

PROGRAM ADMINISTRATOR (CANCER REGISTRY)

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision, an incumbent in this class performs various administrative functions related to non-clinical operation of the Cancer Registry program at the Westchester County Medical Center. Responsibility includes providing information for evaluation and revision of existing regulations, procedures and practices, and coordinating administrative activities with other Medical Center divisions to ensure the highest quality and most efficient delivery of care to cancer patients. This includes the completion of reports required by the Cancer Registry Board and preparing and consolidating other information and problems for review by the Board. This requires familiarity with the total operation of a large hospital and the functions of its various divisions. Supervision may be exercised over technical and clerical support personnel assigned to the division. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Acts as liaison between the Tumor Board/Cancer Committee and related medical board committees and/or hospital departments;

Coordinates and monitors activities related to cancer patient care and service delivery to ensure the optimum level of health care is provided to patients;

Assembles and interprets statistical and other data relative to the cancer services provided by the hospital divisions and compiles them into reports for regulatory agencies and/or hospital management;

Maintains effective liaisons with appropriate regulatory agencies and other hospital divisions to ensure compliance and implementation of all regulations affecting cancer patients services delivered by the Medical Center;

Conducts research using data collection methods, patient charts and medical records to extract vital and relevant information pertaining to cancer program objectives and reporting requirements;

Provides professional consultation to medical professional staff on data and trends reported;

Interprets and transmits policy related to the cancer program to professional medical staff and other hospital staff and other hospital staff members;

Attends meetings, seminars and conferences related to the activities of the cancer program at the Medical Center.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Thorough knowledge of hospital routine and administrative methods; familiarity with the operational organization of a large hospital and the function of its various divisions; good knowledge of regulations and codes of the Joint Commission on the Accreditation of Hospitals (JCAHO) and New York State Health Department, as they relate to a health care institution; ability to communicate effective working relationships with professional medical, technical, managerial and clerical personnel; ability to assemble data and

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: (Cont'd)

prepare evaluation reports; sound and mature judgment; flexibility; resourcefulness; initiative; tact; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: A Bachelor's Degree* and either (a) four years of staff, administrative or management experience, two of which must have been in a hospital, hospital regulatory agency or health related facility; or (b) a Master's degree* in Hospital Administration, Public Health, Business or Public Administration and three years of staff, administrative or management experience in a hospital regulatory agency or health related facility; or (c) a satisfactory equivalent combination of the foregoing training and experience as defined in the limits of (a) and (b) which must have included the two years of specialized experience.

*SPECIAL NOTE: Education beyond the secondary level must be from an institution recognized or accredited by the Board of Regents of the New York State Education Department as a post-secondary, degree-granting institution.

SPECIAL REQUIREMENT: Incumbent must possess certification as a Tumor Registrar from the National Tumor Registrar Association at the time of appointment.