Title: Cancer Registrar
Department: Bio-Epi
Reports to: Assistant Director

Position #: 1010817
Category: Non-Exempt
Level: DRM B
Date: November 2010

Position Purpose

To support and perform central cancer registry activities that ensure the accuracy and completeness of New Hampshire State Cancer Registry reporting.

Key Accountabilities

Registry Standards
- Review New Hampshire cancer reports to determine their completeness and accuracy in accordance with national and state reporting standards.
- Collaborate with reporting facilities to address issues of reporting, access to records, and confidentiality.
- Carry out established central registry policies, procedures and quality assurance efforts.
- Performs extensive field work at local facilities to identify and address causes of deficiencies.

Fiscal Work
- Schedule and perform site visits at designated New Hampshire reporting facilities on a regular basis to abstract reportable cancer cases in accordance with national and state standards.
- Facilitate and coordinate the reporting of initial case (rapid) reports from reporting sources.
- Visit New Hampshire hospitals as assigned to check reliability of information abstracted from charts; reviews pathology and patient charts for accuracy and completeness of case finding.
- Work with more senior registry staff and local hospital registrars to address patterns of inaccurate or incomplete reporting.
- Visits pathology laboratories and free-standing radiotherapy and medical oncology centers to review reports in order to monitor case-finding.

Communication
- Collaborate with local hospitals to ensure that patterns of accurate and complete reporting are maintained; address problems of non-reporting and/or untimely reporting of data and poor quality data submission; implement individual improvement plans.
- Meet with hospital personnel to ensure that patterns of accurate and complete reporting are maintained.
- Effectively communicate and personally support the department values to foster inclusiveness and diversity.

Program Activities
- Enter and maintain patient data to conform to registry operational standards.
- Assists registrars, manager, director and other researchers in cancer related studies and research projects. Identify, register, and maintain records of all New Hampshire cancer patients though the central tumor registry data system.
**Professional Development**
- Maintain network of professional contacts and membership in professional organizations to facilitate quality control activities.
- Participate in local, regional, or national cancer organizations and meetings.
- Obtain Certified Tumor Registrar qualification if not yet obtained, and maintain CTR status.

*Performs other duties assigned.*

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<th>Position Requirements</th>
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<td><strong>Skills &amp; Knowledge</strong></td>
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<td>• Knowledge of quality assurance procedures for medical reporting.</td>
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<td>• Ability to work independently and in a collaborative environment.</td>
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<td>• Strong writing and editing skills for preparing manuals and protocols in implementation of quality assurance systems.</td>
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<td>• Excellent communication and interpersonal skills.</td>
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<td>• Commitment to diversity and to serving the needs of a diverse population.</td>
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<td><strong>Experience</strong></td>
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<td>• Two years of relevant experience in clinical data collection or management.</td>
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<td>• Experience in cancer case ascertainment and abstraction helpful.</td>
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<td><strong>Education</strong></td>
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<td>• Either Bachelor's degree; or RHIT, RHIA or CCS and relevant experience; or the equivalent combination of education and experience.</td>
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<td>• Certification as a Cancer Registrar (CTR) or the ability to become certified within 24 months of hire.</td>
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