**Background**

The National Cancer Registry was established by the Minister for Health in 1991. It operates in association with University College Cork and is funded by the Department of Health.

**Functions of National Cancer Registry**

* To identify, collect, classify, record, store, and analyse information relating to the incidence and prevalence of cancer and related tumours in Ireland.
* To promote and facilitate the use of the data collected, through approved research, and in the planning and management of services.
* To publish an Annual Report based on the activities of the Registry.
* To furnish advice, information and assistance in relation to any aspect of such service to the Minister.

National Cancer Registry website: [www.ncri.ie](http://www.ncri.ie)

**Number of Employees** **52**

**Particulars of Office**

**Job Title: -** Data Quality Officer

**Reporting To: -** Data Manager – Fiona Dwane

**Hours: -**  37 hours per week

**Salary: -**  Salary scale is in accordance with the Department of Health Children grade IV salary scale - €26,752 - €43,891 including LSIs

(long service increments)

**Contract: -**  Fixed term contract for 6 months (maternity leave cover)

**Notice: -** One months’ notice in writing is required.

**Annual Leave: -**

**Confidentiality: -** Officers are bound by the provision of the Data Protection Act1990 and must preserve strict confidentiality concerning all identifiable information of which they become aware of during the course of their work. The confidentiality guidelines of the Registry must be read and signed by all officers, and breach of these guidelines will be sufficient grounds for dismissal.

**Location: -** This post is based at the NCR headquarters in Cork.

**Grievance & Disciplinary** These will be as agreed between management and

**Procedures:-** staff.

The terms of any relevant agreements concerning this grade between the Department Health and the Unions representing staff at the Registry will apply.

**Job Purpose**

This position involves running and collating queries and reports to identify and rectify data quality issues including merging of patient records. This then ensures that data and information recorded on NCR is of a consistently high standard. It will be necessary to work with information technology and associated systems and existing technology programmes. This data quality officer role gives a good insight into the importance of data quality in the National Cancer Registry Database for the republic of Ireland.

**Duties and responsibilities**

**Data Matching**

* Clean, test and upload death certificates arriving at the NCR for matching against Registry data
* Patient de duplication – run matching project to identify possible duplicate patients and merge into one case for more accurate statistics
* Tumour merge report- run this report and manually inspect tumours that may need to be merged
* Prior to the annual report re run non cancer death certificate matching to ensure all registrations are up to date
* Read and interpret electronic HL7 reports attached to patients and create new tumours and managments where necessary

**Quality Assurance/ Quality Control**

* Carry out ongoing quality assurance of cancer registrations and death certificates collected by the Registry;
* Follow up by mail/email General Practitioners and nursing homes regarding death certificates where this is the first source of notification at the NCR. Update cases with the General Practitioner and nursing home responses/information to the letters and emails sent to them
* Un match and rematch death certificate created tumours that already exist on cases in response by CDR(Cancer Data Registrars) and managers

**Support**

* Assist by telephone and email all CDRs. Users may be at a remote location
* Investigate and work with other departments in the NCR regarding issues highlighted by CDRs

**Central Registration System**

* Keep own documents and processes up to date in relation to death certificate matching and patient deduplication
* Assist in user testing of bug fixes and new releases of new central system

**Other**

* Communicate with the Central Statistics Office regarding the obtaining of Death Certificates
* Cognizant of data confidentially and sensitivity and consider this in all aspects of work
* Engage in ongoing training from time to time
* Works as part of the Data team to provide an optimal service
* Any other reasonable duties that may be specified by management from time to time.

**Person specification**

***The person appointed will need to possess the following qualities: -***

1. Must have initiative and the ability to work without supervision;
2. Will need to possess excellent organisational skills;
3. Should have a keen eye for accuracy together with excellent analytical skills;
4. Should have the ability to meet targets within agreed time frames;
5. Will need to have excellent communication and interpersonal skills and the ability to communicate effectively at all levels;
6. Must be proficient in the use of software such as Access, Excel, or equivalent and have a good working knowledge of SQL
7. An ability to maintain confidentiality.
8. Flexibility and willingness to adapt to new technology
9. Motivated by a desire to produce quality work
10. Must have good troubleshooting and problem solving ability
11. Have positive, flexible, proactive approach

**Qualifications and experience required for post**

**Essential**

1. A relevant third level qualification is essential.
2. Experience of analysing large data sets
3. Excellent knowledge of Microsoft Access or similar
4. Experience of using database or similar software packages
5. Excellent and accurate data entry skills.

**Desirable**

1. Have similar experience within the Health Services or research.
2. Familiarity with the Irish Health Service and an understanding of medical terminologies is desirable
3. Knowledge of SQL an advantage
4. Experience of record linkage

**Application Procedure**

Applications in the form of a CV (three copies), plus a covering letter (3 copies) describing how your qualifications and experience make you suitable for the post together with the names of at least two referees, should be submitted to:

Human Resources Manager

National Cancer Registry Ireland

Building 6800

Cork Airport Business Park

Kinsale Road

Cork, IRELAND

Applications by email will not be accepted.

Closing date for receipt of completed applications:

*The National Cancer Registry Ireland is an equal opportunities employer.*