

Job Class Profile: Health Records Co-ordinator**Pay Level: CG-32 Point Band: 704-717**

Factor	Knowledge	Interpersonal Skills	Physical Effort	Concentration	Complexity	Accountability & Decision Making	Impact	Development and Leadership	Environmental Working Conditions	Total Points
Rating	4	4	2	4	4	4	4	5	2	
Points	187	67	13	19	120	87	83	107	21	704

JOB SUMMARY

The Health Records Co-ordinator is responsible for the technical and supervisory work associated with the effective operations of the Provincial Tumour and Cytology Registries and provides consultative services to other organizations involved in data collection to improve the capacity for cancer information.

Key and Periodic Activities:

- Manages human, physical and technical resources of the Provincial Tumour and Cytology Registries.
- Develops, implements, and maintains policies and procedures to support the operations of the Provincial Cytology and Provincial Tumour Registries.
- Maintains and protects patient confidentiality through the development and implementation of policies and procedures.
- Ensures the collection, abstraction, collaborative staging and compilation of cancer/cytology registry information for use in health care planning, research, and education.
- Develops and implements mechanisms for ensuring and improving quality of datasets.
- Develops orientation and training material. Conducts training sessions for new staff and other stake holders such as Canadian Cancer Registries and Eastern College.
- Audits all requests for data by interpreting, editing and clarifying data requests prior to submission and analyzing data extracts for quality assurance purposes prior to release.
- Provides consultative services regarding cancer/cytology registrations to various departments and other stakeholders. Participates in various committees internally, provincially and nationally.
- Ensures linkages with other organizations involved in data collection to improve the capacity for cancer information. Prepares data for submission to stakeholders.
- Ensures data meets national and international standards for Canadian Cancer Registry (CCR), North American Association of Central Cancer Registries (NAACCR), and International Agency for Research on Cancer (IRAC).
- Conducts monthly (or as required) staff meetings.
- Completes and submits bi-weekly payroll.
- Performs data/record linkage and death clearances.

SKILL

Knowledge
<p>General and Specific Knowledge:</p> <ul style="list-style-type: none"> — Knowledge of International Classification of Disease in Oncology (ICD-O), American Joint Committee on Cancer (AJCC), Collaborative Staging (CS) and other staging systems; Multiple Primary and Histology Rules; and Hemopoietic database. — Knowledge of provincial legislation and health administrative policies, practices, and procedures. <p>Formal Education and/or Certification(s):</p> <ul style="list-style-type: none"> — Minimum: 2 year specialized diploma in Health Information Management — Additionally: Certification in Health Information Management, Certification as Tumour Registrar <p>Years of Experience:</p> <ul style="list-style-type: none"> — Minimum: 4-5 years <p>Competencies:</p> <ul style="list-style-type: none"> — Writes simple letters, memos and other documentation. — Proof reads, edits and formats a variety of documents. — Strong research and analytical skills (i.e. provides quality assurance of data sets, analyzes reports for various stakeholders). — Uses various computer software programs such as spreadsheets, word processors, and databases.
Interpersonal Skills
<ul style="list-style-type: none"> — A range of interpersonal skills are used to perform activities such as: listening to information from others, asking questions, providing routine direction, communicating complex information (i.e. communicates complex detailed information related to data collection and analysis with registry staff), gaining the cooperation of others to complete work assignments, and providing expert advice to others. — Communication occurs with employees in the immediate work area, in the Department, outside the Department but within Government, and clients. Most significant contacts are members of the Cancer Care Program, Canadian Cancer Registry/Statistics Canada, and Information Technology Support Group. — Interactions include providing feedback and mentoring to ensure processes are effective and efficient for registry staff, collaborating with external partners such as Newfoundland and Labrador Center for Health Information to obtain data linkages in an environment that is very sensitive to privacy issues.

EFFORT

Physical Effort
<ul style="list-style-type: none"> — Work demands do not result in considerable fatigue requiring periods of rest. — Required to lift supplies, etc. weighing up to 25 lbs. For example, lift/carry charts, manuals etc. up to maximum of 15 lbs otherwise (if heavier) utilize a trolley (push/pull). This is rare and

<p>does not require a high level of physical handling.</p> <ul style="list-style-type: none"> — Work provides the opportunity to occasionally stand and walk within the office environment. — Required to perform fine finger/precision work while operating a computer.
<p>Concentration</p> <ul style="list-style-type: none"> — Visual concentration includes constant use of computer requiring attention to detail in viewing, analyzing statistical and other such reports. — Auditory concentration is occasional while in a shared space with another department. Discussions include patient information therefore the lack of privacy is a concern. — Regularly impacted by interruptions and multiple time pressures/deadlines with a lack of control over work pace (i.e. researchers often impose time restrictions on the Registry for data collections/requests, some specific system performance activities are often time sensitive). — Exacts results and precision are required when consistently auditing of alpha-numeric codes and other data requiring a high level of alertness.
<p>Complexity</p> <ul style="list-style-type: none"> — Work typically involves tasks and activities that are different and unrelated requiring the use of a broad range of skills and a diversity of knowledge. Involved in developing, implementing, and maintaining policies and procedures, as well as developing orientation and training materials. While these tasks are different and unrelated, performs all activities with no additional knowledge requirement. — Problems are regularly simple, well – defined, involving standard work processes with obvious solutions. On occasion they may be more complex and have policy significance and are addressed with the Director of the Newfoundland Cancer Care Program. — The most typical challenge or problem is the national standard of Collaborative Staging. Cancer Registrars require access to information from other Health Care Boards and must ensure processes are in place that meets legislative requirements while enabling complete data collection (i.e. ensure complete case ascertainment and death clearance while ensuring high standards in the continuous quality improvement of data). — Policies, procedures and guidelines exist to assist and address issues and challenges (i.e. Standards are provided by Statistics Canada - Canadian Cancer Registry of Statistics Canada).

RESPONSIBILITY

<p>Accountability and Decision-Making</p> <ul style="list-style-type: none"> — Work tasks and activities are generally prescribed and controlled. — Decisions can be made when disseminating information on changes in (existing or new) national standards, approving short term leave, implementing changes to data collection/registry processes in keeping with changes to national standards, and ordering new equipment and departmental supplies. — Requires supervisor's approval for policy or procedural changes, human resource issues (such as new hires or disciplinary actions) and large budgetary commitments (i.e. registry system (ISIS/E-Path, Cytology system). — Work tasks involving IT/Vendor resources are completed with discretion and independent judgment (i.e. communicating complex detailed coding and computer mapping requirements as

it relates to systems upgrades, data mapping and/or data collection).
Impact
<ul style="list-style-type: none"> — Impacts generally affect the immediate work area, within the Department, and outside the Department, and the clients (i.e. publications of cancer statistical information are used by many stakeholders for program planning and evaluation). — Work activities impact processes, systems, information, finances, human, health and safety and the overall institutions image. — Inaccurate reporting can result in the dissemination of inaccurate information (i.e. missing data relating to cancer incidents results in incorrect projections and mistakes relating to survival results in invalid mortality results). In the event of a mistake or error the consequence is directly felt on the information provided to stakeholders (i.e. if errors are made in the Cytology Registry then the screening uptake would be inaccurate thus subsequent research activities and results would be adversely affected). — Quality control measures govern the work. These are prescribed by Statistics Canada and data quality is assessed through the Canadian Cancer Registry, Statistics Canada. In addition, the Director of the Cancer Care Program and members of the Registry Advisory committee provide direction for on going quality initiatives.
Development and Leadership of Others
<ul style="list-style-type: none"> — Typically responsible for supervision of a medium size work group of employees (5 to 10 employees). — Performs role as team leader when facilitating groups for offenders and organizing the group (i.e. Project team leadership for implementation of Cytology system).

WORKING CONDITIONS

Environmental Working Conditions
<ul style="list-style-type: none"> — There is no requirement for any special precautions or safety equipment. — Some adverse environmental conditions such as glare and noise.