

# UW HEALTH POSITION DESCRIPTION

<b>Bone Marrow Transplant Registry Analyst</b>		
Job Code: 300140	FLSA Status: Non-Exempt	Mgt. Approval: B. Campbell    Date: August 2020
Department/Number: Organ Acq - Bone Marrow / 3036269	HR Approval: J. Theisen	Date: August 2020
POSITION SUMMARY		
<p>This position is responsible for the coordination of bone marrow transplant research reporting as required by the Stem Cell Therapeutics Outcomes Database (SCTOD) of the CW Bill Young Transplantation Program. This includes abstracting and reporting blood and bone marrow transplant medical data. In addition, this position is responsible for the ongoing maintenance as well as development and implementation of the UWHC Bone Marrow Transplant (BMT) Program database. The database is used for data collection for quality improvement, research, publication, teaching, grant applications, regulatory and accreditation requirements, insurance contracting and patient care.</p> <p>The BMT Registry Analyst works under the general direction of the RN Clinic Manager to extract and enter data into electronic data capture systems and prepares reports to support the BMT Program. The BMT Registry Analyst provides outcome and volume data, measures of quality assurance, and other information utilized for budget preparation, contracting of transplant services, and provision of patient care. The BMT Registry Analyst also works with managers of other data systems for research and clinical care purposes as well as databases outside the institution, particularly reporting to the federal accreditation and regulatory agencies.</p>		
MAJOR RESPONSIBILITIES		
<ul style="list-style-type: none"> <li>Perform data collection and research reporting as it relates to transplant follow-up and as required by the Stem Cell Therapeutics Outcomes Database (SCTOD) of the CW Bill Young Transplantation Program, to the Center for International Bone Marrow Transplant Research (CIBMTR) and National Marrow Donor Program (NMDP).</li> <li>Ensure compliance with the CIBMTR's Continuous Process Improvement for forms submission</li> <li>Maintain and facilitate further development of the BMT MS Access database in collaboration with the UW Division of Information Technology (Dolt).</li> <li>Collect and analyze data for quality projects.</li> <li>Attend the quarterly BMT Performance Improvement Committee meeting. Organize and prepare the agenda, provide standing reports to the committee. Maintain records of committee activities.</li> <li>Prepare and generate designated reports and statistical information for Transplant Program staff, hospital administration, medical faculty, and other medical center departments.</li> <li>Facilitate integration with other related databases including but not limited to the National Marrow Donor Program and the Center for International Blood and Marrow Transplant Research, the Blood and Marrow Transplant Clinical Trials Network and other transplant related programs and regulatory agencies.</li> <li>Develop and implement assistance for electronic transfer of BMT patient data to the Center for International Blood and Marrow Transplant Research (CIBMTR) as mandated by the FDA.</li> <li>Provide survival data in response to annual request for information (RFI) documents from ASBMT, transplant networks, insurers and other third-party organizations, contractors, and regulatory agencies.</li> <li>Update transplant specific standard operating procedures once every two years.</li> <li>Maintain transplant specific records in compliance with FACT standards.</li> <li>Assist with the coordination, implementation and annual review of BMT Treatment Management Plans as directed by the Clinical Director and the BMT Manager.</li> <li>Complete special studies and projects as directed by the Clinical Director and Manager of the BMT Program.</li> <li>Attend on-site and off-site training as required. This will require overnight travel.</li> </ul>		
All duties and requirements must be performed consistent with the UW Health Performance Standards.		
POSITION REQUIREMENTS		
Education	Minimum	Associate's degree in healthcare related field. Two (2) years of clinical data abstraction and analysis experience may be considered in lieu of degree in addition to experience below
	Preferred	Bachelor's degree in Nursing, Nursing Informatics, Respiratory Care, Physical Therapy, or healthcare related field
Work Experience	Minimum	Two (2) years' experience in health care-related field, i.e., nursing, pharmacy,

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		respiratory care, medical records.																		
	Preferred	Two (2) years' experience in oncology or BMT related profession; i.e. health unit coordinator, clinical research associate, data specialist, nurse.																		
Licenses & Certifications	Minimum																			
	Preferred																			
Required Skills, Knowledge, and Abilities		<ul style="list-style-type: none"> <li>Proficiency in MS Word is required.</li> <li>Experience with MS Access and Excel or willing to attend training until adequate level of expertise is achieved.</li> <li>Knowledge of medical terminology and medical records. Knowledge of oncology or BMT terminology is preferred.</li> <li>Knowledge of personal computer, PC data systems, and software applications for data research and analysis.</li> <li>Good communication, problem-solving and organizational abilities.</li> <li>Ability to work independently and be result oriented.</li> <li>Strong analytical skills.</li> <li>Capable of interacting with all levels of staff.</li> <li>Effective interpersonal skills, including the ability to promote teamwork and ensure a high degree of internal and external customer satisfaction.</li> <li>Ability to manage multiple tasks with ease and efficiency.</li> <li>Ability to work independently on assigned projects and to recommend improvement to the process of collecting, maintaining, and reporting patient information</li> <li>Proven ability to establish productive relationships with a wide variety of health care professionals</li> </ul>																		
<b>PHYSICAL REQUIREMENTS</b>																				
<b>Indicate the appropriate physical requirements of this job in the course of a shift.</b> <i>Note: reasonable accommodations may be made available for individuals with disabilities to perform the essential functions of this position.</i>																				
<b>Physical Demand Level</b>		<table border="1"> <thead> <tr> <th><b>Occasional</b> Up to 33% of the time</th><th><b>Frequent</b> 34%-66% of the time</th><th><b>Constant</b> 67%-100% of the time</th></tr> </thead> <tbody> <tr> <td><b>Up to 10#</b></td><td><b>Negligible</b></td><td><b>Negligible</b></td></tr> <tr> <td><b>Up to 20#</b></td><td><b>Up to 10#</b> or requires significant walking or standing, or requires pushing/pulling of arm/leg controls</td><td><b>Negligible</b> or constant push/pull of items of negligible weight</td></tr> <tr> <td><b>20-50#</b></td><td><b>10-25#</b></td><td><b>Negligible-10#</b></td></tr> <tr> <td><b>50-100#</b></td><td><b>25-50#</b></td><td><b>10-20#</b></td></tr> <tr> <td><b>Over 100#</b></td><td><b>Over 50#</b></td><td><b>Over 20#</b></td></tr> </tbody> </table>	<b>Occasional</b> Up to 33% of the time	<b>Frequent</b> 34%-66% of the time	<b>Constant</b> 67%-100% of the time	<b>Up to 10#</b>	<b>Negligible</b>	<b>Negligible</b>	<b>Up to 20#</b>	<b>Up to 10#</b> or requires significant walking or standing, or requires pushing/pulling of arm/leg controls	<b>Negligible</b> or constant push/pull of items of negligible weight	<b>20-50#</b>	<b>10-25#</b>	<b>Negligible-10#</b>	<b>50-100#</b>	<b>25-50#</b>	<b>10-20#</b>	<b>Over 100#</b>	<b>Over 50#</b>	<b>Over 20#</b>
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	<b>Sedentary:</b> Ability to lift up to 10 pounds maximum and occasionally lifting and/or carrying such articles as dockets, ledgers and small tools. Although a sedentary job is defined as one, which involves sitting, a certain amount of walking and standing is often necessary in carrying out job duties. Jobs are sedentary if walking and standing are required only occasionally and other sedentary criteria are met.																			
<b>X</b>	<b>Light:</b> Ability to lift up to 20 pounds maximum with frequent lifting and/or carrying of objects weighing up to 10 pounds. Even though the weight lifted may only be a negligible amount, a job is in this category when it requires walking or standing to a significant degree.																			
	<b>Medium:</b> Ability to lift up to 50 pounds maximum with frequent lifting and/or carrying objects weighing up to 25 pounds.																			
	<b>Heavy:</b> Ability to lift up to 100 pounds maximum with frequent lifting and/or carrying objects weighing up to 50 pounds.																			
	<b>Very Heavy:</b> Ability to lift over 100 pounds with frequent lifting and/or carrying objects weighing over 50 pounds.																			
List any other physical requirements or bona fide occupational qualifications:		<ul style="list-style-type: none"> <li></li> </ul>																		

**Work/Environmental:** Moderate noise level consistent with an office environment

**Note:** The purpose of this document is to describe the general nature and level of work performed by personnel so classified; it is not intended to serve as an inclusive list of all responsibilities associated with this position.