

**Working Title:** Supervisor of Field Services  
**Class Title:** Clinical and Social Research Specialist  
**Pos. No:** 60041469  
**Closing Date:** August 31, 2010

**Division:** Public Health      **Section/Unit:** SCHS/ Central Cancer Registry

**To apply, go to:**

<http://osp.its.state.nc.us/dhhssearchresults3a.asp?vacancykey=44>

**Briefly explain purpose/description of work and major duties:** This position is primarily responsible for supervising and monitoring the quality, completeness, and timeliness of cancer cases reported by Field Services Staff, non-registry hospitals, and non-hospital facilities like physician practices, nursing homes, pathology laboratories, and hospice facilities. Data entry, visual editing, linkage, and consolidation of cases are accomplished through the Eureka Database Management System. This position also requires the correction of cases failing edits and requires a thorough working knowledge of NAACCR standards. Annual Quality Audits (case finding and re-abstracting) are an important part of this position. Assisting in the design of comprehensive quality assurance audits, assuring that they are carried out, and using the information gathered to design appropriate training is critical to this position. Training and demonstrating data collection and/or submission using Eureka are additional responsibilities. This position will require educational/training presentations (webinar, small group, and individual), assisting with preparation of data for publication, and responding to requests for data from hospitals and facilities reporting to the CCR. The individual in this position is the NPCR designated trainer and is required to attend the annual NPCR meeting. This position is responsible for assuring that the CCR staff and cancer registrars/data reporters across the state have access to educational resources necessary to maintain the level of data quality that is essential to CCR certification.

**Required Competencies [knowledge, skills, abilities and behaviors]:**

Requires a thorough working knowledge of cancer registry management and organization. In-depth experience with cancer registry abstracting and coding. Familiarity with national standards set by NAACCR, ACOS COC, SEER, and the NC CCR. Experience working with cancer registry databases, correcting cases that fail edits, and generating reports using Data Miner. Effective oral and written communication skills. Excellent interpersonal skills. Ability to manage multiple simultaneous tasks. Ability to work both independently and as part of a team. Knowledge of word processing, spreadsheets, data analysis, and graphics/presentation software. Adherence to rules about use of confidential and proprietary information is required. Supervisory skills and training experience is required.

**Additional preferred knowledge, skills, abilities, training, experience:**

Certified Tumor Registrar (CTR) with five years of experience preferred. Bachelor's degree or a combination of college-level coursework and experience preferred. Familiarity with human anatomy as it relates to the disease process, medical terminology, ICDO 3 coding, FORDS abstracting, MPH Rules, and Collaborative Staging.

**Required license or certification:** Certified Tumor Registrar (CTR)