

**STATE OF OHIO (DAS)**CLASSIFICATION  
SPECIFICATION**CLASSIFICATION SERIES:**

Cancer Registrar

**SERIES NO.:**

6433

**MAJOR AGENCIES:**

Health only

**EFFECTIVE DATE:****SERIES PURPOSE:**

The purpose of the cancer registrar occupation is to receive, review, edit, code, classify & enter cancer incidence data for the Ohio cancer incidence surveillance system.

Note: classification is reserved for use by the Ohio Department of Health only.

**CLASS TITLE:**

Cancer Registrar

**CLASS NUMBER:**

64331

**EFFECTIVE DATE:**

07/16/2000

**CLASS CONCEPT:**

The full performance level class works under general supervision & requires considerable knowledge of disease pathology, anatomy, statistics, staging & coding of cancer, medical terminology & various manuals used by health care professionals in order to receive, review, edit, code, classify & enter cancer incidence data for Ohio Cancer Incidence Surveillance System.

<b>CLASS TITLE:</b> Cancer Registrar	<b>CLASS NUMBER:</b> 64331	<b>BARGAINING UNIT:</b> 014
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**EFFECTIVE DATE:**  
07/16/2000

**JOB DUTIES IN ORDER OF IMPORTANCE:** (These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)

Receives & reviews cancer incidence data in hardcopy or diskette from hospitals & private practice physicians (e.g., reviews cases for completeness of critical data items; codes data submitted in hardcopy & enters into cancer system software; edits data based upon guidelines issued by Joint Commission of Accredited Hospitals & National Cancer Institute Staging), contacts hospital or physician by telephone or returns data where data is incomplete or blatantly incorrect & prepares quarterly letters to hospitals & physicians offices acknowledging receipt of data.

Provides consultation to hospital based cancer registries, medical records departments & private practice physician offices regarding staging of cancer & reporting of cancer cases by telephone & thorough onsite visits.

Develops & implements quality assurance policy & procedures, based on health professionals guidelines & rules, for case ascertainment & to guarantee integrity of data.

Assists in development of master file for all cancer cases diagnosed in Ohio to identify populations at-risk for targeting cancer prevention & control interventions & provide means of evaluating effectiveness of cancer prevention & control interventions; assists in writing reports summarizing/presenting data (e.g., monthly activity reports; statewide & county age-adjusted cancer incidence rates).

**MAJOR WORKER CHARACTERISTICS:**

Knowledge of disease pathology; anatomy, statistics; staging & coding of cancer; medical terminology; health professional rules, guidelines & standards concerning staging & classification of diseases. Skill in operation of word processor/personal computer using basic techniques & data entry. Ability to review, edit, code & classify cancer incidence data according to established rules, guidelines & standards recognized among health care providers; respond to telephone, written & in-person contacts on case reporting, coding & classification; cooperate with others in identifying populations at-risk of cancer for targeting of cancer prevention & control interventions.

(\*)Developed after employment.

**MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:**

12 mos. exp. in review, edit, coding & classifying of cancer incidence data; 1 course or 3 mos. exp. in operation of word processing equipment or personal computer using basic word processing techniques & data entry.

-Or equivalent of Minimum Class Qualifications for Employment noted above.

**TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT:**

Certified tumor registrars receive a 5% pay supplement; on-going renewal/maintenance of certification by National Board for Certification of Registrars (i.e., NBCR) is necessary to retain pay supplement; incumbents of the cancer registrar classification are not required to obtain certification as a tumor registrar.

**UNUSUAL WORKING CONDITIONS:**

Not applicable.