# Job Analysis Questionnaire

**Position #**: See Attached  
**Title**: Tumor Registrar  
**JCC**:  
**Grade**: 39  
**Job Group**:  
**Educ./Exp.**: HS+3-4 years  
**License/Cent.**:  
**Analyst**:  
**Effective Date**: 7-23-00  
**Completion Date**: 7-23-00

## Department Information

**Division/College**: Hospital/Medical Center  
**Department Name and Number**: Medical Records Department 8-76200  
**Immediate Supervisor**: Med Records Supv  
**Supervisor's Official Title**: Med Records Supv  
**Telephone #**: 323-5543

## Signatures

**Employee**: ____________________________  
**Supervisor**: ____________________________  
**Dept./Coil. Budget Officer**: ____________________________  
**Sector Budget Officer**: ____________________________

## Budget Information

**Funding Category Code**:  
**Account #**: 8-76270  
**Proposed Budget Salary (Minus Benefits)**: $ __

## Position Information

**Check one**: [ ] NEW POSITION [ ] RE-EVALUATION [ ] UPDATE ONLY [x]  
If this is a re-evaluation or update, please provide the position #:  
If the duties of this position are similar to others in the unit, please provide the position number(s) and/or title(s)  
**Hours Worked Per Week**: 37.5  
**Of**: 37.5  
**=**: 100  
**% F.T.E.**  
(i.e. 37.5 of 37.5 = 100% OR 20 of 40 = 50% F.T.E.)

**Check One**: [x] Full-Time  [ ] Half-Time  [ ] Part-Time  [ ]  
**Flex Leave**: [ ] Yes  [ ] No  
**Number of Months Worked Per Year**: ____

Provide a brief justification for this request. Position is responsible for coding and abstracting data for the UK hospital ACOS approved Cancer Registry. Maintains follow-up and abstracting of patients as required by the ACOS.

Summarize how the duties of this position relate to achieving the goals of the unit. The position supports the department mission of providing timely and compiled information to clinicians and other ancillary personnel, and the Kentucky Cancer Registry in support of education and legal requirements in compliance with federal, state, and local guidelines. The position supports the goal of a complete and accurate cancer registry and the achievement of ACOS certification.
**JOB OUTLINE**

To list this job's key responsibilities in order of importance. Most jobs have three to five major responsibilities. Please specify the approximate percentage of time spent on each. Major job responsibilities are typically only one to two words.

**Example:**

<table>
<thead>
<tr>
<th>Major Job Responsibility</th>
<th>Essential Functions</th>
<th>Competencies/ Skills</th>
<th>Percent of Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Records/forms</td>
<td>Prepare IDIV's, DAV's, maintain personnel records and correspondence files.</td>
<td>Planning and organizing, dependability and attention to detail.</td>
<td>30.0%</td>
</tr>
<tr>
<td>Tumor Registry</td>
<td>Codes using ICD-O, abstracts using CPDMS and stages using TNM and SEER staging methodology for all cancer patients treated at UK Medical Center, annual patient care evaluation studies, and JCAHO Indicator Beta Projects in conjunction with the Quality Management department. Performs annual follow-up by mail and telephone on cancer patients. Enters path reports and death certificates into the suspense file. Performs case finding activities. Maintains manual and computerized chart tracking systems. Maintains files for registry. Maintains assigned productivity standards (abstracts completed per hour, hours spent on follow-up etc).</td>
<td>Quantity of Work, Attention to Detail, Quality of Work, Dependability</td>
<td>40%</td>
</tr>
<tr>
<td>Compliance</td>
<td>Maintains follow-up rate required by the ACOS. Maintains abstracting standards. Produces cancer program annual reports.</td>
<td>Continuous Improvement, Initiative, Planning and Organizing, Quality Awareness, Teamwork</td>
<td>25%</td>
</tr>
<tr>
<td>Customer Service</td>
<td>Communicates with the medical staff, hospital and clinic staff, and external representatives as relates to tumor registry functions and documentation requirements. Assists physicians with required review of medical records and registry abstracts for data verification and problem analysis. Records, types and distributes minutes of reviews. Assists with organization and interpretation of cancer registry data. Produces and/or edits reports about cancer registry data. Assists with other chart completion functions as necessary.</td>
<td>Communication, Customer Service Orientation, Impact, Listening</td>
<td>10%</td>
</tr>
<tr>
<td>Professional Development</td>
<td>Attends tumor registry workshops. Maintains current information and technologies regarding Tumor Registry. Attends Tumor Board and Cancer Committee Meetings. Meets continuing education requirements as set by the American Health Information Management Association.</td>
<td>Technical/Professional Proficiency, Technical/Professional Knowledge, Initiative</td>
<td>25%</td>
</tr>
</tbody>
</table>

**Performance Factors**

*NOTE: Additional copies of this page may be attached if more space is needed.*

<table>
<thead>
<tr>
<th>Percent of Time</th>
<th>%</th>
</tr>
</thead>
</table>
JOB REQUIREMENTS

Question 1: Education

What is the minimum formal education level required to do this job? (Mark one box.)

- ☐ Less than High School
- ☑ High School/GED
- ☐ Technical/Skills Training
- ☐ Technical Diploma
- ☐ Associate's Degree
- ☐ Bachelor's Degree
- ☐ Master's Degree
- ☐ Doctoral Degree

Please list any specific degree requirements. Registered Health Information Technician or Registered Health Information Administrator (RHIA), Certified Tumor Registrar (CTR) preferred. Must become certified after two years of experience.

Question 2: License/Registration/Certification

Are any of the following required to do this job at UK? (Mark all that apply.)

- ☐ None
- ☐ Eligibility for Professional License, Registration or Certification
- ☑ Professional License, specify: ______
- ☑ Registration, specify: RHIT or RHIA preferred as stated above
- ☑ Certification, specify: CTR preferred as stated above. Must become certified after two years of experience.
- ☐ Driver's License
- ☐ Commercial Driver's License

Question 3: Experience

What is the minimum job-related experience required to do this job? Experience can be gained either inside or outside UK. (Mark one box.)

- ☐ No experience required
- ☐ Six months or less
- ☐ More than six months but less than one year
- ☐ One to two years
- ☑ Three to four years
- ☐ Five to six years
- ☐ Seven to nine years
- ☐ Ten years or more

Please list any specific skills sets which may be required to perform the duties of the position: (i.e., MS Windows, Excel, etc.)

A brief justification for this request:

Position is responsible for coding and abstracting data for the UK hospital ACOS approved Cancer Registry. Maintains follow-up and abstracting of patients as required by the ACOS.

Major Job Responsibilities and Essential Functions:

Tumor Registry - Codes using ICD-O, abstracts using CPDMS and stages using TNM and SEER staging methodology for all cancer patients treated at UK Medical Center, annual patient care evaluation studies, and JCAHO Indicator Beta Projects in conjunction with the Quality Management department. Performs annual follow-up by mail and telephone on cancer patients. Enters path reports and death certificates into the suspense file. Performs case finding activities. Maintains manual and computerized chart tracking systems. Maintains files for registry. Maintains assigned productivity standards (abstracts completed per hour, hours spent on follow-up etc).

Compliance - Maintains follow-up rate required by the ACOS. Maintains abstracting standards. Produces cancer program annual reports.

Customer Service - Communicates with the medical staff, hospital and clinic staff, and external representatives as relates to tumor registry functions and documentation requirements. Assists physicians with required review of medical records and registry abstracts for data verification and problem analysis. Records, types and distributes minutes of reviews. Assists with organization and interpretation of cancer registry data. Produces and/or edits reports about cancer registry data. Assists with other chart completion functions as necessary.

Professional Development - Attends tumor registry workshops. Maintains current information and technologies regarding Tumor Registry. Attends Tumor Board and Cancer Committee Meetings. Meets continuing education requirements as set by the American Health Information Management Association.
Employment Standards:

Specific degree required: _____

Specific professional license required: _____

Specific registration required: RHIT or RHIA preferred as stated above

Specific certification required: CTR preferred as stated above. Must become certified after two years experience.

Specific skill sets required: Microsoft Office, SoftMed and Cancer Registry Computer Systems, typing, ICD-O coding and CPDMS abstracting, TNM and SEER staging methodology, filing systems, medical terminology, human anatomy and physiology

Competencies/Skills: Quantity of Work, Attention to Detail, Quality of Work, Dependability, Continuous Improvement, Initiative, Planning and Organizing, Quality Awareness, Teamwork, Communication, Customer Service Orientation, Impact, Listening, Technical/Professional Proficiency, Technical/Professional Knowledge.

Summary of how the duties of this position relate to achieving the goals of the unit: The position supports the department mission of providing timely and compiled information to clinicians and other ancillary personnel, and the Kentucky Cancer Registry in support of education and legal requirements in compliance with federal, state, and local guidelines. The position supports the goal of a complete and accurate cancer registry and the achievement of ACOS certification.