

## UW HEALTH JOB DESCRIPTION

### Registry Oncology Data Specialist

Job Code: 300086	FLSA Status: Non-Exempt	Mgt. Approval: C. McCarthy	Date: February 2024
Department: Quality, Regulation & Accreditation	HR Approval: S. Whitlock	Date: February 2024	

#### JOB SUMMARY

The Registry Oncology Data Specialist is responsible for interpreting complex medical information in electronic medical records to support critical program activities including direct patient care, regulatory and accreditation requirements. This position is responsible for abstraction of clinical data into the UW Health cancer registry. The incumbent applies the policies and procedures of the cancer registry in accordance with UW Health standards, governing national, and central registry standards to assist in the achievement of institutional goals.

#### MAJOR RESPONSIBILITIES

- Reviews newly identified cases of malignancies and certain benign tumors diagnosed and/or treated within the organization for reportability utilizing standard setting materials such as WHO ICD-O, applicable Surveillance of Epidemiology and End Results (SEER), North American Association of Central Cancer Registries (NAACCR) and Commission on Cancer (CoC) requirements.
- Determine course of treatment and identify pertinent details of patient cancer treatment for case abstraction as required by standard setting agencies.
- Utilizes standard setting agencies to identify and assign appropriate codes for procedures and treatments performed related to diagnoses, treatments, and complications of cancer care in the abstract.
- Maintain integrity of the registry database by submitting accurate and timely data meeting department quality and productivity benchmarks.
- Actively participates in standard department meetings.
- Other duties as assigned

**ALL DUTIES AND REQUIREMENTS MUST BE PERFORMED CONSISTENT WITH THE UW HEALTH PERFORMANCE STANDARDS.**

#### JOB REQUIREMENTS

Education	Minimum	Associate degree in Cancer Information Management (CIM). Two (2) years of cancer data abstraction experience may be considered in lieu of degree in addition to experience below.
	Preferred	
Work Experience	Minimum	One (1) year of healthcare experience involving cancer data abstraction or a cancer related field.
	Preferred	Three (3) years of healthcare experience involving cancer data abstraction or a cancer related field.
Licenses & Certifications	Minimum	Oncology Data Specialist (ODS)
	Preferred	
Required Skills, Knowledge, and Abilities		<ul style="list-style-type: none"> <li>• Superior attention to detail with excellent verbal and written communication skills.</li> <li>• Ability to work independently on repetitive tasks</li> <li>• Ability to work independently and maintain high quality of abstraction.</li> <li>• Ability to work well under tight timelines.</li> <li>• Ability to interact with all levels of staff.</li> <li>• Ability to work as part of a team.</li> <li>• Ability to maintain confidentiality of sensitive information.</li> <li>• Ability to apply National Comprehensive Cancer Network (NCCN) clinical practice guidelines to best support abstraction text requirements.</li> <li>• Maintain knowledge of and maintain the ability to use electronic health records, registry software and ODS specific references such as Standard for Oncology Registry Entry (STORE) and SEER Solid Tumor Rules and references for abstraction purposes.</li> <li>• Maintain knowledge of ICD9/ICD10 and ICD-O Coding resources.</li> <li>• Maintain knowledge of registry maintenance and related regulations.</li> <li>• Maintain knowledge of data abstraction techniques.</li> <li>• Maintain knowledge of historical and new modalities of cancer care.</li> </ul>

#### JOB FUNCTIONS

Review the employee's job description and identify each essential function that is performed differently based on the age group of the

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patient.

### PHYSICAL REQUIREMENTS

**Indicate the appropriate physical requirements of this job in the course of a shift.** *Note: reasonable accommodations may be made available for individuals with disabilities to perform the essential functions of this position.*

<b>Physical Demand Level</b>		<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>X</b>	<b>Sedentary:</b> Ability to lift up to 10 pounds maximum and occasionally lifting and/or carrying such articles as docket, 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>Up to 10#</b>	<b>Negligible</b>	<b>Negligible</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>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>Medium:</b> Ability to lift up to 50 pounds maximum with frequent lifting/and or carrying objects weighing up to 25 pounds.	<b>20-50#</b>	<b>10-25#</b>	<b>Negligible-10#</b>
	<b>Heavy:</b> Ability to lift up to 100 pounds maximum with frequent lifting and/or carrying objects weighing up to 50 pounds.	<b>50-100#</b>	<b>25-50#</b>	<b>10-20#</b>
	<b>Very Heavy:</b> Ability to lift over 100 pounds with frequent lifting and/or carrying objects weighing over 50 pounds.	<b>Over 100#</b>	<b>Over 50#</b>	<b>Over 20#</b>
List any other physical requirements or bona fide occupational qualifications:				

**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.