

ILLINOIS DEPARTMENT OF CENTRAL MANAGEMENT SERVICES  
CLASS SPECIFICATION

CANCER REGISTRAR II

POSITION CODE 05952

Effective: 01-01-12

DISTINGUISHING FEATURES OF WORK:

Under direction, monitors Illinois State Cancer Registry (ISCR) data collection, abstracting, coding, editing, and interstate exchange of cancer data; reviews and recommends revisions in data management techniques; reviews and updates coding manuals record logs, and monitors security measures to assure confidentiality; or, travels to field sites and evaluates the quality, completeness and validity of cancer data for medical centers, hospitals, and pathology labs in the State in order to assure quality control of the information being submitted to the ISCR; conducts training in facilities when new reporting facilities or quality issues are identified.

Positions at this level and above require the Certified Tumor Registrar (CTR), with responsibility for working with considerable independence on complex issues associated with the maintenance of the state cancer registry system.

ILLUSTRATIVE EXAMPLES OF WORK:

1. Schedules visits and travels to reporting facilities, reviewing original patient records and re-abstracting studies to assess accuracy of data entered into the ISCR database.
2. Performs casefinding studies at facilities to assess completeness of reporting for newly diagnosed cancers; analyzes and reviews casefinding procedures used at a facility to assure capture of all reportable cancer causes.
3. In the operations of the ISCR, coordinates and monitors all methods of data collection, abstracting, coding, editing, necessary to the maintenance of the registry.
4. Completes continuing education requirements to keep abreast of changes in the reporting of tumors.
5. Provides training to less experienced staff and to various facilities reporting cancer information to the registry.
6. Performs other duties as required or assigned which are reasonably within the scope of the duties enumerated above.

## CANCER REGISTRAR II (Continued)

### DESIRABLE REQUIREMENTS:

#### Education and Experience

Requires two years college supplemented by two years experience in the field of cancer registry involving the collection, management and analysis of cancer incidence data.

Requires current certification in good standing as a Certified Tumor Registrar (CTR).\*

#### Knowledges, Skills and Abilities

Requires extensive knowledge of cancer registration principles, standards and methods.

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

Requires ability to establish and maintain satisfactory public contacts and working relationships with cancer reporters, cancer registrar organizations, and staff in national standards setting organizations.

Requires ability to exercise sound judgment in analyzing, appraising, evaluating and solving problems related to cancer registration.

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

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

Requires the ability to complete continuing education requirements.

May require a valid appropriate driver's license.

\* CTR certification assures that employees are qualified to perform this highly specialized and technical work. The Center for Disease Control (CDC) is requiring a CTR for anyone doing quality control activities or training, core functions for grants which support this work.