

POSITION TITLE: Cancer Registrar

DEPARTMENT: Cancer Registry

REPORTS TO: Supervisor of Cancer Registry

POSITION SUMMARY:

The Cancer Registrar assists in all aspects of the cancer program by maintaining a cancer registry in accordance with standards set by the American College of Surgeons Commission on Cancer, the Pennsylvania Cancer Registry, and the Regional Cancer Registry at the Northeast Regional Cancer Institute.

RESPONSIBILITIES:

- Prepares computerized abstracts on each patient including staging of the malignancy and recording data about treatment as well as pertinent demographic information utilizing the format of the Rocky Mountain Cancer Data System and assuring that this format is in accordance with the standards set by the American College of Surgeons Commission on Cancer and the Pennsylvania Cancer Registry.
- Initiates follow-up procedures on all patients requiring follow-up and assures that each patient is followed on a yearly basis by contacting physicians, other hospitals and cancer registrars and, when necessary, by contacting patients.
- Serves as staff to the Cancer Committee in coordinating the Cancer Program. Coordinates and attends Cancer Committee meetings.
- Responsible for 100% of case-finding and reporting requirements at each facility unless specifically bound by other contract arrangements. Maintains appropriate checks and records to ensure that all reportable cases are submitted on a timely basis.
- When necessary, prepares and sends monthly case submissions to the Pennsylvania Cancer Registry in the NAACCR format, and maintains appropriate documentation of reporting.
- Maintains electronic filing system in accordance with the guidelines of the American College of Surgeons Commission on Cancer.
- Performs routine data management activities including creating and resolving routine error reports on a regular basis.
- Strives for continuous self-improvement by participation in workshops and continuing education programs.

- Performs other related duties as assigned by the Registry Supervisor or Cancer Program Manager.
- Assures confidentiality by following the established guidelines.

EDUCATION:

- Certified Tumor Registrar or CTR-eligible candidate
- Students currently completing the Clinical Practicum for their Certificate or Associate Degree Cancer Registry Management program are welcome to apply
- CTR-eligible candidates must pass the CTR exam within 3 years from date of hire.
 - Training for the non-CTR cancer registrar will be conducted by the Supervisor of Registry and an additional CTR.
 - For the first 3 months following completion of training, all abstracting completed by the non-CTR will be checked either by the Supervisor of Registry or a CTR.
 - For the 3-6-month period following training, 50% of the cases abstracted by the non-CTR will be checked either by the Supervisor of Registry or a CTR. If there are no major issues to be addressed, 10% of cases abstracted by the non-CTR registrar will then be checked either by the Supervisor of Registry or a CTR until such time that the person passes the CTR Exam.
 - Education will be provided on an as needed basis and full support of the Registry staff will be given to assist the registrar in passing the CTR Exam

QUALIFICATIONS & EXPERIENCE:

- Candidates should possess strong verbal, interpersonal, written and organizational skills
- Candidates should possess strong knowledge of anatomy and medical terminology
- Candidates should have experience using Microsoft Office applications such as Word, Excel, Outlook and Access

Compensation/Benefits:

- To be discussed with qualified candidates
- This position can be office-based, or work-from-home

Interested candidates should send resume and salary requirements to:

Northeast Regional Cancer Institute
334 Jefferson Avenue Scranton, PA 18510

Or email:

ann.crisanti@scranton.edu