



Candidate Information

Position:	Clinical Coding and Registration Advisor
School/Department:	Centre for Public Health
Reference:	22/110499
Closing Date:	Wednesday 4 January 2023
Salary:	£29,619 - £32,348 per annum.
Anticipated Interview Date:	Tuesday 17 January 2023
Duration:	Fixed term, available until 31 March 2024

JOB PURPOSE:

To work in a multi-professional team in the Northern Ireland Cancer Registry (NICR) so that the overall data related objectives are met. Responsible for providing clinical coding and registration advice to the Northern Ireland Cancer Registry (NICR) and actively link with professional bodies such as the International Association of Cancer Registries (IACR), the European Network of Cancer Registries (ENCR) and the United Kingdom and Ireland Association of Cancer Registries (UKIACR) in order to enhance data availability and quality for the NICR.

MAJOR DUTIES:

1. To provide key up to date clinical coding and registration advice to the NICR team that will enable provision of accurate and credible data used for official statistics and for data on cancer diagnosis, clinical pathways, disease progression, and patient outcomes to enhance understanding of datasets within NICR and continual improvement of NICR outputs including research and audit projects.
2. To update and maintain knowledge on:
 - o All aspects of Cancer Staging including any changes to international and UKIACR Guidance so that these updates are included in all relevant NICR datasets.
 - o Current and emerging cancer registration guidance from professional bodies such as the UKIACR, ENCR and IACR.
 - o Evolving cancer pathways and changing treatments thus ensuring work of NICR meets the clinical needs of Trusts, the Public Health Agency, Department of Health Social Services and Public Safety and cancer charities.
3. To work with NICR Statisticians, the NI Biobank and other researchers to provide clinical interpretation of NICR data, as required, for data requests, audit and research projects.
4. To work with the NICR Team, cancer registry professional bodies and Health Trust staff to enhance clinical data available to NICR and ensure clinical credibility and accuracy through overseeing correct application of cancer registration rules/guidance for data required for:
 - o The NICR's Official Cancer Statistics.
 - o National Audits of Cancer Care and Treatment e.g. Lung (LUCDA), Bowel (NBCA), Upper GI, Head & Neck (DAHNO), Urology (BAUS) etc. to enable comparison of Northern Ireland data on cancer with rest of UK.
 - o Local Audits of Cancer Care and Treatment. These have to date resulted in 19 regional site specific audit reports of cancer pathways, treatment, care and outcomes and make recommendation for service improvement Routine Registry work to achieve accurate timely data for official statistics for Northern Ireland.
5. To set up and maintain a mechanism for regular audit type activity on quality and completeness of NICR data items with regular feedback to the NICR Senior Team and clinicians with the aim of enhancing data quality and completeness, through performing data quality assurance checks and addressing anomalies.
6. Present regular progress reports on data collation, validation, completion and accuracy to NICR staff and external stakeholders to disseminate and publicise findings.
7. Develop and deliver a comprehensive training programme to ensure that new and existing NICR staff are equipped to competently and effectively carry out cancer registration duties according to the appropriate guidance from cancer registration professional bodies.

8. Risk assess changes to processing and coding, and alert/advise when implementing changes may have an adverse impact.
9. Write up results of own work and contribute to the production of research reports, publications and proposals.
10. Attend and participate in UK and International relevant training courses and conferences and disseminate by internal training sessions applicable knowledge to all NICR staff.

ESSENTIAL CRITERIA:

1. A primary degree (or equivalent) in a clinical area including nursing, physiotherapy or radiotherapy. OR, more than 4 years relevant experience.
2. A minimum of 2 years' clinical experience and skills relevant to this project i.e. experience of cancer staging and disease registration.
3. Excellent inter-personal skills.
4. Evidence of ability to deal competently with administrative tasks.
5. Excellent oral and written communication skills.
6. Evidence of ability to write standard operating procedures and meet deadlines.
7. Ability to clearly and confidently present information to others.
8. Ability to act decisively and confidently.
9. Ability to work independently and on own initiative.
10. Required to attend training and development courses both in-house and outside of Northern Ireland.
11. Adherence to relevant regulations and procedures including NICR Information Security Management Policies and Procedures, the NICR confidentiality agreement and other requirements of outside agencies.
12. An ability to meet the mobility requirements of the job.

DESIRABLE CRITERIA:

1. An oncology related qualification.
2. Experience of cancer registration.
3. Ability to work in a multi-disciplinary environment as part of a research team.