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Job Specification 62924I

PUBLIC HEALTH REPRESENTATIVE 2 (CERTIFIED TUMOR REGISTRAR)

DEFINITION

Under the direction of a Supervising Public Health Representative (Certified Tumor Registrar) or other supervisory officer, 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.

NOTE: The definition and examples of work for this title are for illustrative purposes only. A particular position using this title may not perform all duties listed in this job specification. Conversely, all duties performed on the job may not be listed.

EXAMPLES OF WORK:

Reviews and resolves complex medical information problems submitted by health care facilities.

Performs quality control activities associated with collection, preparation, and editing of cancer data.

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.

Provides training to health care facilities staff in abstracting, coding, casefinding, staging of tumors and use of cancer registry software.

Conducts investigations and makes recommendations to health care facilities staff to correct deficiencies found in cancer reporting as a result of quality control activities.

Ensures the compilation and timely submission of statistical cancer data by health care facilities on cancer incidence, treatment, and follow-up information.

Ensures that cancer data is submitted in a format compatible with NJSCR and NAACCR.

Prepares reports and correspondence of a technical nature as required.

Plans, organizes, and assigns the work of the organizational unit and evaluates employee performance and conduct, enabling the effective recommendation of the hiring, firing, promoting, and disciplining of subordinates.

Will be required to learn to utilize various types of electronic and/or manual recording and computerized information systems used by the agency, office, or related units.

REQUIREMENTS:**EDUCATION:**

Graduation from an accredited college with a Bachelor's degree.

EXPERIENCE:

Two 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.

NOTE: Applicants who do not possess the required education may substitute additional experience as indicated on a year-for-year basis.

LICENSE:

Appointees will be required to possess a driver's license valid in New Jersey only if the operation of a vehicle, rather than employee mobility, is necessary to perform the essential duties of the position.

Certification

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.

KNOWLEDGE AND ABILITIES:

Knowledge of the public health principles of planning, organizing, implementing and supervising a disease control program.

Knowledge of regulations governing the reporting of cancer to the New Jersey State Cancer Registry.

Knowledge of cancer registry practices on the hospital, state, and national levels.

Knowledge of anatomy and physiology.

Knowledge of medical and oncology terminology.

Knowledge of clinical oncology, the course of cancer as a disease, and trends in cancer patient care and treatment.

Knowledge of statistical and epidemiologic methods and their application to the management and utilization of large data sets.

Ability to interpret and apply standards set by the North American Association of Central Cancer Registries, the Center for Disease Control, the American College of Surgeons, the American Cancer Society, and other agencies concerned with cancer registry practices.

Ability to perform cancer registry program activities which include abstracting, coding, casefinding, and staging.

Ability to organize and develop cancer related data collection systems.

Ability to use cancer registry software designed for health care facilities and central registry use.

Ability to collect, calculate, analyze, interpret and present numerical data related to cancer occurrence. Ability to apply legal and ethical principles and policies related to the confidentiality of data.

Ability to prepare clear, sound, accurate and informative reports containing findings, conclusions and recommendations.

Ability to learn to utilize various types of electronic and/or manual

recording and information systems used by the agency, office, or related units.

Ability to read, write, speak, understand, or communicate in English sufficiently to perform the duties of this position. American Sign Language or Braille may also be considered as acceptable forms of communication.

Persons with mental or physical disabilities are eligible as long as they can perform the essential functions of the job after reasonable accommodation is made to their known limitations. If the accommodation cannot be made because it would cause the employer undue hardship, such persons may not be eligible.

CODES: 21/P21-62924I CAH 4/13/96
