Candidate Information

Position: Tumour Verification Officer
School/Department: School of Medicine, Dentistry and Biomedical Sciences
Reference: 19/107459
Closing Date: Monday 20 May 2019
Duration: Until 31 March 2020

JOB PURPOSE:

To collect and interpret clinical data to validate and supplement cancer data held electronically by the N. Ireland Cancer Registry (NICR), making decisions within the classification guidelines and rules of the International Union Against Cancer, the International Agency for Research on Cancer, the International Association of Cancer Registries and the World Health Organisation. The postholder will have responsibility for managing a workload of approximately 3,000 cancer notifications annually. The accuracy of data is vital to the validity of the work of the Registry to enable the production of accurate Official Statistics for N. Ireland, and to facilitate research, education and planning of cancer services. The postholder will undergo a training program to build on existing knowledge.

MAJOR DUTIES:

1. Interpret and extract complex data in accordance with agreed guidelines from clinical notes, pathology and radiology reports about the type and progression of cancers, the patient's pathway of care, thus providing invaluable information for the registration of new cancer cases, and for audit of cancer incidence and survival. This audit information is used primarily to produce feedback to clinicians via published reports. This post involves input to the design of proformas used for data collection and work with analysts in interpretation of the data collected.
2. Match new data with existing database information to determine whether information warrants registration of a new incidence of disease or update of an existing record and to identify cases where additional checks are required by note review.
3. Use technical guidelines on disease staging, definitions of date and source of cancer diagnosis to quality assure data collected and measure against national and international guidelines the extent of disease spread using information from pathology reports and other sources.
4. Re-abstraction of data as part of the NICR quality assurance programme, extracting and reviewing patient notes to ensure accuracy of core cancer registration data.
5. On behalf of the Centre for Public Health, collate appropriate clinical data and ensure smooth transfer of pseudo-anonymised data to the designated researcher, thereby facilitating current clinical and epidemiological cancer research.
6. Application of skills and knowledge in collaboration with IT staff, statisticians and clinicians to agree standards for electronic proforma design and content for the collection of data from clinical sources. This will involve continuous learning to keep up to date with new data sources, changing drug regimens, clinical practice and new international guidance.
7. Proof reading of NICR reports for technical and clerical errors based on data meticulously collected by TVO's for local, national and international distribution.
8. Dealing with Ad Hoc queries from clinical genetics services from the rest of the United Kingdom to validate cancer diagnosis in patient's relatives, providing this information to clinicians. It is vital that this information is correct as it can affect clinical practice.
9. Validation of postcode information on records held in the registry for the purpose of facilitating investigators of alleged cancer clustering.
10. Ensure awareness and own compliance with the confidentiality and data protection guidelines as stated in the project protocols and the NICR data protection and confidentiality policy.

Planning and Organising:

1. Coordinate and prioritise own work schedule for each ongoing project up to four weeks in advance to achieve agreed targets.

2. Preparation of confidential patient lists from NICR database and forward to hospital staff and other external agencies for retrieval of patient's notes to facilitate data abstraction.
3. Arrange appointments with hospitals and external agencies to ensure appropriate resources available to review patient notes/charts.

Resource Management Responsibilities:

1. Responsibility for security and proper functioning of computer equipment on and off site.
2. Ensure adequate back-up of confidential information recorded on laptop computer is carried out on a daily basis and subsequently transferred onto main server.
3. Mentoring and induction of new TVO staff to Registry procedures and practices when trained.
4. Ensure compliance with ISO27001: Information Security Management System.

Internal and External Relationships:

1. Liaise regularly with other TVO's and Data Manager to ensure timely and accurate data collection.
2. Facilitate the Centre for Public Health's research and clinical audit through providing de-identified clinical data.
3. Input into data quality meetings with statisticians, IT staff, Data Manager and Director making suggestions where appropriate.
4. Collaborate with statistical staff for Quality assurance and data cleaning purposes.
5. Liaise with hospitals and other external agencies building good relationships with key personnel to acquire confidential information in a tactful and professional manner.

ESSENTIAL CRITERIA:

1. *A minimum of 5 GCSE's at Grade C or above (or equivalent) to include Biology, English Language and Mathematics.
2. *3 years' relevant work experience including experience of patient health records and record keeping, including data abstraction from such records.
3. *Experience using a wide range of IT systems including databases, word-processing, spreadsheets, e-mail and internet.
4. IT literacy.
5. Keyboard skills.
6. Numerate and accurate when working with figures and handling data.
7. Ability to record, store and retrieve information.
8. Good oral and written communication skills.
9. Ability to communicate effectively with staff and members of the public.
10. Ability to work on own initiative and as part of a team.
11. Ability to manage resources, and to plan and organize workload to meet standards and deadlines.
12. Flexible, willing to adapt to new tasks and duties.
13. Attention to detail.
14. Required to attend training and development courses both in-house and nationally according to United Kingdom and Ireland Association of Cancer Registries nationally agreed standards with a view to formal accreditation of cancer Registry staff when this becomes available.
15. Adherence to relevant regulation and procedures including NICR confidentiality agreement and other requirements of outside agencies.
16. An ability to meet the mobility requirements of the job which requires visiting hospitals throughout Northern Ireland.

DESIRABLE CRITERIA:

1. *Nursing, physiotherapy, anatomy or similar degree.
2. *Experience using SPSS, Microsoft Excel, Word and Access.
3. *Nursing, physiotherapy or medical work experience.
4. *Research extracting data from clinical records.
5. Knowledge of anatomy, physiology and medical terminology, behaviour and spread of neoplasms and diagnostic dilemmas.
6. Knowledge of the International SNOMED and World Health Organisation Classification of Diseases and the International Union against Cancer.