UNIVERSITY OF SOUTHERN CALIFORNIA

CSP Data Collection Specialist III

Job Code: 185315

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

JOB SUMMARY:
Performs quality assurance review of abstracts submitted by tumor registrars and CSP field abstractors to ensure that abstracts are prepared in accordance with California Tumor Registry and SEER procedures. This level is distinguished from the first by its mastery in handling any type of abstract with minimal to no direction from a supervisor.

JOB ACCOUNTABILITIES:

*E/M/NA % TIME

______ E/ESSENTIAL ______ Performs quality assurance reviews (manual medical edits) or abstracts submitted by tumor registrars and CSP field abstractors, checking for completeness and accuracy.

______ E/ESSENTIAL ______ Inputs corrections and updates into computer.

______ E/ESSENTIAL ______ Interacts with hospital tumor registrars to obtain missing information, resolve errors and clarify ambiguities.

______ E/ESSENTIAL ______ Provides feedback and guidance to hospital tumor registrars and CSP field abstractors.

______ E/ESSENTIAL ______ Contributes to the development of procedural manuals for statewide reporting of cancer information.

______ E/ESSENTIAL ______ Contributes to the development of workshops for training or updating new or experienced field abstractors.

______ E/ESSENTIAL ______ Performs special projects which require the gathering of previously abstracted cases and preparing reports for investigators.

______ E/ESSENTIAL ______ Performs other related duties as assigned or requested. The University reserves the right to add or change duties at any time.

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

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:
Minimum Experience:
3 Years

Minimum Field of Expertise:
CTR, quality assurance editor with knowledge of medical terminology, anatomy, physiology

Preferred Education:
Bachelor's Degree

Preferred Experience:
5 Years

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

Skills: Other:
Assessment/evaluation
Communication -- written and oral skills
Creative writing and editing
Lead/Guidance Skills
Problem identification and resolution
Research
Scheduling

Supervises: Level:
Leads one or more employees performing similar work

Supervises: Nature of Work:
Research

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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