older) Nonage | <input checked="" type="checkbox"/> All Populations |
| <input checked="" type="checkbox"/> 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 from health care facilities that have failed sophisticated medical edit checks.
2. Consolidates pertinent medical data from various sources to provide a clear, concise, and accurate description of patients’ cancer diagnosis and treatment.

3. Conducts investigations of reports of improper or incomplete reporting techniques and maintains liaison with hospitals, health care facilities, registrars, schools, physicians, local health departments, and other cooperating agencies. Conducts complex quality control activities on cancer data submitted from health care facilities statewide and out-of state. Quality control activities include: re-abstracting medical records, correcting demographic and medical data, staging of cancers to determine the spread of cancer and level of tumor invasion, verifying morphology, topography and behavior codes, applying International Classification of Diseases for Oncology (ICDO) rules, verifying treatment information including surgery, radiation, chemotherapy, and biological response modifier information, case finding audits, evaluation and correction of duplicate and multiple primary cancers. Activities are conducted on both the hospital and central registry level to ensure the reliability and accuracy of cancer data.
4. Gives talks to interested groups and/or instructions to improve reporting techniques, accuracy of reports, and increase knowledge of specific program problems and goals.
5. Prepares clear, sound, accurate, and informative statistical and other reports and memoranda containing findings, conclusions, and recommendations.
6. Assists in maintaining essential records and files.
7. Understands and adheres to Rutgers' compliance standards as they appear in RBHS's Corporate Compliance Policy, Code of Conduct and Conflict of Interest Policy.
8. Keeps abreast of all pertinent federal, state and Rutgers' regulations, laws and policies as they presently exist and as they change or are modified.
9. 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 one (1) year of experience in a health or social service related program which shall have included responsibilities for interviewing, investigating, and/or conducting public health care surveys or patient care services. Demonstrated effective oral and written communication skills. Must be computer literate with proficiency and working knowledge of database and reporting tools such as 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. Must have a valid driver's license and 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 requirements.

PHYSICAL DEMANDS: Standing, sitting, walking, talking and hearing. No special vision requirements. Lifting up to 25lbs.

WORK ENVIRONMENT: Office/patient care environment. Moderate noise.

EMPLOYEE ACKNOWLEDGEMENT

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

Employee's Signature

Date: _____

Supervisor's Signature

Date: _____