



## **Job Code: 3381 -- MGR-CANCER REGISTRY**

**Summary:** TO SUPERVISE THE ACTIVITIES OF THE UMC CANCER REGISTRY (UMC) OR THE MISSISSIPPI CANCER REGISTRY (MCR). TO INSTRUCT PERSONNEL IN THE CANCER REGISTRY PROCEDURES. TO PROVIDE TRAINING FOR CANCER REGISTRY PERSONNEL. TO MONITOR DATA QUALITY.

**Minimum Requirements:** BACHELOR'S DEGREE IN HEALTH INFORMATION MANAGEMENT/TECHNOLOGY OR HEALTH RECORD ADMINISTRATION/TECHNOLOGY WITH NO CERTIFICATION WITH THREE (3) YEARS OF RELATED EXPERIENCE. OR ASSOCIATE'S DEGREE IN HEALTH INFORMATION MANAGEMENT/TECHNOLOGY OR HEALTH RECORD ADMINISTRATION/TECHNOLOGY WITH NO CERTIFICATION WITH FIVE (5) YEARS OF RELATED EXPERIENCE. OR CERTIFIED TUMOR REGISTRAR (CTR) WITH ANY COMBINATION OF EDUCATION/EXPERIENCE EQUIVALENT TO SEVEN (7) YEARS.

**Special Skills:** PRESENTATION SKILLS. VERBAL AND WRITTEN COMMUNICATIONS SKILLS. INTERPERSONAL SKILLS. SUPERVISORY EXPERIENCE PREFERRED.

**Certifications:** CERTIFIED TUMOR REGISTRAR (CTR) PREFERRED. CTR TO BE OBTAINED WITHIN TWO (2) YEARS OF EMPLOYMENT.

**Duty 1:** OUTLINES DUTIES AND DELEGATES WORK FOR PERSONNEL SUPERVISED.

**Duty 2:** INSTRUCTS PERSONNEL IN ABSTRACTING, CODING, STAGING, RECORD CONSOLIDATION, EDITING CORRECTIONS, FOLLOW-UP, DEATH CLEARANCE, AND COMPUTER USAGE.

**Duty 3:** EVALUATES EMPLOYEE PERFORMANCE, COMPLETES PERFORMANCE EVALUATIONS, AND FORMULATES PLAN FOR IMPROVEMENTS.

**Duty 4:** IDENTIFIES EDUCATIONAL NEEDS. PLANS, PREPARES, AND CONDUCTS EDUCATIONAL PROGRAMS FOR STAFF.

**Duty 5:** SUPERVISES AUDITING PROCESSES AND TRAINING FOR REPORTING FACILITIES STATEWIDE (MCR) OR DEVELOPS CRITERIA, COLLECTS AND ANALYZES DATA, AND PREPARES REPORTS FOR CANCER RESEARCH STUDIES (UMC).

**Duty 6:** ASSISTS DIRECTOR IN PLANNING, DEVELOPMENT OF POLICIES AND PROCEDURES, NEEDS ASSESSMENT, AND IDENTIFICATION OF POTENTIAL PROBLEMS.

**Duty 7:** MONITORS PERFORMANCE IMPROVEMENT ACTIVITIES, DATA QUALITY, AND WORKLOAD FOR DIVISION AND IMPLEMENTS PROCESSES FOR IMPROVEMENTS.

**Duty 8:** ABSTRACTS, CODES, AND STAGES DATA USING NATIONALLY ESTABLISHED CODING SYSTEMS.

**Duty 9:** REVIEWS AND CORRECTS DATA EDITS AND CONSOLIDATES DUPLICATE RECORDS.

**Duty 10:** ANALYZES CHANGES IN STANDARDS AND REPORTING REQUIREMENTS AND IMPLEMENTS OR RECOMMENDS CHANGES IN PROCEDURES/MANUALS.

**Duty 11:** PROVIDES LEADERSHIP, ENCOURAGES TEAMWORK, AND PROMOTES PRODUCTIVITY FOR DIVISION/EMPLOYEES SUPERVISED.

**Duty 12:** THE DUTIES LISTED ARE GENERAL IN NATURE AND ARE EXAMPLES OF THE DUTIES AND RESPONSIBILITIES PERFORMED AND ARE NOT MEANT TO BE CONSTRUED AS EXCLUSIVE OR ALL-INCLUSIVE. MANAGEMENT RETAINS THE RIGHT TO ADD OR CHANGE DUTIES AT ANY TIME.

**Physical Demands:**

**Exposed to Unpleasant Environment:** None

**Handles Dangerous Equipment:** None

**Exposed to biohazardous conditions:** None

**Works hours beyond regular:** Occasionally = up to 20%

**Travels to offsite locations:** Occasionally = up to 20%

**Activities subject volume changes:** Occasionally = up to 20%

**Work produced is precise measurements:** Occasionally = up to 20%

**Bends:** Occasionally = up to 20%

**Lifts or carries 10lbs:** Occasionally = up to 20%

**Lifts or Carries 10-25lbs:** Occasionally = up to 20%

**Lifts or carries 25-50lbs:** None

**Lifts or carries 50-75lbs:** None

**Lifts or carries 75-100lbs:** None

**Lifts or carries over 100lbs:** Occasionally = up to 20%

**Climbs:** None

**Crawls:** Occasionally = up to 20%

**Crouches or stoops:** Occasionally = up to 20%

**Drives:** Occasionally = up to 20%

**Kneels:** Occasionally = up to 20%

**Pushes or pulls:** Occasionally = up to 20%

**Reaches:** Occasionally = up to 20%

**Sits:** Constantly = at least 51% of the time

**Stands:** Occasionally = up to 20%

**Twists:** None

**Walks:** Occasionally = up to 20%