

POSITION DESCRIPTION

POSITION DETAILS

Position Title:	MANAGER AUSTRALIAN MESOTHELIOMA REGISTRY
Position Number:	
Division:	Cancer Information & Registries Division
Classification & Grade:	HSM3
Reports to:	Manager, Central Cancer Registry
Positions reporting to this position:	1
Location:	Australian Technology Park, Sydney
Date:	FEBRUARY 2010

Primary Purpose of the Position

Manage the development, implementation and ongoing maintenance of the Australian Mesothelioma Registry (AMR) involving the collection and management of diagnostic and exposure information on all new cases of mesothelioma notified to every Australian State and Territory cancer registry, Develop and manage effective collaborative partnerships with participating state and federal organisations represented on the Register Management Committee and provide timely, expert advice on the status of the development of the register and related issues.

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 Registry 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

- Develop, maintain and enhance a system of timely notification of new cases of mesothelioma in collaboration with each of the State and Territory Cancer Registries.
- Manage the development and implementation of Quality Improvement Plans and provide updates where appropriate to ensure the integrity and probity of the Register.
- Develop and implement a Data Governance Framework and Privacy Impact Assessment for the Registry and ensure compliance with relevant privacy and ethical requirements in respect to the data collection, use and disclosure.
- Complete the submission of all ethical applications in each State and Territory in Australia, AIHW, and other relevant organizations as required.
- Consult with the Register Management Committee and the State and Territory Cancer Registries to design, plan and implement processes to obtain consents from mesothelioma patients, their families or physicians for them to be interviewed for collection of exposure information in the Register.
- Consult with the Register Management Committee, State and Territory Cancer Registry Coding Managers and other cancer registry staff to determine criteria for inclusion of patients into the Register and to determine if difficult or unusual cases meet registration criteria, based on review of pathology reports and other notifications where appropriate.
- Consult with the Register Management Committee to develop information leaflets and web-based publication materials to introduce the Australian Mesothelioma Register and undertake regular update and maintenance of the Register Webpage on CINSW website to ensure it accurately reflects current information.
- Coordinate development of the patient survey instrument, in collaboration with the Monash Centre for Occupational and Environmental Health, ensuring the provision of accurate and updated contact information to the survey company for conducting the interviews.
- Monitor the conduct of the interviews and report to the Register Management Committee of any concern of the quality of the interviews; support the management of any adverse events, including addressing patient distress and complaints, and report such events to the Director of the Register, the Chair of the Register Management Committee and the relevant ethics committees.
- Coordinate with the consortium member organizations, collaborative organizations, State and Territory Cancer Registries, the survey research company, AIHW and Western Australian Mesothelioma Register.
- Prepare initial costing estimates and quotes to determine the funding allocation for the initial infrastructure development and negotiate the contract with the external survey research company and provide detailed estimates on the funding required for the State and Territory Cancer Registries to complete the notification process, patient recruitment, and further investigations on difficult and unusual cases.
- Co-ordinate the extraction of unit record and aggregated data sets to support reporting, information requests and research that comply with relevant privacy and confidentiality requirements and release data in accordance with relevant ethics approvals and provide timely and expert support in giving approval for external data linkages.

- Conduct literature reviews to support the operation of the Register and the epidemiological research studies.
- Support the planning, analysis and presentation of any reports or peer-reviewed journal publications from the Register; prepare and present any reports on the Register data as required and develop a template for annual reporting in consultation with the Register Management Committee.
- Coordinate, organise and provide secretarial support to the Register Management Committee meetings and provide on-going advice, support and reports on progress to the Committee.
- Develop documents, including letters and consent forms, ensuring appropriateness of content and high quality presentation and accuracy.

Challenges / Problem Solving

- Developing and managing effective working relationships and consultative arrangements with key stakeholders representing diverse interests and ensuring their optimal engagement in the project.
- Effectively managing the project ensuring completion by the required deadline, quality standards and at or below approved budget.
- Ensuring the project implementation process complies with the Cancer Institute NSW's Project Management Office project methodology policy and practice.
- Ensuring compliance with relevant statutory requirements in respect to information privacy issues.
- Identifying issues or problems that may delay project implementation and recommend appropriate interventions to ensure project delivery
- Maintaining knowledge of contemporary trends and developments in relevant software and related implementation "tools" and recommending their application where appropriate.

Decision Making

The Manager is fully accountable for the quality, integrity and accuracy of the content of advice provided in relation to the establishment and ongoing management of the Australian Mesothelioma Register. The position is expected to make day-to-day decisions relating to work priorities and workload management, the conduct of consultations with internal and external stakeholders and is responsible for the delivery of projects in accordance with the agreed project plan.

The position with refer to the supervisor any decision which will substantially alter the outcomes, timeframe or funding requirements of individual projects, major policy issues or conflicts arising in the course of project and representational duties, and matters which require a higher delegated authority

Skills, Knowledge and Experience

- Appropriate tertiary qualifications or demonstrated, relevant equivalent professional experience and training
- Demonstrated experience in project management, including budget development, stakeholder consultation, monitoring and evaluation
- Demonstrated experience and/or knowledge of current database management technologies and the capacity to use data extraction tools such as SQL, SAS or similar.
- Strong analytical and problem solving skills including demonstrated capacity to analyse complex clinical data.
- High level organising skills and ability to successfully manage competing issues and meet deadlines.

- High level oral and written communication, consultation, negotiation, stakeholder management and interpersonal skills.
- Sound understanding of the health system in NSW and the Commonwealth.
- Demonstrated experience in using office computer applications, including word processing, spreadsheets and databases.
- Capacity to work independently with minimal supervision and collaboratively in a team environment.

Note: The Manager may be required to travel to cancer registries and relevant organizations in other states within Australia.

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 or demonstrated, relevant equivalent professional experience and training
- Demonstrated experience in project management, including budget development, stakeholder consultation, monitoring and evaluation
- Demonstrated experience and/or knowledge of current database management technologies and the capacity to use data extraction tools such as SQL, SAS or similar.
- Strong analytical and problem solving skills including demonstrated capacity to analyse complex clinical data.
- High level organising skills and ability to successfully manage competing issues and meet deadlines.
- High level oral and written communication, consultation, negotiation, stakeholder management, computer and interpersonal skills.