Brian Sandoval
Governor

Patrick Cates
Director

Peter Long
Administrator

STATE OF NEVADA
DEPARTMENT OF ADMINISTRATION
Division of Human Resource Management
209 E. Musser Street, Suite 101 │ Carson City, Nevada 89701
Phone: (775) 684-0150 │ www.hr.nv.gov │ Fax: (775) 684-0122

MEMORANDUM
HR#65-16

August 15, 2016

TO: DHRM Listserv Recipients

FROM: Peter Long, Administrator *Peter Long*
             Division of Human Resource Management

SUBJECT: PROPOSED CLASSIFICATION CHANGES

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 Cassie Moir at cmoir@admin.nv.gov no later than September 12, 2016.

If no written objections are received in this office by September 12, 2016, 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 #04-17
Posting Expires: September 12, 2016

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 Registry Specialist	32	B	*10.227*	*Cancer Registry Specialist II*	*32*	*B*
	New			*10.224*	*Cancer Registry Specialist I*	*30*	*B*

Basis for Recommendation

As a result of an Individual Study (NPD-19), and in partnership with Subject Matter Experts from the Department of Health & Human Services and the Division of Human Resource Management, it was determined that a new level in the Cancer Registry series be created to allow for positions to perform duties and responsibilities relative to the processing of cancer registry data only.

Currently, the series has a singular position performing duties related to cancer registry data and the coordination of both training and data quality. It is recommended that class concepts be created at the Cancer Registry Specialist II and Cancer Registry Specialist I levels; with the distinguishing characteristic being that the Cancer Registry Specialist II will serve as the Data Quality Assurance Coordinator and/or Education Training Coordinator. This change will allow the agency to better meet the needs of the program and ensure that grant deliverables are accomplished.

Also, Entry Level and Full Knowledge, Skills and Abilities were created at the Cancer Registry Specialist II level to further distinguish requirements between the two levels.

In reviewing the job duties and responsibilities, it is recommended that the Cancer Registry Specialist I be allocated at a grade 30, two grades below the Cancer Registry Specialist II, which is consistent with other series' throughout State service.

Throughout the process, management and staff within the Department of Health & Human Services and Division of Human Resource Management 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.

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 September 12, 2016. Objections should be addressed to Cassie Moir, 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: August 15, 2016

CLASS SPECIFICATION

TITLE	GRADE	EEO-4	CODE
CANCER REGISTRY SPECIALIST *II*	**32**	**B**	**10.227**
CANCER REGISTRY SPECIALIST I	*30*	*B*	*10.224*

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 *and consolidate* 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.

Perform related duties as assigned.

****

CANCER REGISTRY SPECIALIST *II*   32   B   10.227
CANCER REGISTRY SPECIALIST I   *30*   *B*   *10.224*
Page 2 of 3

CLASS CONCEPT

Cancer Registry Specialist II: Under general supervision, the incumbent performs the full range of duties outlined in the series concept and may function as a lead-worker over lower level Cancer Registry Specialists to include assigning and reviewing work and training staff. Duties are distinguished from the Cancer Registry Specialist I class by serving as the Data Quality Assurance Coordinator and/or Education Training Coordinator.

Cancer Registry Specialist I: Under general supervision, the incumbent performs duties described in the series concept. This is the journey level in the series.

****

MINIMUM QUALIFICATIONS

SPECIAL REQUIREMENT:

*   Incumbent <u>must have</u> 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.

CANCER REGISTRY SPECIALIST II:

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 (CTR) issued by the National Cancer Registrar's Association (NCRA)* <u>and</u> one year of professional experience in a cancer registry program to include reviewing, coding and abstracting cancer data <u>and</u> conducting quality assurance audits <u>and</u> performing cancer registry program training; **OR** an equivalent combination of education and experience *as described above*. [~~*(See Special Requirement)*~~]

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application):
Working knowledge of: 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 Staffing, 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. General knowledge of: training principles and practices; development and implementation of quality assurance programs. Ability to: prepare graphs, and statistical and narrative reports of a technical nature; interpret coded computer reports; effectively train individuals with differing backgrounds and varying levels of education; establish and maintain cooperative working relationships with external vendors and internal departments.

FULL LEVEL KNOWLEDGE, SKILLS AND ABILITIS (required at time of application):
Working knowledge of: methods of presentation; training needs assessments and interpreting their results; methods and practices of continual quality improvement. Ability to: develop or adapt training designs; identify opportunities for improvement in work processes and design and implement activities to address them.

CANCER REGISTRY SPECIALIST I:

EDUCATION AND EXPERIENCE: Current certification as a Certified Tumor Registrar (CTR) issued by the National Cancer Registrar's Association (NCRA).

MINIMUM QUALIFICATIONS (cont'd)

CANCER REGISTRY SPECIALIST I: (cont'd)

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.]

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):
(These are identical to the Entry Level Knowledge, Skills and Abilities required for Cancer Registry Specialist II.)[**Working knowledge of:** 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 Staffing, 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	*10.224*
ESTABLISHED:	8/15/80R	*10/1/16P*
	12/12/80PAC	*9/12/16UC*
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	
REVISED:	07/03/14R	
REVISED:	2/25/15UC	
REVISED:	*9/12/16UC*	