

## POSITION DESCRIPTION

### POSITION DETAILS

<b>Position Title:</b>	DATA MANAGER AUSTRALIAN MESOTHELIOMA REGISTER
<b>Position Number:</b>	
<b>Division:</b>	Cancer Information & Registries Division
<b>Classification &amp; Grade:</b>	HSM2
<b>Reports to:</b>	Manager Australian Mesothelioma Register
<b>Positions reporting to this position:</b>	Nil
<b>Location:</b>	Australian Technology Park, Sydney
<b>Date:</b>	FEBRUARY 2010

### Primary Purpose of the Position

Manage the Australian Mesothelioma Register database including coordinating the transfer of historical data from existing databases, establishing and maintaining appropriate quality practices, operating protocols, oversee linkages with other key datasets, reporting and related activities ensuring compliance with relevant standards, practices and statutory requirements as well as maintaining optimal levels of data accuracy and integrity

### Organisational Context

The Cancer Institute NSW was established in 2003 to improve the effectiveness of the fight against cancer in NSW, by increasing the cancer survival rate, reducing the incidence of cancer, improving quality of life for patients & carers and acting as a source of expertise on cancer control.

The Cancer Institute NSW, established through the *Cancer Institute (NSW) Act 2003*, is directly accountable to Parliament through the Minister for Health and the Minister Assisting the Minister for Health (Cancer). The Cancer Institute NSW is administered by the Board, which includes the Chief Cancer Officer, and the Board is in turn supported by the staff and expert advisory committees. The Board is responsible for setting the Cancer Institute's overall policy direction in line with its statutory objectives, and determining priorities for cancer control so that resource allocation is well targeted. The Board consists of 10 members, including the Chief Cancer Officer, and is appointed by the Minister.

The Cancer Institute NSW consists of five divisions (Cancer Prevention, Cancer Screening, Clinical Services and Education, Cancer Research and Cancer Information and Registries) and a corporate support group (Senior Executive, Finance and Administration, Human Resources, Communications and Information and Technology)

The Australian Mesothelioma Register is a joint state/commonwealth facility established to:

- Undertake timely notification of all new mesothelioma diagnoses from State and Territory Cancer Registries;
- apply a 'state-of-the-art' computerized occupational exposure assessment tool, based on job specific modules in an intelligent database which can assign exposure;
- facilitate timely contact with patients or next-of-kin to obtain occupational and exposure and environmental exposure histories
- develop effective mechanisms to ensure confidentiality of personal data;

- undertake timely sophisticated analysis and interpretation of exposure data with respect to both duration and intensity of exposure;
- produce reliable information on the incidence of mesothelioma, related trends and exposure patterns on a regular basis; and
- ensure the appropriate use of data for research purposes in compliance with relevant privacy and ethical requirements.

The Register will be housed and managed by the Cancer Institute NSW's Cancer Information and Registries Division in collaboration with a Management Committee that comprised representatives of the consortium members and Safe Work Australia

## Key Accountabilities

- Lead the development of the Register database to receive new notifications and to house the registry/history/exposure data for the cases; co-ordinate the transfer and integration of historical data from the existing Australian Mesothelioma Register to the new Register located in the CINSW, ensuring optimal data integrity
- Provide expert advice for the development of the database needs of the Computer Assisted Telephone (face-to-face) Interview (CATI) and the database development for the job coding and occupational and environmental exposure.
- Collaborate with the IT Manager and IT Branch staff to modify, implement and maintain the Cancer Notification Portal.
- Manage the input of data into the Register, ensuring the provision of accurate and high quality information to meet reporting requirements.
- Contribute to the systematic data quality control assessment of the exposure histories collected by the survey company.
- Undertake standard registry Data Quality Assurance processes including checking data consistency, de-duplication and information updating; maintain and improve quality, function and output to ensure data transmission, validation, matching and reconciliation are maintained to a high standard at all times and error rectification is promptly addressed.
- Ensure timely and accurate linkage and updating of data related to patient demographic, treating physician, contact address, disease diagnosis, occupational and exposure history and outcome data for each registered person
- Monitor the completeness, timeliness and quality of cancer notifications from state and territory cancer registries and of occupational and environmental exposure data from the interview surveys, report regularly on data collection and data quality to the Register Management Committee.
- Provide timely, expert advice and support regarding the Register database and the data to the Register Manager, Register Director and the consortium members.
- Co-ordinate data linkage of the Register data with other data sources as required and arrange annual linkage of the Register data with the National Death Index (NDI) at the AIHW to obtain date and cause of death information of the registered persons.
- Arrange annual linkage of the Register data with the Australian Cancer Database (ACD) at the AIHW to assess the completeness of the registration of Mesothelioma cases and notify state and territory cancer registries of the discrepancies.
- Contribute to the development of Data Governance Framework and Privacy Impact Assessment for the Register.
- Develop the Minimum Data Set, the Data Dictionary and Definitions to meet national and international standards.

- Conduct data extractions and tabulations in order to respond to data requests from state and territory cancer registries, Safe Work Australia, other internal and external stakeholders, and researchers.
- Coordinate data management between the Register, the Survey Company for conducting patient interviews, state and territory cancer registries, Western Australian Mesothelioma Register, and the former Australian Mesothelioma Register.

## Challenges / Problem Solving

- Ensuring data in the Register is clear, accurate, up-to-date and complies with relevant statutory requirements
- Producing timely, accurate reports and data extractions for the consortium partners and other external bodies on the performance of the Register, within required timeframes.
- Managing multiple data related projects and development processes with high level of complexity and tight deadlines
- Maintaining effective working relationships with representatives of consortium partners and other internal and external stakeholders to ensure the collection of accurate and timely information.
- Analysing and evaluating information collected by the Register and ensuring that it is accurate and complete.
- Maintaining a broad and current knowledge of data management and transmission technology and its use in health and management decision making.

## Decision Making

The Data Manager is fully accountable for the quality, accuracy and reliability of the AMR database and for the content of advice provided in respect to the development and ongoing maintenance of this facility.

The position is expected to make operational decisions including prioritising workloads, directing workflow and reallocating resources to meet competing needs, implementing quality assurance practices, release of data from the Register to consortium partners and database related enquiries from external organisations

## Skills, Knowledge and Experience

- Appropriate tertiary qualifications in a discipline with a strong quantitative component or in health information management
- Demonstrated experience in the development, maintenance, validation and quality control of an extensive dataset preferably gained in a public health or similar work environment.
- Proven experience in the development, implementation and execution of Data Management Quality Assurance activities, systems testing and developing test plans.
- Sound organisational skills, the capacity to successfully manage competing priorities, maintain attention to detail and meet deadlines.
- High level oral and written communication, interpersonal, consultation skills and the capacity to develop and maintain effective working relationships with diverse internal and external stakeholders.
- Well developed analytical and conceptual thinking and problem solving skills.
- Experience with database, word processing, spreadsheet and statistical analysis and query language software

## Verification

This section verifies that the position holder and supervisor have read the above position description and are satisfied that it accurately describes the position.

Position Holder	Signature .....	Date .....
Supervisor	Signature .....	Date .....

## Selection Criteria

- Appropriate tertiary qualifications in a discipline with a strong quantitative component or in health information management
- Demonstrated experience in the development, maintenance, validation and quality control of an extensive dataset preferably gained in a public health or similar work environment.
- Proven experience in the development, implementation and execution of Data Management Quality Assurance activities, systems testing and developing test plans.
- Sound organisational skills, the capacity to successfully manage competing priorities, maintain attention to detail and meet deadlines.
- High level oral and written communication, interpersonal, consultation, stakeholder management analytical, conceptual thinking and problem solving skills.
- Experience with database, word processing, spreadsheet and statistical analysis and query language software