

ILLINOIS DEPARTMENT OF CENTRAL MANAGEMENT SERVICES  
CLASS SPECIFICATION

CANCER REGISTRAR I

POSITION CODE 05951  
Effective: 1-1-12

DISTINGUISHING FEATURES OF WORK:

Under general supervision of a certified tumor registrar (CTR), serves as an associate in the Illinois Tumor Registry Program; abstracts and re-abstracts health information for inclusion in the Illinois State Cancer Registry (ISCR); screens cancer related information to assure that the information is coded correctly, without duplicate or incomplete information.

Positions at this level require the education and experience needed to meet the current eligibility requirements to take the certification examination of the National Cancer Registrars Association for the certified tumor registrar.

ILLUSTRATIVE EXAMPLES OF WORK:

1. Independently performs operational activities of the cancer registry to increase skill and expertise.
2. Assists cancer registrars in the development and implementation of program standards and methods.
3. Assists cancer registrars in the evaluation of processed data submissions.
4. Attends and participates in staff meetings, conferences, workshops, and seminars to improve the quality of the registry.
5. Performs other duties as required or assigned which are reasonably within the scope of the duties enumerated above.

## Cancer Registrar I (Continued)

### DESIRABLE REQUIREMENTS:

#### Education and Experience

Requires evidence of pre-examination certification eligibility through the National Cancer Registrars Association (NCRA). This can be obtained by requesting the NCRA's Council on Certification for a review of eligibility.

The following describes the requirements for taking the certified tumor registrar examination at the time this class specification was developed, and is not intended to accurately reflect detailed eligibility requirements, beyond those required for job evaluation purposes:

Requires completion of a formal degree program accredited by the National Cancer Registrars Association (NCRA), and completion of a 160 hour practicum in a CTR-staffed cancer registry. The accredited degree program may be substituted by completion of two years college supplemented by the successful completion of an NCRA accredited formal education certificate program and completion of a 160 hour practicum in a CTR-staffed cancer registry. Or,

Requires completion of two years college including two semesters of Human Anatomy and/or Physiology and one year of experience in the field of cancer registry involving the collection, management and analysis of cancer incidence data.

#### Knowledges, Skills and Abilities

Requires working knowledge of cancer registration standards and methods.

Requires working knowledge of the use of computers and desktop software including Microsoft Windows, Microsoft Office Suite.

Requires ability to exercise initiative and resourcefulness in the development and completion of work projects.

Requires ability to exercise sound judgment in applying principles and methodology of cancer registration.

Requires the ability to understand and follow oral and written instructions.

Requires the ability to profit from training received in cancer registration.

May require a valid appropriate driver's license.