

**CALIFORNIA CANCER REGISTRARS ASSOCIATION**  
**JOB BUREAU**  
**May 2012**



**Cancer Registry**  
**Research Associate II**

The Kaiser Permanente Northern California Cancer Registry is seeking a qualified individual for the position of Research Associate II. This position will primarily be devoted to ACoS/CoC Cancer Program Accreditation duties, physician liaison support, regional quality control projects, performance monitoring, report production, and other technical program support.

Interested applicants may apply online at [www.jobs.kp.org](http://www.jobs.kp.org). Please refer to Job Number 122865. You may also contact [Chris.J.Jones@kp.org](mailto:Chris.J.Jones@kp.org) or [Michael.Oehrli@kp.org](mailto:Michael.Oehrli@kp.org).

**Duties:**

The Research Associate II will serve both as liaison to a new ACoS accredited cancer program, and support to the Regional Registry Manager for technical database quality improvement efforts and enhancements.

**Qualifications:**

Certified Tumor Registrar (CTR) preferred.  
Cancer Information Management courses and/or knowledge of cancer disease process preferred.  
Familiarity and/or experience with ACoS/CoC Cancer Program Standards.  
Knowledge of CNEXT or other cancer registry software preferred.  
Experience with SQL, MS Access, MS Excel or other database software preferred.

**Location:**

The Kaiser Permanente Northern California Cancer Registry is a single, HMO-based regional cancer registry serving all 21 medical centers of Kaiser Permanente's Northern California Region. Based at the Division of Research, Oakland Regional Offices, the registry serves as a comprehensive resource for many cancer research projects and investigators, and is just one of many components of a well-known, multidisciplinary program for comprehensive health care research. The Division of Research is located in downtown Oakland, highly accessible via public transit, and adjacent to the 19<sup>th</sup> Street BART station.

This position offers a competitive salary and benefits package.

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**Supervisor – Cancer Registry**  
**El Camino Hospital**  
**Mountain View, CA**

**Whatever it takes – for our patients, and our community.**

To deliver exceptional care, you need more than talent. You need the right resources, dependable support, and the drive to dedicate as much focus to your own professional growth as your patients deserve in your commitment to them. It's only with these combined factors that you can truly apply your special brand of care to patients to help them grow stronger and heal faster.

The Cancer Registry Supervisor oversees Cancer Registry Service functions. This includes but is not limited to: case acquisition and suspense; medical record chart orders; case abstracting and data entry; quality control of data; follow-up; cancer conferences; American College of Surgeons (ACoS), California Cancer Registry (CCR) and Surveillance, Epidemiology, and End Results (SEER) program standards and/or reporting requirements. Duties also encompass managing Cancer Registry database, including overseeing the installation of software patches and updates, and assignments of security rights to database users. The Supervisor assists in compilation and quality control of data for the combined annual report; prepares clinical studies and statistical reports as requested; and manages registry staff, including Cancer Registrars and contract Cancer Registrars.

**Requirements:**

- Current certification as a Cancer Registrar (CTR) by the National Cancer Registrars Association (NCRA)
- 5-7 years of CTR experience
- Minimum of 5 years experience in performing full-spectrum of Cancer Registry Services tasks, including abstracting experience in a hospital setting
- Minimum of 3 years experience as Cancer Registrar with supervisory responsibilities over technical staff is preferred
- A thorough knowledge of human anatomy, physiology, and medical/oncology terminology is essential to performing this position
- General computer, software application, and database management course is highly preferred

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- Demonstrate management, leadership and interpersonal skills with ability to interact effectively and professionally with physicians and hospital staff with excellent verbal and written communication skills

When you join our teams at either our Los Gatos or Mountain View location, you'll witness firsthand how our commitment to optimal patient outcomes is supported by our dedication to providing you with everything you need to be your best. You'll find this commitment everywhere, from our Mountain View hospital's Magnet™ designation and state-of-the-art facilities, to our collaborative culture and highly competitive pay and benefits packages. Our legacy of care is supported by the belief that providing the best to our patients begins by providing great opportunities to our healthcare providers. We do whatever it takes to help you grow in your career so that you can better serve those who rely on you for care.

Discover a new level of success with a career at El Camino Hospital. Apply for open positions at [www.elcaminohospital.org/jobs](http://www.elcaminohospital.org/jobs) and search for requisition number **47063**.

EOE/AA

## **Lead Cancer Registrar**

Huntington Hospital in the heart of Pasadena, just 15 minutes away from downtown Los Angeles, is a non-profit, 635-bed community based hospital with the only Level II Trauma Center and Regional NICU in the San Gabriel Valley. We currently have an excellent opportunity for a Lead Cancer Registrar.

Reporting to the Manager of Cancer Data Center the Lead Cancer Data Registrar is responsible for all activities of the Cancer Data Center that include data collection, case-finding, patient follow-up, complete and accurate data entry in accordance with the American College of Surgeons Commission on Cancer standards, State of California, Los Angeles County Cancer Surveillance Regional Office, and the National Cancer Database guidelines.

### **Responsibilities –**

- Review all cancer related pathology, cytology reports, radiation oncology logs, and all computer systems for case-findings to ensure that all appropriate cases are identified for inclusion in the registry's database.
- Prepares and maintains computerized files, abstracts and reports, and conducts

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follow-up responsibilities.

- Responsible for the selection of patient case abstracts for quality control review. Coordinate review with the Quality Control Coordinator and prepare documentation for review.
- Assist the department manager to ensure compliance with the American College of Surgeons Commission on Cancer standards.
- Abstract new cancer cases into the cancer registry system.
- Maintain high quality, accurate data entry in the cancer registry database.

**Requirements –**

- Certified Tumor Registrar (CTR) or CTR eligible.
- Two years experience in cancer registry abstracting.
- Strong knowledge of medical terminology.
- High school diploma required. Associate Degree in a health related field preferred.
- Excellent verbal and written communication.
- Working knowledge of various computer software applications, including Microsoft Word, data abstracting programs, medical record coding systems and CNExT cancer reporting software.

Huntington Hospital offers competitive salaries, relocation assistance and a very attractive benefit package for the right candidates. We are committed to focusing on service excellence, safety, education and evidenced based practices. In addition to increased salary ranges, we offer an impressive array of benefits, including an onsite concierge program, which rewards employees with more quality free time outside of the workday. This exceptional program features a variety of employee concierge services and was designed to enhance employees' work/life balance in a convenient, reliable and affordable way. If you are interested in this great opportunity to work in a dynamic and growing healthcare setting, please apply online at [www.hhcareers.com](http://www.hhcareers.com). Huntington Hospital values its workforce diversity.

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**Providence is calling a Supervisor Cancer Data Service  
Area  
to Providence Tarzana Medical Center in Tarzana, CA.**

We are seeking a Supervisor Cancer Data Service Services-SFVSA, this service area position is responsible for the direct supervision of follow-up process, tumor board coordination and case finding. Provides coverage for vacation/illness/backlogs for the above mention function as needed.

**In this position you will:**

Under the general direction of the Manager, Cancer Data Services-SFVSA, this service area position is responsible for the direct supervision of follow-up process, tumor board coordination and case finding. Provides coverage for vacation/illness/backlogs for the above mention function as needed. Also performs data review and analyzing results, preparing reports, summarizing findings and reported to Cancer Committees.

**Required qualifications for this position include:**

- Current Certification by the National Cancer Registrars Association; Certified Tumor Registrar.
- Bachelors Degree or equivalent experience
- 3 years experience in Cancer Registry field in an approved Cancer Program.
- 2 years Supervisory experience.
- Access/input data in computer data bases
- Alpha-numeric filing
- Abstracting
- Coordinate request
- Maintain filing systems
- Use word processing software

**Preferred qualifications for this position include:**

- Knowledge of C-NEXT, and/or METRIQ, Word, and/or PowerPoint

**About the hospital you will serve.**

Providence Tarzana Medical Center is a 245-bed not-for-profit medical center that serves the San Fernando Valley, offering high quality specialty services, including: heart and vascular care, orthopedics, oncology and senior services. Recognizing the special health care needs of women and children, our Women's Pavilion & Resource Center provides

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women's health and maternity care in once central location. The hospital specializes in pediatrics and has one of the largest neonatal intensive care units in the San Fernando Valley. Providence Tarzana has a reputation for clinical excellence and sophisticated technology with a personal touch. Providence Health & Services cares about the people and the lives that we touch each and every day. We are continually driven by the caring tradition of our heritage – the foundation of our Mission and core-values – to embrace respect, compassion, justice, excellence and stewardship. With a rich past reaching back more than 65 years in Southern California, and 150 years in total, Providence Health & Services today celebrates unprecedented growth, recognition for top quality health care, a vibrant employee culture where new ideas are encouraged and a drive to help the underprivileged - all with an eye toward the future.

**PROVIDENCE IS CALLING!**

For immediate consideration, qualified candidates are encouraged to apply on-line at [www.providenceiscalling.jobs](http://www.providenceiscalling.jobs).

**Apply Online**

<http://bit.ly/Providence08059CCRA>

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*The CCRA Job Bureau is published monthly and includes a telephone hotline that operates weekdays (Monday through Friday) from 9:00am – 3:30pm at (805) 652-5459. The Job Bureau, sponsored by the California Cancer Registrars Association provides an opportunity to target job searches in the cancer registry field. Hospitals and other medical facilities are encouraged to list their job openings. The fee for listing in this bulletin is \$150.00 per position for the first month and \$75.00 for each subsequent month. You may also email your listing to [khorton@cmhshealth.org](mailto:khorton@cmhshealth.org).*

*The deadline for inclusion of a job opening is the 27<sup>th</sup> of the month.*