

NCRA Council on Certification Job Task Analysis



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In the beginning

- 1983 first CTR exam
- Issues
 - No major changes to outline in 20 years
 - No validation of jobs performed by a CTR
 - Few jobs outside of the hospital

What is Job Task Analysis?

- Tasks/knowledge that a new CTR needs to function in any work place
 - Abstracting/coding
 - Quality control
 - Management
 - Central registry operations
 - Statistics/reporting
- Ensures validity of the exam & applicability to registry field

Timeline

- RFP to conduct a JTA
 - Selection of PTC in 2002.
- Duties of firm
 - Help develop JTA
 - Conduct JTA
 - Analyze data

How do you develop a JTA?

- Step One
 - List all jobs done by a new CTR in different settings
 - “Abstract a cancer case”
 - “Assist the Cancer Committee chair with the agenda”
 - “Provide follow-back to reporting hospital”



JTA - Step Two

- Compile list of work statements
- Categorize statements by activity
 - Abstracting
 - Management
 - Data Analysis
 - ...
- Review
 - Is this what we expect?



JTA - Step Three

- Conduct beta test
 - Participants represented
 - Hospital based registrars
 - Network-based
 - Educators
 - Central registry
 - SEER



JTA - Step Four

- Refine JTA statements based on beta test
- Conduct second beta test
- Linked each task to knowledge statements



JTA - Step Five

- Conduct JTA survey online from 5/4/04 to 6/8/04
 - Open to all registrars
 - CTR or not
 - NCRA member or not
 - Promoted via email & web sites

JTA Survey (Part I)

- Professional/academic background
- Demographic information

JTA Survey (Part II)

- 99 task statements by category
 - Abstracting, Coding, & Follow-up
 - Quality Assurance
 - Analysis & Data usage
 - Organization & Operation
 - Committee & Conference
 - Central Registry



CANCER REGISTRAR'S JOB TASK ANALYSIS (WORKSHEET) - 2004 (PART II)

TASKS

INSTRUCTIONS: Please use the following table using the options to the right of each statement.

First: Select the appropriate circle to indicate the level of frequency with which you perform the task as part of your current job:

NEVER = do not perform

OCCASIONALLY = Monthly, Quarterly, or Annually

FREQUENTLY = 2 to 4 times per week

REGULARLY = daily

Then: Select the appropriate circle to indicate how important you believe that a particular task is for the competent performance of your duties:

NOT IMPORTANT = is of no importance and does not have any impact on your degree of competence in the performance of your duties

SLIGHTLY IMPORTANT = is of minor importance but slightly impacts your degree of competence in the performance of your duties


MODERATELY IMPORTANT = is of moderate importance and significantly impacts your degree of competence in the performance of your duties

EXTREMELY IMPORTANT = is of critical importance, has a very significant impact on your degree of competence, and is essential to the competent performance of your duties

ABSTRACTING, CODING & FOLLOW-UP	HOW OFTEN DO YOU PERFORM OR PARTICIPATE IN THIS TASK AS PART OF YOUR DUTY?				HOW IMPORTANT IS THIS TASK FOR COMPETENT PERFORMANCE?			
	NEVER	OCCASIONALLY	FREQUENTLY	REGULARLY	NOT IMPORTANT	SLIGHTLY IMPORTANT	MODERATELY IMPORTANT	EXTREMELY IMPORTANT
1. Verify date of birth and address of registrars.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
2. Review abstracts to ensure data for special studies or Commission on Cancer patient care evaluation studies are included on all eligible cases.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
3. Consult with physicians and other registrars as necessary to clarify confusing documentation pertinent to primary site, extent of disease, or stage.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

JTA Survey (Part III)

- Rate knowledge areas to level of importance for your job
 - Registry organization & operation
 - Computer principles
 - Anatomy, physiology, & histology
 - Abstracting & coding
 - Statistics & epidemiology
 - ICDO-3 coding
 - Staging by site

 **CANCER REGISTRAR'S JOB TASK ANALYSIS (WORKSHEET) - 2004 (PART III)**

KNOWLEDGE AREAS

Please rate the following areas of knowledge according to their level of importance for your job as a Cancer Registrar.

Please darken on the appropriate circle to indicate their level of importance for your job as a Cancer Registrar:

NOT IMPORTANT = is of no importance and does not have any impact on your degree of competence in the performance of your duties

SLIGHTLY IMPORTANT = is of minor importance but slightly impacts your degree of competence in the performance of your duties

MODERATELY IMPORTANT = is of moderate importance and significantly impacts your degree of competence in the performance of your duties

EXTREMELY IMPORTANT = is of critical importance, has a very significant impact on your degree of competence, and is essential to the competent performance of your duties.

REGISTRY ORGANIZATION AND OPERATION	HOW IMPORTANT IS THIS KNOWLEDGE AREA FOR COMPETENT PERFORMANCE?			
	NOT IMPORTANT	SLIGHTLY IMPORTANT	MODERATELY IMPORTANT	EXTREMELY IMPORTANT
1. Confidentiality of Information	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
2. Case-finding	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
3. Cancer Registry Files	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
4. Follow-up Methodology	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
5. Reports	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
6. Quality Management and Improvement	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
7. Health Facility Relationships	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
8. Management Principles	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
9. Cancer Program Activities	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
10. Quality Control of Cancer Registry Data	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
11. Health Care Delivery Systems	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
12. Central Registries	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
13. Communication Cancer	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

JTA Results: Demographic Summary

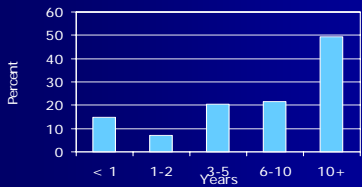
- 797 survey respondents
- Geographically diverse
- 94.6% female
- 83.9% white
- 40-59 years median age
- 82.2% CTR



JTA Results: Demographic Summary

- 85.1% more than 75% of time in registry
- 58.8 % do not supervise others

Cancer Registry Experience



JTA Results: Demographic Summary

- Training
 - 48.7% on the job
 - 23.1% short-term
 - 14.2% associate degree
 - 6.9% bachelor's degree
 - 7.2 % other

JTA Results: Demographic Summary

Primary Place of Employment

- Hospital 79%
- Central/State Registry 11%
- Other 3%
- Federal Registry 2%
- Academic Institution 2%
- Private Industry 2%
- Professional Organization 1%

Task & Knowledge Ratings: Task Statements by Category

Average Rating for Task Categories		
Task Category	Avg. Frequency	Avg. Importance
Abstracting, Coding & FU	2.9	3.4
Quality Assurance	2.5	3.2
Analysis & Data Usage	1.6	2.5
Organization & Operation	2.8	3.4
Committee & Conference	2.4	3.0
Central Registry	1.7	2.4

Knowledge Area Importance by Category

Average Rating for Task Categories	
Knowledge Area	Avg. Importance
Registry Organization & Operation	3.5
Computer Principles	3.4
Anatomy, Physiology, & Histology	3.7
Statistics & Epidemiology	3.1
ICDO Coding Exercises	3.9
Staging by Site	3.9

*Weighting scale for average: 4 = Extremely important to 1 = Not important.

➤ All knowledge areas rated relatively high in importance except statistics.

Most Frequently Performed Tasks

Rating of ≥ 3.5 or higher

- Abstracting
- Interpreting medical record source documents
- Keeping abreast of current knowledge, trends, ... in oncology, Cancer Registry, & cancer programs
- Complying with hosp, HIPAA, & registry specific policies
- Utilizing current national & Central Registry manuals
- Understanding HIPAA

5 out of 7 tasks in the Organization & Operation category
2 out of 7 in Abstracting, Coding & Follow-up category

Least Frequently Performed Tasks

1 of 4 in Data Analysis & Data Usage
3 of 4 in Central Registry

- Assist researcher
- Assign census code [Central/State registry task]
- Monitor flow of incoming batches [Central/State registry task]
- Perform record linkage [Central/State registry task]

Most Important Tasks for Competent Performance

- 20 statements rated 3.5 or higher.
- All of the 7 most frequently performed appear on most important tasks.
 - (8) Abstracting, Coding & Follow-up
 - (4) Quality Assurance
 - (8) Organization & Operation

Most Important Tasks for Competent Performance

Rated \geq 3.5 for importance

- Verify DOB & address at dx
- Consult with staff/registrars to clarify documentation
- Abstract a case using current coding criteria
- Interpret MR source documents
- Determine reportability

Most Important Tasks for Competent Performance

Rated ≥ 3.5 for importance

- Evaluate quality achieved on data submissions
- Implement quality control procedures
- Utilize computerized edits
- Understand HIPAA
- Review state & registry rules

Next Step: Tasks Linked to Knowledge Statements

Abstracting & Coding

Knowledge Areas	# of Tasks w/in Category	Number Overall (out of 99)
Principles of Abstracting	10	22
Principles of Coding	8	20
Content of Record	7	23
Staging Concepts	7	18
etc.		

Tasks Linked to Knowledge Statements

Knowledge Area	# of Times Needed	Importance
QC of Cancer Registry Data	24	3.8
Content of Abstract	23	3.9
Quality Mgt & Improvement	22	3.6
Principles of Abstracting	22	3.9
Central Registries	21	3.0
etc.		

*Weighting scale for average: 4 = Extremely important to 1 = Not important.

JTA Conclusions

Current Exam Content	Content %
Abstracting, Coding, & Staging tasks	34%
Registry Organization & Operation	30%
Anatomy, Physiology, & Histology	18%
Statistics & Epidemiology	12%
Computer Principles	6%

JTA results reflect current weighting of examination!

JTA Conclusions

- Abstracting, Coding & FU
 - Frequently performed & of most importance
- Registry Organization & Operation
 - Close second to Abstracting/Coding/FU
- Anatomy, physiology & histology
 - High rating in knowledge area

JTA Conclusions

- Statistics & Epidemiology
 - Knowledge moderate importance
 - Preparation of reports needed for 20 tasks
- Computer Principles
 - Needed for 6 or fewer tasks
 - Knowledge extremely important

How Are The Results Being Used?

- Exam outline is being updated!
 - Redesign of categories
 - New weighting of categories
 - Inclusion of central/specialty registry questions

Revise Exam Outline

"Current Outline"

- Registry organization & operation
- Computer principles
- Anatomy, physiology, & histology
- Abstracting & coding
- Statistics & epidemiology

"Revised Outline"

- Registry organization & operation
- Data analysis & interpretation
- Abstracting, coding, & FU

How are the Results Being Used?

Exam Content	% of Questions
Registry Organization & Operations	25%
Data Management & Analysis	20%
Abstracting, Coding & FU	55%
Closed Book	80%
Open Book	20%

Thanks to all who helped!

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