

POSITION DESCRIPTION

Position: Coordinator - VCR Electronic Notifications (VCR.63)
Reports To: Manager – Cancer Information
Classification: Band D

CANCER COUNCIL VICTORIA

Every year, more than 30,500 Victorians will be diagnosed with cancer, and nearly 11,000 will die from cancer. The number of cases will increase as our population grows and ages. Survival will also improve as we get better at [early detection](#) and [treatment of cancer](#).

Since our establishment in 1936, [Cancer Council Victoria](#) has developed an international reputation for our innovative work in [cancer research](#), [prevention](#) and [support](#). As an independent, not-for-profit organisation, we play a leading role in reducing the impact of all cancers on all people.

Our people work and volunteer at Cancer Council Victoria to contribute to an organisation that makes a real difference in people's lives and is valued by the community we serve. In return we are proud to foster a culture that supports individuals to reach their full potential, in an environment that reflects our values of **Excellence, Integrity and Compassion**.

DIVISION SUMMARY

The [Victorian Cancer Registry](#) (VCR) is a population-based cancer registry that provides comprehensive, accurate and timely information for cancer control by developing and maintaining a high quality, accessible information asset to support epidemiological, clinical, behavioural and health services research and evaluation.

The Victorian Cancer Registry operates a number of programs to:

- monitor and publicly report on the occurrence of cancer in Victorian residents and generate descriptive statistics on incidence, mortality, prevalence and survival
- facilitate clinical, behavioural, epidemiological and health services research; evaluation and policy development
- ensure comprehensive quality data capture that meets the requirements of the cancer control community
- facilitate cancer genetics research and the provision of clinical services to families

UNIT / TEAM SUMMARY

The Quality and Innovation Team will ensure the VCR captures high quality data and expands its datasets to improve the quality of information collected by the VCR. The quality assurance work program includes training and auditing practice, ensuring the registry is operating according to international standards and guidelines.

The innovation work program will focus on improving our ability to capture cancer stage and progression; ensuring that VCR data is aligned with that required by clinicians, health services, government and researchers; and leading IT development work to ensure the VCR captures and stores data securely.

POSITION SUMMARY

The role is based in the VCR and manages the incoming electronic data received from notifiers. The VCR receives cancer notifications from approximately 252 hospitals and day procedures (including 10 radiotherapy centres), 27 path labs and 2 prescribed registers. The VCR processes more than 125,000 cancer notifications each year, the majority of these being received electronically.

The position is responsible for the administration and maintenance of the Victorian Cancer Registry Internet Portal (VCRIP) which notifiers use to transfer data via electronic files or completion of the online cancer registration eform. The incumbent will be responsible for managing VCRIP administration including creating and maintaining user accounts, downloading cancer notification files and liaising with notifiers to resolve any issues. Facilitation of the efficient transition of data files from the website to the central data repository is also required. A key focus of the role is quality review of data to enable streamlined importing into the main database. This latter step requires the maintenance and ongoing development of our pre-processing quality assurance database to identify non-compliant in-coming data.

KEY RESPONSIBILITIES

Administration - Victorian Cancer Registry Internet Portal (VCRIP)

- Create and maintain user accounts and relevant VCRIP procedural documentation and user manuals
- Provide a VCRIP help desk service to notifiers and VCR staff and communicate with CCV IT and notifiers if there are any issues receiving notifications or transmitting files from VCRIP
- Evaluate test files from hospital and pathology notifiers
- Maintain the VCRIP Issues and Enhancement Log as required
- Maintain VCRIP eform code sets and tables

Manage and further develop the quality assurance pre-processing of electronic data prior to import into the central registry data repository

- Monitor incoming electronic data to check for consistency and compliance with the required formats and communicate identified data compliance issues back to notifiers
- Management and further development of the QA Checker tool and associated procedures
- Monitor auto-import of pathology files into E-Path Plus.
- Monitor and engage with notifiers to ensure compliance with legislative reporting requirements and schedule
- Develop enhancements and procedures to manage the movement and processing of electronic data files from point of entry to readiness for the main database (E-Path Plus) import
- Regular review of VCR data processing requirements to ensure electronic data feeds are compatible with VCR workflow expectations
- Create and maintain appropriate ENC procedural documentation
- Monitor the E-Path Plus 'Issues and Enhancement Log' as required

Monitor and streamline the capture and import of electronic cancer registration data

- Maintain documentation relating to protocols and procedures for the electronic cancer notification process
- Work with the Data Capture team as required when electronic notifications or VCR workflow requirements change or require review, and communicate updates
- Monitor continuity of the E-Path feed and liaise with relevant parties to troubleshoot issues and ensure completeness of data capture
- Administer and maintain the VCR Contact database and liaise with stakeholders to establish new notifiers and contacts

Reporting

- Produce regular feedback reports to hospitals on non-compliant and/or late submissions
- Assist with the monitoring and management of delinquent notifiers
- Produce ad hoc VCRIP management reports on usage, throughput, and other auditing
- Produce ad hoc statistical reports as required by the Director VCR and other senior managers

Relationship Management

- Manage the VCR mailbox and respond to queries from external stakeholders
- Develop and maintain effective working relationships within VCR and Cancer Council staff
- Develop and maintain effective working relationships with external partners including: Health Information Managers/ Clinical Coders at notifying hospitals, pathology laboratories, prescribed registries, Interstate Cancer Registry staff, and software vendors

Such other duties as directed and consistent with an employee's level of skill, competence and training.

KEY SELECTION CRITERIA

Essential Criteria

Qualifications, Experience, Knowledge and Skills

- Relevant tertiary qualification in health information management, science or other related health field, and or substantial experience in the collection of population-based health information
- Experience in the application of privacy legislation requirements and using internet web portal security systems
- Proven relationship management and communication skills including the ability to develop and maintain strong collaborative partnerships with individuals and groups
- High level negotiation and problem-solving skills, specifically in working between various levels and areas of the health sector
- High level organisational skills including the ability to coordinate multiple projects concurrently
- Excellent written communication skills particularly in providing secretariat support and developing and writing scientific reports
- Experience with report writing and the application of data quality assurance programs.
- Ability to evaluate and manipulate electronic data.
- High-level computer skills using Microsoft Office including Word, Excel and Access.

Desirable Criteria

- Previous experience in process redesign and improvement
- Exceptional database management skills
- Experience in the use and application of disease classification systems

Special Requirements

- Non-smoker
- Right to work in Australia
- Satisfactory completion of National Police Check