UNIVERSITY OF SOUTHERN CALIFORNIA

CSP Data Collection Specialist II

Job Code: 185311

Grade: HE
OT Eligible: Yes
Comp Approval: 7/7/2004

JOB SUMMARY:
Collects, codes and transmits cancer data in full accordance with California Tumor Registry procedures. Gives guidance to less experienced field abstractors and provides evaluative feedback. Works independently in field. Meets bi-weekly with supervisor. CTR required.

JOB ACCOUNTABILITIES:
*Select E (ESSENTIAL), M (MARGINAL) or NA (NON-APPLICABLE) to denote importance of each job function to position.

<table>
<thead>
<tr>
<th>*E/M/NA</th>
<th>% TIME</th>
<th>TASK</th>
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<td>Contacts hospitals to schedule visits. Submits chart request list, as needed.</td>
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<td>Selects cancer cases by reviewing path files, medical record disease indices, radiation therapy logs or out patient registers at local hospitals.</td>
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<td>Records demographic data on all cancer cases from medical records. Records medical details pertinent to the diagnosis, primary site, stage and, in some cases, treatment of cancer.</td>
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<td>Codes the site and histology of the cancer of each case, using ICD-O, and determines the summary stage of each case, using SEER summary staging guidelines.</td>
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<td>Records identifying information and maintains accurate files on all cases abstracted to prevent duplication.</td>
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<td>Enters data from case abstractions into personal computer, using Cansur/Net software.</td>
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<td>Contributes to the development and improvement of data collection procedures involving hospital tumor registries and administrators.</td>
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<td>Assists with data collection projects, working with general instructions and requiring independent development of processes or procedures.</td>
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<td>Performs other related duties as assigned or requested. The University reserves the right to add or change duties at any time.</td>
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EMERGENCY RESPONSE RECOVERY:

Essential: [ ] No
[ ] Yes

In the event of an emergency, the employee holding this position is required to "report to duty" in accordance with the university’s Emergency Operations Plan and/or the employee’s department’s emergency response and/or recovery plans. Familiarity with those plans and regular training to implement those plans is required. During or immediately following an emergency, the employee will be notified to assist in the emergency response efforts, and mobilize other staff members if needed.
JOB QUALIFICATIONS:

Minimum Education:
   Specialized/Technical Training

Minimum Experience:
   3 Years

Minimum Field of Expertise:
   Field abstractor

Preferred Education:
   Bachelor's Degree

Preferred Experience:
   5 Years

Skills: Administrative:
   Communicate with others to gather information
   Coordinate meetings
   Gather data
   Input data
   Read handwritten text
   Research information
   Schedule appointments

Skills: Machine:
   Personal Computer

Supervises: Level:
   May oversee student, temporary and/or casual workers.

SIGNATURES:

Employee: ___________________________ Date: ___________________________

Supervisor: ___________________________ Date: ___________________________

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

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