



**STATE OF NEVADA**  
**DEPARTMENT OF ADMINISTRATION**  
*Division of Human Resource Management*  
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**MEMORANDUM**  
**HR#08-15**

January 23, 2015

TO: Personnel Commission Members  
Department Directors  
Division Administrators  
Agency Personnel Liaisons  
Agency Personnel Representatives  
Employee Representatives

FROM: Lee-Ann Easton, Administrator *Lee-Ann Easton*  
Division of Human Resource Management

SUBJECT: PROPOSED CLASSIFICATION CHANGES

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Attached are proposed classification changes for your information pursuant to NRS 284.160, subsections 3 through 5. If you have any comments or objections regarding these changes, please send your written notification to Peter Long at [plong@admin.nv.gov](mailto:plong@admin.nv.gov) no later than February 25, 2015.

If no written objections are received in this office by February 25, 2015, action will be taken to effect the changes and a report will be made to the Personnel Commission.

Attachments

# NOTICE OF PROPOSED CLASSIFICATION CHANGES

Number: Posting #13-15  
Posting Expires: February 25 2015

Per NRS 284.160, the Administrator may make a change in classification without the prior approval of the Commission. The following change(s) are proposed:

CURRENT				PROPOSED			
CODE	TITLE	GRADE	EEO-4	CODE	TITLE	GRADE	EE0-4
10.227	Cancer Registrar	29	E	<i>10.227</i>	<i>Cancer Registry Specialist</i>	<i>32</i>	<i>B</i>

## ***Basis for Recommendation***

As a result of an Individual Classification Study (NPD-19) and in partnership with Subject Matter Experts from the Department of Health & Human Services, Division of Public & Behavioral Health's Cancer Registry, the Division of Human Resource Management has determined that the class specifications should be amended to account for increased duties and responsibilities assigned to the class.

Duty statements were added to address the need for this singular position to act as the Data Quality Assurance and Training coordinator by assisting in the development and implementation of comprehensive quality assurance programs and training modules. In addition, duty statements regarding data abstraction and quality assurance audits were expanded to account for changes in processes and to clarify the duties themselves. Also, a duty statement was added to account for responsibility for contracted abstractors.

The minimum qualifications were modified to reflect the addition of a Bachelor's degree and the requirement for professional level experience in a cancer registry program to include reviewing, coding and abstracting cancer data and conducting quality assurance audits and performance cancer registry program training. The knowledge, skills and abilities were also increased to account for changes in the duties and responsibilities of the class.

The title of the series was changed to Cancer Registry Specialist to better reflect the concentrated specialization of the duties and the EEO-4 was changed from para-professional to professional to account for the professional level duties for quality assurance and training.

Based on the scope of responsibility for the class, Human Resource Management recommends increasing the grade of the class from 29 to 32. By comparison and through the validation process, the Cancer Registry Specialist performs more specialized duties and has a greater scope of complexity than the Health Information Coordinator II, allocated at grade 31. Conversely, the overall program and supervisory responsibility was found to be lower than that of the Program Officer II, grade 33, and the encompassing Quality Assurance Specialist and Training Officer Series, allocated to grades 33 and 34 respectively.

Both management and agency human resource personnel within the division participated by offering recommendations and reviewing changes as the process progressed and they support the recommended changes.

**Note: Changes, additions and/or deletions on the class specification are noted in red.**

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The formal recommendations and specifications are on file with the Division Administrator, Human Resource Management. To view a copy in Carson City, go to 209 East Musser Street, Room 101; in Las Vegas, go to 555 East Washington Avenue, Room 1400. For more information call (775) 684-0130.

**Objections to the proposed change(s) must be received in writing by February 25, 2015.** Objections should be addressed to Peter Long, Deputy Division Administrator, Compensation, Classification and Recruitment, Section of the Division of Human Resource Management, 209 East Musser Street, Room 101, Carson City, Nevada 89701-4204.

**POSTING DATE: January 23, 2015**



**STATE OF NEVADA**  
**Department of Administration**  
**Division of Human Resource Management**

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**CLASS SPECIFICATION**

<u>TITLE</u>	<u>GRADE</u>	<u>EEO-4</u>	<u>CODE</u>
CANCER <del>[REGISTRAR]</del> <b>REGISTRY SPECIALIST</b>	<del>[29]</del> <b>32</b>	<del>[E]</del> <b>B</b>	<b>10.227</b>

*Under general supervision, the Cancer Registry Specialist maintains the statewide Cancer Registry, ensuring the accurate identification, collection, verification, uniform maintenance, and quality of cancer data set according to program procedures and State and national data standards as required by State and federal law; provides technical expertise and training to all health care practitioners, health care facilities and/or contracted cancer data abstractors that are required to report cancer data.*

*Identify and compile cancer data from required reporting entities; abstract data, including patient demographics, diagnostic procedures, history and extent of disease, treatment, follow-up, physician and related information from medical records; may review pathology reports, cytology reports, bone marrow reports, autopsy reports, death certificates, disease indices, or oncology and physician logs to identify reportable information; request physician updates; review data for completeness and accuracy and follow-up with data sources as necessary; performs re-abstracting as required; abstract and transcribe information into designated numerical codes and integrates data into a centralized database according to strict protocol requirements; apply edit checks and correct data as required; assist in the preparation of Nevada cancer data for the annual submission to federal agencies.*

*Coordinate the activities of contracted abstractors engaged in the collection and abstraction of cancer data; review submitted data for accuracy, completeness and timeliness in accordance with contract deliverables; and apply edit checks and correct data as required.*

*Serve as the Data Quality Assurance Coordinator; assist in the development and implementation of a comprehensive quality assurance program; objectively and systematically review and evaluate the quality and appropriateness of cancer data collection policies and procedures; monitor compliance with reporting requirements to ensure accuracy, completeness and timeliness of submitted cancer cases; perform quality assurance audits on abstracted medical data; evaluate the extent of data discrepancies; resolve data discrepancies and implement data modifications and/or corrective action as appropriate; research and correct data as necessary; provide feedback to reporting entities regarding quality assessment of their submitted data.*

*Serve as the Education Training Coordinator; assist in the development and implementation of training modules to ensure the correct reporting and accurate coding of cancer data; train internal and external stakeholders regarding changes to State and federal reporting requirements; perform one-on-one refresher training when corrective action is noted during quality assurance audits; develop and present informational presentations at seminar and conferences.*

*Provide information, technical assistance, and interpretation of rules and regulations related to the collection of cancer data to department staff, program participants, and other interested stakeholders to ensure their understanding and/or compliance.*

*Compile data and prepare reports regarding program activity.*

~~[Under general supervision, Cancer Registrars maintain the statewide Cancer Registry, ensuring the accurate and uniform maintenance of cancer data; perform data quality assurance checks to verify data completeness, accuracy, and avoid duplication; and work with participating organizations to ensure the timely and accurate reporting of cancer information as required by State and federal law.]~~

~~[Integrate data from reporting healthcare facilities, abstractors and other sources into a centralized database; transcribe abstracted information into numerical codes; apply edit checks and correct data as required; identify additional primary sites; request physician updates; consult hospital re-admittance records; and review vital statistics for death certificate issuance to identify and report on cancer cases.]~~

~~[Perform quality assurance checks on abstracted medical data; request medical charts for re-abstraction and perform audits; compare data collected from medical charts to data previously reported; evaluate the extent of data discrepancies and prioritize the need for corrective action; research and correct data as necessary.]~~

~~[Assess the timely reporting of required cancer cases by participating facilities; estimate caseload and calculate percentage reporting which occurs within established time frames.]~~

Perform related duties as assigned.

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## MINIMUM QUALIFICATIONS

### **INFORMATIONAL NOTE:**

- ~~\*—If not currently certified, incumbents must obtain certification as a Certified Tumor Registrar (CTR) issued by the National Cancer Registrars Association (NCRA) within two years of appointment. Eligibility to sit for the CTR certification requires that an individual possess an Associate's degree in an allied health field. Certification must be maintained as a condition of continuing employment.]~~

### **SPECIAL REQUIREMENT:**

- ~~\* *Incumbent must have certification as a Certified Tumor Registrar (CTR) issued by the National Cancer Registrars Association (NCRA) at the time of application and as a condition of continuing employment.*~~

**EDUCATION AND EXPERIENCE:** ~~*Bachelor's degree from an accredited college or university in health science, social science or closely related field [Current certification as a Certified Tumor Registrar] and one year of professional experience in a cancer registry program to include reviewing, coding and abstracting cancer data and conducting quality assurance audits and performing cancer registry program training; [OR completion of 45 semester credits in an allied health field which included three credits in anatomy and physiology and five credits in medical terminology, and two years of experience in a medical records department of an inpatient acute care hospital processing medical charts which includes assembling, coding, and analysis of medical records;] OR an equivalent combination of education and experience. (See [Informational Note] Special Requirement)*~~

**ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES** (required at time of application):

**Working knowledge of:** human anatomy, histology, and physiology and effects of cancer on the human body; medical records system procedures and processes; medical terminology; *medical coding*; cancer treatment modalities including therapies and surgical procedures, *rules and regulations related to accessibility and dissemination of healthcare information*. **General knowledge of:** normal and abnormal laboratory values related to the diagnosis and treatment of cancer; computer systems data entry and database management; *training principles and practices; development and implementation of quality assurance programs*. **Ability to:** *collect, gather, edit, abstract* and evaluate data which may be conflicting and/or incomplete; read and interpret medical records to obtain information concerning the treatment, remission or progression of cancer; communicate effectively both orally and in writing; *work cooperatively and collaboratively with health care practitioners, facilities and other stakeholders; operate a personal computer, database software, videoconferencing, webinar and other relevant technology; effectively train individuals with differing backgrounds and varying levels of education.*

**MINIMUM QUALIFICATIONS (cont'd)**

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):

**Working knowledge of:** ~~[ICD-O]~~ *International Classification of Diseases for Oncology (ICD-0-3), Surveillance Epidemiology and End Results (SEER), Summary Staging, American Joint Committee on Cancer (JCC) Staging, Collaborative Staging, the Facility Oncology Registry Data Standards (FORDS)* and North American Association of Central Cancer Registries (NAACCR) coding standards for computer entry; statistical compilation, reporting and interpretation; NRS Chapter 457, Center for Disease Control (CDC), and NAACCR standards governing cancer reporting and cancer registry requirements. **Ability to:** prepare graphs, and statistical and narrative reports of a technical nature; interpret coded computer reports.

This class specification is used for classification, recruitment and examination purposes. It is not to be considered a substitute for work performance standards for positions assigned to this class.

10.227

ESTABLISHED:	8/15/80R
	12/12/80PAC
REVISED:	12/19/85-12
REVISED:	7/1/89P
	8/19/88PC
REVISED:	7/1/99P
	10/2/98PC
REVISED:	7/5/02UC
REVISED:	1/30/09UC
<b>REVISED:</b>	<b>2/25/15UC</b>