Candidate Information

Position: Cancer Intelligence Officer (fixed term)
School/Department: Centre for Public Health
Reference: 22/109807
Closing Date: Monday 23 May 2022
Salary: £24,871 per annum.
Anticipated Interview Date: Wednesday 8 June 2022
Duration: 12 months

JOB PURPOSE:

To provide accurate resolution of data from multiple clinical sources to validate and supplement patient and disease data held electronically by the Northern 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 accuracy of this data is vital to the validity of the work of the NICR to enable it to facilitate research, education and planning of cancer services.

MAJOR DUTIES:

1. Interpreting and processing information from multiple information sources such as hospital systems (e.g. pathology, radiology, oncology, multidisciplinary team meetings), clinical notes and death certifications to extract complex clinical information and make informed decisions to derive patient information such as cancer staging.

2. Ensure relevant information is accurately recorded on NICR databases with a clear understanding and application of coding and classification guidance from the UK and Ireland Association of Cancer Registries (UKIACR), the European Network of Cancer Registries (ENCR) and the International Association of Cancer Registries (IACR).

3. Verify and validate, by application of learned rules, new data with existing database information to determine whether information warrants registration of a new incidence of disease, an update of an existing record or to identify cases where additional checks are required by note review.

4. Undertake regular checks of data entered as part of the NICR quality assurance programme to ensure accuracy, completeness and integrity of data.

5. Liaise with the Northern Ireland Biobank (NIB) to advise on the availability of clinical data. Collate appropriate clinical data and ensure smooth transfer of pseudo-anonymised data into the NIB following agreed pathways to populate the NIB information management system, thereby facilitating matched de-identified clinical data being released by the NIB to researchers linked with NIB samples.

6. Organising with the Honest Broker Service secure access for the examination of primary care records of deceased patients to seek clarification of patient details while resolving conflicting information on cause of death and whether a cancer was present.

7. Liaise with clinical genetics staff locally, nationally and internationally in responding to queries from clinical genetics services to validate cancer diagnosis in patient's relatives within agreed timescales. Adhere to information governance procedures when formulating a response and maintain the NICR clinical genetics database.

8. Manage workload to ensure completion of registrations and facilitate the timely delivery of official statistics.

9. Provide training, supervision and mentoring to junior staff, monitoring and reviewing their work outputs and workloads to ensure they have a sound understanding of cancer registration procedures and processes, and an accurate application of coding and classification systems.

10. Set up and maintain all Standard Operating Procedures relevant to data processing, collation and quality assurance.

11. Participate in cancer services audits by:

    a. Providing advice based on skills and knowledge to assist on formulating agreed standards for electronic proforma design and content for the collection of data from clinical sources.

    b. Collating and validating the detailed clinical information required accurately and within agreed timescales.

    c. Liaising with NICR analysts and clinicians to ensure correct interpretation of data.

12. Proof reading of NICR reports such as audits based on data collected by CIO's for local, national and international distribution.

13. Ensure awareness and own compliance with the confidentiality and data protection guidelines as stated in the policies and procedures of the NICR Information Management Systems and project protocols. This will involve training to undertake audits of the ISO 27001 accreditation.

14. Undertake continuous training to ensure current knowledge of cancer registration principles and methods. Attend oncology webinars and training as required, which may involve travel to outside of Northern Ireland.

15. Carry out any other duties which are appropriate to the post as may be reasonably requested by Supervisor.

ESSENTIAL CRITERIA:

1. a) Academic and/or vocational qualifications ie NVQ Level 3, A levels in relevant subject (or equivalent) OR; b) Substantial work experience in a similar environment.

2. 4 years relevant work experience including experience in data abstraction from patient health records, and experience in applying oncology coding and cancer staging classification systems.

3. Experience using a wide range of IT systems including databases, word-processing, spreadsheets, e-mail and internet.

4. Knowledge of biology, anatomy, physiology and medical terminology, behaviour and spread of neoplasms.

5. Knowledge of oncology coding and cancer staging classification systems and ability to accurately apply such systems.

6. Numerate and accurate when working with figures and handling data.

7. Supervisory skills.

8. Good oral and written communication skills.

9. Ability to work on own initiative and as part of a team.

10. Ability to record, store and retrieve information.

11. Ability to manage resources, and to plan and organize workload to meet standards and timescales.

12. Flexible, willing to adapt to new tasks and duties.

13. Required to attend training and development courses both in-house and outside of Northern Ireland.

14. Adherence to relevant regulation and procedures including NICR Information Security Management Policies and Procedures, the NICR confidentiality agreement and other requirements of outside agencies.

15. 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. Nursing, physiotherapy or medical work experience.

3. Knowledge of the International SNOMED and World Health Organisation Classification of cancer Diseases.

4. Experience using SPSS, Microsoft Excel, Word and Access.