

Job Class Profile: Medical Records Technician I**Pay Level: CG-26 Point Band: 490-533**

Factor	Knowledge	Interpersonal Skills	Physical Effort	Concentration	Complexity	Accountability & Decision Making	Impact	Development and Leadership	Environmental Working Conditions	Total Points
Rating	4	3	2	4	3	2	3	1	2	
Points	187	50	13	19	90	43	62	21	21	506

JOB SUMMARY

The Medical Records Technician I performs responsible work in support of the Provincial Cancer Registry by maintaining the cancer and related dataset of the electronic information management system.

Key and Periodic Activities

Collaborative Staging (CS) assesses the quality of assigned and entered disease information to ensure appropriate summary value is derived.

- Ensures all relevant data is available to assign the appropriate CS value.
- Determines the site of origin that is to be staged and uses the specified stage schema.
- Reviews and analyzes pathology reports, physician notes, radiology reports, etc. to determine the appropriate CS codes.
- Makes decisions on the extension of the cancer to assign the most relevant tumor size/extension value.
- Analyzes reports to determine regional lymph nodes and metastasis to lymph nodes.
- Analyzes cancer data and determines presence or absence of metastatic disease.
- Participates in quality audits.

Cancer Registration

- Encodes all related cancer data from cytology, pathology, autopsy reports, reports of malignant neoplasms, vital statistics death listings, hospital and clinic charts to the computerized cancer registry database.
- Determines whether each diagnosis is new, recurrence or metastatic site.
- Selects the appropriate code for diagnostic classification according to those classifications.
- Reviews abstracts for patient demographics and determines reportable behaviour, grade, topography and morphology relating to primary diagnosis of cancer within specified area.
- Conducts comprehensive search procedures to determine whether a previous case has been reported.

Death Review

- Updates system regarding the death date of clinic patients.

Key and Periodic Activities

- Reviews, analyses and completes data set. Compiles historical cancer records for death clearance and registers death information data on system.
- Researches inpatient charts, contacts physicians, nursing homes or other Cancer Centres to identify/determine required information ensuring complete and accurate data.
- Performs quality control measures on data.
- Compiles statistical data and prepares reports.
- Ensures clinic records are maintained and in conformance with policies and guidelines.

SKILL

Knowledge

General and Specific Knowledge:

- Knowledge of collaborative staging to complete staging on all forms of cancer.
- Knowledge of the related information management systems.

Formal Education and/or Certification(s):

- Minimum: Completion of a two year specialized post secondary Certification in Health Information Management and also the successful completion of the National Cancer Registrars Association tumor registrar exam.

Years of Experience:

- Minimum: 1-2 years of related experience within a cancer registry.
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Competencies:

- Ability to utilize various information technology applications.

Interpersonal Skills

- Interpersonal/communication skills are evident in discussions with co-workers to ask and answer questions, provide and obtain direction in regard to staging of cancers and to register new diseases.
- The most significant contacts include: employees within the immediate work area, employees within the Department and the manager/supervisor. The nature of these contacts is to exchange information and direction in order to accurately determine the stage of cancers and complete the registration.

EFFORT

Physical Effort

- The demands of the position occasionally result in fatigue, requiring periods of rest.
- Sitting for long periods of time at the computer requires a break to stretch.
- Occasionally required to lift files weighing 10 to 25 lbs. There is a daily requirement to carry/move these files with the assistance of a trolley.
- Constantly required to sit at a computer with some ability to move about and regular requirements to stand and walk.

— Requires fine finger or precision work when using the computer.
Concentration
<ul style="list-style-type: none"> — Visual concentration is constantly required while entering and reading data through two screens to ensure accuracy. — Auditory concentration is regularly required to gather and exchange information. — Constant requirement for fine finger precision work and eye/hand coordination while entering data. — Work has standard deadlines and quotas for coding and staging.
Complexity
<ul style="list-style-type: none"> — Tasks are typically repetitive/well defined with some being different but related. — The most typical challenge is when there are multiple primary/histology issues or when there is a difficulty with collaborative staging. — These challenges occur as a normal course of business but can be resolved by referring to the appropriate guidelines, discussing with co-workers and/or the principle oncologist for clarification. — Other references available to assist the positions include the Collaborative Staging Coding Manual, the Multiple Primary and Histology coding rules, other Canadian Registries and Oncologists, Pathologists and/or Radiologists.

RESPONSIBILITY

Accountability and Decision-Making
<ul style="list-style-type: none"> — Work tasks and activities are generally prescribed and controlled. — Work requires constant interaction with the supervisor while processing work. — There exist predetermined rules and standards which provide the guidelines for the completion of work with little opportunity to exercise discretion.
Impact
<ul style="list-style-type: none"> — Information maintained impacts a variety of areas such as internal/external stakeholders, Statistics Canada and the Canadian Cancer Registry. — For quality control, the supervisor works in close proximity to monitor and to routinely conduct quality checks.
Development and Leadership of Others
<ul style="list-style-type: none"> — Does not provide direct supervision of staff, but may provide on-the-job advice/guidance if required.

WORKING CONDITIONS

Environmental Working Conditions
<ul style="list-style-type: none"> — Does not require any special precautions or safety equipment. — There is a limited to moderate likelihood of minor cuts, bruises, abrasions or minor illnesses if normal precautions are followed.

— Working in an office environment there is exposed to unusual/distracting noise, glare, dust and lack of privacy.