

POSITION DESCRIPTION

POSITION TITLE: Cancer Program Manager

DEPARTMENT: Cancer Registry

REPORTS TO: President

DATE: 09/19/2017

POSITION SUMMARY:

The Cancer Program Manager for the Northeast Regional Cancer Institute provides guidance, direction and evaluation for all accredited facilities. Continuous monitoring of eligibility requirements/program standards and documentation for the Survey Application Record. Facilitate American College of Surgeons Commission on Cancer Accreditation.

ESSENTIAL FUNCTIONS:

Plan, develop, organize, implement, direct and evaluate each organization's Cancer Program.

Participate in the development and implementation of the organization's Strategic Plan and Annual Work Plan.

Continually assess the competitiveness of the Cancer Registry against comparable Registries.

Expand the organization's partnerships to enhance its reach within the community.

Attend cancer committees meetings and possibly complete minutes for some

Facilitate and attend cancer conferences

Continue to improve programs, policies, practices and processes associated with meeting the organization's Strategic Plan.

Enforce HIPAA compliance throughout the organization.

EDUCATION & EXPERIENCE:

Register Health Information Administrator and or Certified Tumor Registrar preferred as well as experience with the American College of Surgeons Commission on Cancer accreditation program.

KNOWLEDGE, SKILLS AND ABILITIES:

Excellent verbal and written communication skills

Excellent organizational and interpersonal skills

Ability to resolve disputes and observe confidentiality

Working knowledge of Microsoft Word, Excel and Power Point

Ability to learn new software programs

Work independently