CSP Data Collection Supervisor

Job Code: 185319

Grade: HG
OT Eligible: No
Comp Approval: 11/17/2005

JOB SUMMARY:
Supervises staff, participates in development of policies and procedures, oversees data screening and processing, monitors quality of data. May conduct training programs.

JOB ACCOUNTABILITIES:

*E/M/NA  % TIME

______  ______  Directly supervises all assigned subordinate staff. Recruits, screens, hires and trains staff. Evaluates employee performance and provides guidance and feedback to assigned staff. Counsels, disciplines and/or terminates employees as required.

______  ______  Participates in development of department policies and procedures. Identifies problem areas and develops procedures to correct problems. Devises methods to improve work flow and productivity.

______  ______  Monitors receipt and ascertainment of cases for timeliness and completeness. Provides assistance, advice and guidance to staff as needed. Develops and implements procedures to monitor quality of data received. Assures quality of data submitted to Los Angeles County Regional Registry. Uses results of linkage, letter to physicians, and other sources to obtain current follow-up information. Oversees screening and processing of all Los Angeles County death certificates, distribution of abstract copies to principal investigators, coding demographic information, filing and maintaining confidentiality of abstracts.

______  ______  Liaises with reporting sources. Informs reporting sources of reporting option to fulfill state requirements. Provides information such as caseload history and quality of data submitted to document fulfillment of state requirements. Updates contractual agreements with hospitals and informs other CSP staff of changes. Works with hospitals to obtain and share complete information on the vital status and date of last contact of all patients. Develops, implements and updates procedures for identifying, notifying and collecting data from non-hospital reporting sources, such as free-standing radiation therapy centers, oncology centers or practices, etc. Oversees staff performance of these procedures.

______  ______  Participates in Tumor Registration Training Program, recruits instructors, provides instruction, oversees curriculum quality, monitors student progress. Participates in quarterly training workshops for hospital tumor registry staff in Los Angeles County. Conducts individualized on-site training as needed. Provides documentation to hospital staff to correct specific errors in data submitted. Publishes quarterly educational newsletters for hospital tumor registry staff.

__E___  ______  Develops and implements security related procedures such as office opening and closing routines, recognition of duress signals and key controls. Coordinates security activities with University Public Safety Department. Promotes and maintains standards for security conscious awareness and behavior. Maintains knowledge of University's crime prevention and suppression programs and services. Ensures dissemination of security related information to staff.
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:**

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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:**

Working knowledge of Cancer Surveillance Program, state requirements for cancer case ascertainment and data collection procedures, hospital cancer registry operations and Cansur/Net software. Certified Tumor Registrar designation.

**Preferred Education:**

Associate's Degree

**Preferred Experience:**

5 Years

**Preferred Field of Expertise:**

Supervisory level Certified Tumor Registrar experience.

**Skills: Other:**

Analysis
Assessment/evaluation
Consulting
Counseling
Interpretation of policies/analyses/trends/etc.
Knowledge of applicable laws/policies/principles/etc.
Networking
Organization
Planning
Problem identification and resolution
Project management
Scheduling
Staff development
Supervisory Skills
Teaching/Training

Skills: Machine:

- Computer Network (Department or School)
- Computer Network (University)
- Computer Peripheral Equipment
- Fax
- Personal Computer
- Photocopier

Supervises: Level:

- Supervises employees who do not supervise

Supervises: Nature of Work:

- Clerical/Secretarial
- Technical

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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