

Roles List			
#	Roles	Description	NM and UT Comments etc.
1.	Abstractor	<ul style="list-style-type: none"> <li>Abstracts/synthesizes medical records</li> <li>Includes circuit riders who work in the field primarily</li> <li>May also be known as 'Medical Record Abstractor'</li> </ul>	<ul style="list-style-type: none"> <li></li> </ul>
2.	Coder	<ul style="list-style-type: none"> <li>Assign numeric values to medical information</li> <li>Includes circuit riders</li> </ul>	<ul style="list-style-type: none"> <li></li> </ul>
3.	Editor	<ul style="list-style-type: none"> <li>Checks the information that has been coded and abstracted</li> </ul>	<ul style="list-style-type: none"> <li>Similar to #5</li> </ul>
4.	Super Editor	<ul style="list-style-type: none"> <li>A person who checks the editors' work, typically in a random sample.</li> <li>May arbitrate if two people have differences mainly in coding.</li> </ul>	<ul style="list-style-type: none"> <li>Similar to #5</li> </ul>
5.	Consolidator	<ul style="list-style-type: none"> <li>Person who takes potentially matched records and merges and summarizes the information.</li> </ul>	<ul style="list-style-type: none"> <li>See #3 &amp; #4</li> </ul>
6.	Registry manager	<ul style="list-style-type: none"> <li>Person who operates the Registry. Responsible for day-to-day operations.</li> </ul>	
7.	QC person	<ul style="list-style-type: none"> <li>Quality control for both the Central Registry, but also potentially for the hospitals.</li> </ul>	<ul style="list-style-type: none"> <li></li> </ul>
8.	Principal investigator (PI)	<ul style="list-style-type: none"> <li>In charge of the scientific aspect of the Registry.</li> <li>They have ultimate responsibility for ensuring that contract with SEER is met.</li> <li>The Registry Manager reports to them. May only work part time in the role.</li> </ul>	<ul style="list-style-type: none"> <li></li> </ul>
9.	Programmer/systems analyst	<ul style="list-style-type: none"> <li>Person that currently holds the computer systems, data entry systems, tracking systems, etc. together. Oversees development of IT.</li> <li>Their role will change with this system to be more database maintenance, administration, etc.</li> <li>Responsible for programming and ad-hoc reporting.</li> </ul>	<ul style="list-style-type: none"> <li>See #10</li> </ul>
10.	Data manager	<ul style="list-style-type: none"> <li></li> </ul>	<ul style="list-style-type: none"> <li>See #9</li> </ul>
11.	Network administrator	<ul style="list-style-type: none"> <li>Keeps the network going.</li> <li>Aka System Administrator, multiple per registry</li> </ul>	<ul style="list-style-type: none"> <li></li> </ul>

Roles List			
#	Roles	Description	NM and UT Comments etc.
12.	Filing Room clerk	<ul style="list-style-type: none"> <li>In charge of where all the records are in the files.</li> <li>They do scanning and archiving of records/abstracts, too.</li> </ul>	<ul style="list-style-type: none"> <li>See #13 and #14, subsets</li> </ul>
13.	File clerk	<ul style="list-style-type: none"> <li>Think this role will be eliminated or have reduced role by automation. They count the incoming non-electronic abstracts (other records?) to confirm.</li> <li>Manages the batch process.</li> </ul>	<ul style="list-style-type: none"> <li>Subset of File Room Clerk (#12)</li> </ul>
14.	Data entry clerk (?)	<ul style="list-style-type: none"> <li>Think this role will be eliminated or have reduced role by automation.</li> </ul>	<ul style="list-style-type: none"> <li>Subset of File Room Clerk (#12)</li> </ul>
15.	SEER Rule Setter (“Rule Fairy”)	<ul style="list-style-type: none"> <li>Sets rules that SEER Registries for data collection and coding.</li> </ul>	<ul style="list-style-type: none"> <li>Borderline scope: interested in rules, not really in the person who sets</li> </ul>
16.	SEER QC Auditor	<ul style="list-style-type: none"> <li>Run the audits to QC the data in case finding, abstraction, and coding.</li> </ul>	<ul style="list-style-type: none"> <li>Not in Scope (they wouldn’t normally use registry software)</li> </ul>
17.	SEER Trainer	<ul style="list-style-type: none"> <li>Conducts workshops or goes to the Registries to make sure they follow rules (correctly) and are consistent in following the rules.</li> </ul>	<ul style="list-style-type: none"> <li>Borderline scope: would probably have to work with software tools, but they aren’t trying to affect the database.</li> </ul>
18.	Case Finder/ Screener	<ul style="list-style-type: none"> <li>Responsible for identifying possible new cancer/tumor/cases (CTC).</li> </ul>	<ul style="list-style-type: none"> <li></li> </ul>
19.	Abstracting Supervisor	<ul style="list-style-type: none"> <li>Sets up work load for where abstractor goes, how many CTCs they need to do, etc.</li> </ul>	<ul style="list-style-type: none"> <li></li> </ul>
20.	Coding Supervisor	<ul style="list-style-type: none"> <li>Someone who sets work load for the coders. Done in Seattle and Utah.</li> </ul>	<ul style="list-style-type: none"> <li></li> </ul>
21.	Follow-up manager	<ul style="list-style-type: none"> <li>Person who manages any follow-up clerks and is responsible that incoming follow-up information updates the files appropriately.</li> </ul>	<ul style="list-style-type: none"> <li></li> </ul>
22.	Follow-up clerk	<ul style="list-style-type: none"> <li>Reads the obituaries in some registries.</li> <li>Processes the follow-up responses that come into the Registry.</li> </ul>	

### Roles List

#	Roles	Description	NM and UT Comments etc.
23.	Death Clearance Manager	<ul style="list-style-type: none"> <li>• Clears up DCO cases</li> <li>• Follows back on Death Certificates</li> <li>• Communicates with facilities to find more information</li> </ul>	
24.	Special Studies Manager	<ul style="list-style-type: none"> <li>• In charge of all SS aspects such as criteria, contracts, contacting patients and MDs, and getting SS Data to the SS Coordinator</li> </ul>	<ul style="list-style-type: none"> <li>• AT,NM,UT</li> </ul>
25.	Office Assistant	<ul style="list-style-type: none"> <li>• Person who keeps the office up and running</li> </ul>	<ul style="list-style-type: none"> <li>• AT,NM,UT</li> </ul>
26.	Regional Coordinator	<ul style="list-style-type: none"> <li>• In Georgia registries only</li> <li>• GA has been divided into 5 regions. This person resided in region and is responsible for hospital contact – making sure cancer data gets in to CRO, death certificate follow-back, path lab follow-back, etc.</li> <li>• One coordinator covers the Metro region which is larger than just SEER. Another covers a region which includes our 10 rural counties.</li> </ul>	<ul style="list-style-type: none"> <li>• NCS: this seems similar to IA field staff. This is a person's title, not their role. The role changes by what the task is.</li> </ul>

**Synthesized List of Roles**

1)	Central Registry	Frequent Participants	<ul style="list-style-type: none"> <li>• Abstractor</li> <li>• Coder</li> <li>• Editor</li> <li>• Super editor</li> <li>• Filing room clerk</li> <li>• Follow-up clerk</li> <li>• QC person</li> </ul>	
2)		Occasional Participants	<ul style="list-style-type: none"> <li>• Principal investigator</li> <li>• Supervisors – a. abstractor</li> <li>• B. coder</li> <li>• Registry manager</li> <li>• Follow-up manager</li> <li>• Trainer</li> </ul>	Eliminated Data Manager and QC auditor for reasons stated above
3)		Roles going away	<ul style="list-style-type: none"> <li>• File clerk</li> <li>• Data entry operator</li> </ul>	
4)		Central Registry Application Support Staff	<ul style="list-style-type: none"> <li>• Programmer</li> <li>• Systems analyst</li> <li>• DBA</li> <li>• Network administrator</li> </ul>	Network Administrator may be external to the registry
5)	SEER Personnel		<ul style="list-style-type: none"> <li>• Rule setters</li> <li>• Standard setters</li> <li>• QC auditor</li> <li>• Trainer</li> </ul>	

**Color Legend:** Team original thoughts, Atlanta, New Mexico, Utah, Team additions  
 Unless otherwise stated, the process ID and Name is from the 5 – NL BPM models.

**Key:**

P = Performer (Po – performs occasionally)  
 A = Approver/Reviewer/Consult  
 K = Sink/Recipient of Information

S = Support/Secondary Performer  
 O = Source of Information  
 N = Inform/Notify

Process ID	Process Name:	----- Frequent Participants -----										Occasional Participants	Registry Application Support	SEER Personnel
		Ab-stractor	Coder	Editor/ Consolidator	Super Editor	QC Person	Case Finder/ Screener	Filing Room Clerk	Follow Up Clerk	Auto-mated				
13.1	Confirm Data Transmission	N (abs.)		NN (supp)		NN (supp)	NN	NN (paper)	N (follow-up record) (supp)	PPPP	Abstr Supv – NNN FUP Mgr – NNN Registry Mgr – NNN Data Mgr – NNN Office Assistant – PPP (13.5np)	PPPP		
13.2	Confirm Data is Valid	NN (abs.)		NNN	NNN, OOO	NNN, OOO	NN, P(13.6np)	NN	NN	PPPP	Abstr Supv – N FUP Mgr – N Registry Mgr – N Data Mgr – N	PP		
13.4.1 (13.3, 13.8 np)	Convert Data to Local Registry Standards	P(as coder)	P (paper)				PPP (paper) (as coder)			PPPP	Abstr Supv, Registry Mgr, Coding Supv – SS,OO	PPP		
13.4.2	Convert ICD Codes & Decipher Disease Text		PPP (paper)				P (as coder)			PP	Not Done		OO	



**Color Legend:** Team original thoughts, Atlanta, New Mexico, Utah, Team additions  
 Unless otherwise stated, the process ID and Name is from the 5 – NL BPM models.

**Key:**

P = Performer (Po – performs occasionally)  
 A = Approver/Reviewer/Consult  
 K = Sink/Recipient of Information

S = Support/Secondary Performer  
 O = Source of Information  
 N = Inform/Notify

Process ID	Process Name:	----- Frequent Participants -----									Occasional Participants	Registry Application Support	SEER Personnel
		Ab-stractor	Coder	Editor/ Consolidator	Super Editor	QC Person	Case Finder/ Screener	Filing Room Clerk	Follow Up Clerk	Auto-mated			
8.4 np	Research Follow-Back Need	P (field)											
15.1	Search for Patient Match	N		N		N				PPP			
15.2	Resolve Poss. Pat. Match												
	-- Obvious Matches			PP							FUP Mgr – PPP (as editor)		
	-- Non-Obvious			PPP									
15.4	Search for CTC Match			NN						PPP			
15.3	Resolve Possible CTC Match	N		NN PPP		N	Po		Po		CF & FUP clerk use SREC w/in main activity		
15.5	Search for Facility Match			N						PPP			
15.6	Search for Treatment Match			N PPP (to be automated)						PPPP,SSS			
1.1	Determine Potential CTC	PPP (to be automated)					NN			PPPP	Office Assistant – PPP (shredding)		

**Color Legend:** Team original thoughts, Atlanta, New Mexico, Utah, Team additions  
 Unless otherwise stated, the process ID and Name is from the 5 – NL BPM models.

**Key:**

P = Performer (Po – performs occasionally)  
 A = Approver/Reviewer/Consult  
 K = Sink/Recipient of Information

S = Support/Secondary Performer  
 O = Source of Information  
 N = Inform/Notify

Process ID	Process Name:	----- Frequent Participants -----									Occasional Participants	Registry Application Support	SEER Personnel	
		Ab-stractor	Coder	Editor/ Consolidator	Super Editor	QC Person	Case Finder/ Screener	Filing Room Clerk	Follow Up Clerk	Auto-mated				
1.2	Screen for Possible Local and Seer Reportability	PPP (as CF/S)					PPP				PPP(auto part now 1.1.2np)			
1.3	Screen for Possible Special Studies Eligibility	PPP					PPP					Not Done SS Mngr – PP		
2.6	Determine if Abstract is Needed	N,PPP (auto: determine rpt 2.1)									PPP		PPP	
2.4 np	Request Abstract (manual)											Office Asst - P		
2.6.2 np	Automatically Request Abstract										PPP		PPP	
2.3	Request Patient Medical Records	PPP										Death Clearance Manager – P Office Assistant – S		
2.1	Create Abstract	PPPP	P(as abstractor)											
2.2	Schedule Abstraction	PPP										Abstract Mngr - PP		
2.7np	Add or Modify AFL	P										Abstract Mngr - P		

**Color Legend:** Team original thoughts, Atlanta, New Mexico, Utah, Team additions  
 Unless otherwise stated, the process ID and Name is from the 5 – NL BPM models.

**Key:**

P = Performer (Po – performs occasionally)  
 A = Approver/Reviewer/Consult  
 K = Sink/Recipient of Information

S = Support/Secondary Performer  
 O = Source of Information  
 N = Inform/Notify

Process ID	Role: Process Name:	----- Frequent Participants -----									Occasional Participants	Registry Application Support	SEER Personnel
		Ab-stractor	Coder	Editor/ Consolidator	Super Editor	QC Person	Case Finder/ Screener	Filing Room Clerk	Follow Up Clerk	Auto-mated			
4.1	Consolidate Patient Set for Facility View		PP (as editor)	PPPP	AAA					PPP			
4.2	Consolidate Patient Set for Registry View		PP (as editor)	PPPP	AAA					PPP		P,SS	
4.3	Establish Patient Set as Consolidated		PP (as editor)	PPPP									
7.1	Determine Eligibility for Active Follow-Up									PPP	FUP Mngr - S		
7.2	Determine Type of Active Follow-Up									PPP			
7.3	Perform Follow-Up Action								PPP	PPP	Office Asst - PPP		
7.4	Evaluate Active Follow-Up Responses								PPP	PPP			
7.5	Select Best Value from Active Follow-Up								PPP	PPP			
5.2	Determine & Reset Data Items			NN						PPP			
5.1	Assign Ethnicity			NN						PPP			

**Color Legend:** Team original thoughts, Atlanta, New Mexico, Utah, Team additions  
 Unless otherwise stated, the process ID and Name is from the 5 – NL BPM models.

**Key:**

P = Performer (Po – performs occasionally)  
 A = Approver/Reviewer/Consult  
 K = Sink/Recipient of Information

S = Support/Secondary Performer  
 O = Source of Information  
 N = Inform/Notify

Process ID	Process Name:	----- Frequent Participants -----									Occasional Participants	Registry Application Support	SEER Personnel
		Ab-stractor	Coder	Editor/ Consolidator	Super Editor	QC Person	Case Finder/ Screener	Filing Room Clerk	Follow Up Clerk	Auto-mated			
5.6	Determine if Missing Critical Data Items			NNN						PPP			
5.4	Assign Census Tract		PP	PP						PPP (5.1.4np)		SSS (5.1.4np)	
5.3	Evaluate Census Tract	NN	NNP	P						PPP (5.1.4np)		SSS (5.1.4np)	
5.5	Establish Patient Set as Submissable			NNN	NNN					PPP	SEER Rule Setters – OOO		
17.1	Compare Individual Value to Rules	NNN	NNN	NNN	NNN	N				PPP		NNN	
17.2	Validate Value versus Other Data Items	NNN	NNN	NNN	NNN	N				PPP		NNN	
14.0	Update Data Source									PPP	Desired, not done now	PPP,SS	
3.2	Evaluate Updated Research Information			PPP (done in 4.0)					PPP (done in 4.0)		SS Mngr – PPP/KK	PPP,SS (done in 13.0)	
3.1	Select Patients or Health Records or Supplemental Records for Special Study Inclusion									PPP (desired)	SS Mngr – PP Registry Manager – S	PPP	

**Color Legend:** Team original thoughts, Atlanta, New Mexico, Utah, Team additions  
 Unless otherwise stated, the process ID and Name is from the 5 – NL BPM models.

**Key:**

P = Performer (Po – performs occasionally)  
 A = Approver/Reviewer/Consult  
 K = Sink/Recipient of Information

S = Support/Secondary Performer  
 O = Source of Information  
 N = Inform/Notify

Process ID	Process Name:	----- Frequent Participants -----									Occasional Participants	Registry Application Support	SEER Personnel
		Ab-stractor	Coder	Editor/ Consolidator	Super Editor	QC Person	Case Finder/ Screener	Filing Room Clerk	Follow Up Clerk	Auto-mated			
10.1	Manage Abstraction Facility Leads									P (10.1.3 np)	Death Clearance Manager – P Abstract Supv – P		
10.2	Manage Cancer/Tumor/Case Information Acquisition	NNN S (10.2.2np)								PPP (10.2.6np)	Regional Coordinator – N Registry Manager – NNN,PPP Abstract Supv – S	P	
10.3	Manage Follow-Back Queries			N,P						P	Death Clearance Manager – P Regional Coordinator – N,P Those who issued the follow-back (NM, UT) FB Mngr - P	SSS	



**Color Legend:** Team original thoughts, Atlanta, New Mexico, Utah, Team additions  
 Unless otherwise stated, the process ID and Name is from the 5 – NL BPM models.

**Key:**  
 P = Performer (Po – performs occasionally) S = Support/Secondary Performer  
 A = Approver/Reviewer/Consult O = Source of Information  
 K = Sink/Recipient of Information N = Inform/Notify

Process ID	Process Name:	----- Frequent Participants -----									Occasional Participants	Registry Application Support	SEER Personnel
		Ab-stractor	Coder	Editor/Consolidator	Super Editor	QC Person	Case Finder/ Screener	Filing Room Clerk	Follow Up Clerk	Auto-mated			
10.9	Manage Supporting Data Stores		P								Registry Manager – O Office Assistant – P	P PP, NNN	
10.8	Manage Supplemental Info Acquisition								PPP	P	Registry Manager – SS, OO FUP Mngr - P	SSS, P	
10.10	Update Patient Set With Randomly Obtained Knowledge	P	P	P	P	P	P				All Managers – P		
10.4	Perform Reliability Studies	PPP	PPP	PPP	PPP	PPP					All Managers – SS Registry Managers – PPP		

**Color Legend:** Team original thoughts, Atlanta, New Mexico, Utah, Team additions  
 Unless otherwise stated, the process ID and Name is from the 5 – NL BPM models.

**Key:**

P = Performer (Po – performs occasionally)  
 A = Approver/Reviewer/Consult  
 K = Sink/Recipient of Information

S = Support/Secondary Performer  
 O = Source of Information  
 N = Inform/Notify

Process ID	Process Name:	----- Frequent Participants -----									Occasional Participants	Registry Application Support	SEER Personnel
		Ab-stractor	Coder	Editor/ Consolidator	Super Editor	QC Person	Case Finder/ Screener	Filing Room Clerk	Follow Up Clerk	Auto-mated			
12.0	Reporting			S (12.5.1np)						PPPP	Registry Manager – PPP,AA PI – PPP,AA Info Distr Mngr – P 12.5, 12.6, 12.7 may be delegated to other staff FB Clerk - P 12.8	PPP,KKK	
6.1	Gather List of Needed Death Certificates									P		S	
6.2	Go to Vital Statistics Bureau and Acquire Death Certificates										DC Mngr - P DC Staff - P		
6.3	Send List to Vital Statistics Bureau										DC Mngr - P Office Asst - P		
9.0	Remove Non-CTC Records									P	Office Asst? – S	P	
11.0	Maintain Security									P	Reg Mngr - P	P	

**Color Legend:** Team original thoughts, Atlanta, New Mexico, Utah, Team additions  
 Unless otherwise stated, the process ID and Name is from the 5 – NL BPM models.

**Key:**

P = Performer (Po – performs occasionally)

A = Approver/Reviewer/Consult

K = Sink/Recipient of Information

S = Support/Secondary Performer

O = Source of Information

N = Inform/Notify

<b>Role:</b>		----- Frequent Participants -----											
<b>Process ID</b>	<b>Process Name:</b>	<b>Ab-stractor</b>	<b>Coder</b>	<b>Editor/Consolidator</b>	<b>Super Editor</b>	<b>QC Person</b>	<b>Case Finder/ Screener</b>	<b>Filing Room Clerk</b>	<b>Follow Up Clerk</b>	<b>Auto-mated</b>	<b>Occasional Participants</b>	<b>Registry Application Support</b>	<b>SEER Personnel</b>
11.6	Update Password	P	P	P	P	P	P	P	P		Any Registry Org Rep - P		

<b>Assumed Property</b>	<b>Participant: Editor/ Consolidator</b>
1) Document participant properties	
a) Brief description	•
b) Credentials	
i) Certifications	<ul style="list-style-type: none"> <li>• CTR</li> <li>• ART</li> <li>• Would be nice: ICD and CPT4</li> <li>•</li> </ul>
c) Role Features	
i) Explicit Authorities	•
d) Responsibilities	•
e) Population	
i) Assumed Literacy	
(1) General literacy:	
(a) General level of Educat.	
(2) Medical/Cancer Registry Literac.	• Medical/Anatomy/Physiology terminology
(3) Technology Literacy	• Basic Computer Skills
ii) Language(s) (assumed) read/write	English
iii) Tenure in role (e.g. Mean time in job)	Lower turnover
iv) Special accommodation needs (disabils.)	
(1) Vision	
(a) Color blindness	
(b) Impaired vision	
(2) Hearing	
(3) Speech impairment	
(4) Mobility impairment	Wheelchair accessible
(5) Dexterity impairment	
f) Other Properties	
i) Work Period (time & days)	• Regular business hours
g) Implementation considerations	
i) Receptivity	
(1) Loss – Perceived	• None, good job security and flexible to new technology
(2) Loss – Real	•
(3) Gain – Perceived	• Easier due to having online coding manuals
(4) Gain – Real	•
Other Comments:	<ul style="list-style-type: none"> <li>• Like big screens</li> <li>• Some abstracting required, usually move up from abstracting</li> </ul>

<b>Assumed Property</b>	<b>Participant: Super Editor</b>
2) Document participant properties	
a) Brief description	(NM) Coming from the editor pool (UT) Would also be the QC person

b)Credentials	
i)Certifications	<ul style="list-style-type: none"> <li>• Manager trust/ Prove track to move up from editor</li> <li>• Good people skills</li> <li>• Able to give feedback</li> <li>•</li> </ul>
c)Role Features	
i)Explicit Authorities	<ul style="list-style-type: none"> <li>• Override editors &amp; consolidators</li> <li>• (NM) Involved in hiring, firing, employee problems</li> <li>•</li> </ul>
d)Responsibilities	<ul style="list-style-type: none"> <li>• Accountable for editor staff</li> <li>• New SEER coding changes implementations and training</li> </ul>
e)Population	
i)Assumed Literacy	
(1)General literacy:	
(a)General level of Educat.	<ul style="list-style-type: none"> <li>• College Degree Not Required</li> </ul>
(2)Medical/Cancer Registry Literac.	<ul style="list-style-type: none"> <li>• Medical/Anatomy/Physiology terminology</li> </ul>
(3)Technology Literacy	<ul style="list-style-type: none"> <li>• Basic Computer Skills</li> </ul>
ii)Language(s) (assumed) read/write	English
iii)Tenure in role (e.g. Mean time in job)	Low turnover
iv)Special accommodation needs (disabils.)	
(1)Vision	
(a)Color blindness	
(b)Impaired vision	
(2)Hearing	
(3)Speech impairment	
(4)Mobility impairment	Wheelchair accessibility
(5)Dexterity impairment	
f)Other Properties	
i)Work Period (time & days)	Work hours that people under them are
g)Implementation considerations	
i)Receptivity	
(1)Loss – Perceived	<ul style="list-style-type: none"> <li>• Secure in position</li> </ul>
(2)Loss – Real	<ul style="list-style-type: none"> <li>•</li> </ul>
(3)Gain – Perceived	<ul style="list-style-type: none"> <li>• Online help for improved accuracy</li> <li>• Easier way to do their job</li> </ul>
(4)Gain – Real	<ul style="list-style-type: none"> <li>•</li> </ul>
Other Comments:	<ul style="list-style-type: none"> <li>• Some traveling out of town</li> </ul>

<b>Assumed Property</b>	<b>Participant: Abstractor</b>
3)Document participant properties	
a)Brief description	Lowest rung in the registry in NM, UT; other registries may start as coders and move up to abstractors
b)Credentials	

i)Certifications	<ul style="list-style-type: none"> <li>• SAME AS EDITOR/CODER</li> <li>• Good understanding of what is in a medical record</li> <li>• (NM) CTR is not a necessity</li> </ul>
c)Role Features	
i)Explicit Authorities	<ul style="list-style-type: none"> <li>• View records in facility</li> </ul>
d)Responsibilities	<ul style="list-style-type: none"> <li>• Keep good PR</li> <li>• Looking follow-up/back for that facility</li> <li>• Collect data for SS</li> <li>• Case finding in facility</li> </ul>
e)Population	
i)Assumed Literacy	
(1)General literacy:	
(a)General level of Educat.	<ul style="list-style-type: none"> <li>• No College Degree Required</li> </ul>
(2)Medical/Cancer Registry Literac.	<ul style="list-style-type: none"> <li>• Medical/Anatomy/Physiology terminology</li> </ul>
(3)Technology Literacy	<ul style="list-style-type: none"> <li>• Basic computer skill</li> </ul>
ii)Language(s) (assumed) read/write	English
iii)Tenure in role (e.g. Mean time in job)	<ul style="list-style-type: none"> <li>• Variable (higher turnover than other roles)</li> </ul>
iv)Special accommodation needs (disabils.)	
(1)Vision	
(a)Color blindness	
(b)Impaired vision	
(2)Hearing	
(3)Speech impairment	
(4)Mobility impairment	
(5)Dexterity impairment	
f)Other Properties	
i)Work Period (time & days)	<ul style="list-style-type: none"> <li>• Work around hospital hours</li> <li>• Need some flexibility</li> </ul>
g)Implementation considerations	
i)Receptivity	
(1)Loss – Perceived	<ul style="list-style-type: none"> <li>• “In the dark at this point”</li> </ul>
(2)Loss – Real	<ul style="list-style-type: none"> <li>•</li> </ul>
(3)Gain – Perceived	<ul style="list-style-type: none"> <li>• Online/Electronic help systems</li> <li>• Happy w/ carrying less manuals</li> </ul>
(4)Gain – Real	<ul style="list-style-type: none"> <li>•</li> </ul>
Other Comments:	<ul style="list-style-type: none"> <li>• Sign confidentiality agreements (Applies to all registries, roles)</li> <li>• Flexible to odd working conditions</li> <li>• Good people skills for facility staff</li> <li>• Quite a bit traveling</li> <li>• Have their own transportation</li> <li>• Path people have hand scanners</li> <li>• They get used to change</li> </ul>

<b>Assumed Property</b>	<b>Participant: Case finder/Screenener</b>
4)Document participant properties	
a)Brief description	<ul style="list-style-type: none"> <li>In the field same as abstractor</li> </ul>
b)Credentials	
i)Certifications	<ul style="list-style-type: none"> <li>SAME AS ABOVE</li> </ul>
c)Role Features	
i)Explicit Authorities	<ul style="list-style-type: none"> <li></li> </ul>
d)Responsibilities	<ul style="list-style-type: none"> <li>Accountable for missing CTCs</li> </ul>
e)Population	
i)Assumed Literacy	
(1)General literacy:	
(a)General level of Educat.	<ul style="list-style-type: none"> <li>No College Degree Required</li> </ul>
(2)Medical/Cancer Registry Literac.	<ul style="list-style-type: none"> <li>Medical Terminology</li> </ul>
(3)Technology Literacy	Basic Computer Skills
ii)Language(s) (assumed) read/write	English
iii)Tenure in role (e.g. Mean time in job)	Same as abstractors
iv)Special accommodation needs (disabils.)	
(1)Vision	
(a)Color blindness	
(b)Impaired vision	
(2)Hearing	
(3)Speech impairment	
(4)Mobility impairment	
(5)Dexterity impairment	
f)Other Properties	
i)Work Period (time & days)	Pretty flexible
g)Implementation considerations	
i)Receptivity	
(1)Loss – Perceived	<ul style="list-style-type: none"> <li>In the dark</li> </ul>
(2)Loss – Real	<ul style="list-style-type: none"> <li></li> </ul>
(3)Gain – Perceived	<ul style="list-style-type: none"> <li>Free time for other tasks</li> </ul>
(4)Gain – Real	<ul style="list-style-type: none"> <li></li> </ul>
Other Comments:	<ul style="list-style-type: none"> <li></li> </ul>

<b>Assumed Property</b>	<b>Participant: Special Studies Manager</b>
5)Document participant properties	<ul style="list-style-type: none"> <li></li> </ul>
a)Brief description	<ul style="list-style-type: none"> <li>In charge of all aspects of SS</li> <li>Working with the SS staff</li> </ul>
b)Credentials	
i)Certifications	<ul style="list-style-type: none"> <li>Some experience working w/ research studies</li> <li>Some registry experience would be nice</li> </ul>
c)Role Features	
i)Explicit Authorities	<ul style="list-style-type: none"> <li></li> </ul>

d)Responsibilities	<ul style="list-style-type: none"> <li>• Accountable for getting researchers the correct info.</li> <li>• Responsible for signed consents for patients, physician, etc.</li> <li>• Give the finding to the PI or Registry Manager</li> <li>• Coordinate who is going out and getting the info and in a timely manner w/ no gaps looking at by year or month</li> <li>• Contacting patients</li> <li>• Getting data to the special studies</li> </ul>
e)Population	
i)Assumed Literacy	
(1)General literacy:	
(a)General level of Educat.	No college degree required
(2)Medical/Cancer Registry Literac.	<ul style="list-style-type: none"> <li>• Cancer Registry Terminology</li> </ul>
(3)Technology Literacy	<ul style="list-style-type: none"> <li>• Need good computer skills</li> <li>• DB Skills</li> </ul>
ii)Language(s) (assumed) read/write	English
iii)Tenure in role (e.g. Mean time in job)	<ul style="list-style-type: none"> <li>• Very Low (people under is very low)</li> </ul>
iv)Special accommodation needs (disabils.)	
(1)Vision	
(a)Color blindness	
(b)Impaired vision	
(2)Hearing	
(3)Speech impairment	
(4)Mobility impairment	
(5)Dexterity impairment	
f)Other Properties	
i)Work Period (time & days)	<ul style="list-style-type: none"> <li>• Regular hours plus Weekends and Evenings</li> <li>• Traveling is required</li> </ul>
g)Implementation considerations	
i)Receptivity	
(1)Loss – Perceived	•
(2)Loss – Real	•
(3)Gain – Perceived	<ul style="list-style-type: none"> <li>• REALLY Happy!</li> <li>• Consolidate SS Databases</li> </ul>
(4)Gain – Real	•
Other Comments:	•

Assumed Property	Participant: Supervisors
6)Document participant properties	
a)Brief description	
b)Credentials	
i)Certifications	<ul style="list-style-type: none"> <li>• Exceptional medical terminology understanding (more important some i.e. abstracting)</li> </ul>

	<ul style="list-style-type: none"> <li>• Need trust of manager and good track record</li> </ul>
c)Role Features	
i)Explicit Authorities	<ul style="list-style-type: none"> <li>• Make sure staff is adequately trained</li> <li>• Overall staff issues (involved, but no solely responsible in hiring, firing, etc.)</li> </ul>
d)Responsibilities	<ul style="list-style-type: none"> <li>• Involved w/ SEER changes (eg. Coding changes, manuals) training and implementation</li> </ul>
e)Population	
i)Assumed Literacy	
(1)General literacy:	
(a)General level of Educat.	
(2)Medical/Cancer Registry Literac.	•
(3)Technology Literacy	
ii)Language(s) (assumed) read/write	
iii)Tenure in role (e.g. Mean time in job)	Very low
iv)Special accommodation needs (disabils.)	
(1)Vision	
(a)Color blindness	
(b)Impaired vision	
(2)Hearing	
(3)Speech impairment	
(4)Mobility impairment	
(5)Dexterity impairment	
f)Other Properties	
i)Work Period (time & days)	Be in the office same time as staff
g)Implementation considerations	
i)Receptivity	
(1)Loss – Perceived	•
(2)Loss – Real	•
(3)Gain – Perceived	<ul style="list-style-type: none"> <li>• Make job easier especially w/ better tracking</li> <li>•</li> </ul>
(4)Gain – Real	•
Other Comments:	<ul style="list-style-type: none"> <li>• Abstracting Supv. Need better people skills</li> <li>• Traveling is involved</li> <li>• Adaptable and have some vision by coming up w/ ideas to make job/procedures better</li> <li>• Follow-up supv. has to have specific skills in dealing w/ patients and physicians</li> <li>• Irate physicians may deal w/ registry managers</li> </ul>

<b>Assumed Property</b>	<b>Participant: Death Clearance</b>
7)Document participant properties	
a)Brief description	Done by supervisor, CTC identifications supv. do path only

	Follow-up do DCO cases
b)Credentials	
i)Certifications	
c)Role Features	
i)Explicit Authorities	•
d)Responsibilities	
e)Population	
i)Assumed Literacy	
(1)General literacy:	
(a)General level of Educat.	
(2)Medical/Cancer Registry Literac.	•
(3)Technology Literacy	
ii)Language(s) (assumed) read/write	
iii)Tenure in role (e.g. Mean time in job)	
iv)Special accommodation needs (disabils.)	
(1)Vision	
(a)Color blindness	
(b)Impaired vision	
(2)Hearing	
(3)Speech impairment	
(4)Mobility impairment	
(5)Dexterity impairment	
f)Other Properties	
i)Work Period (time & days)	
g)Implementation considerations	
i)Receptivity	
(1)Loss – Perceived	•
(2)Loss – Real	•
(3)Gain – Perceived	•
(4)Gain – Real	•
Other Comments:	• Path only clearance need good physician interaction skills

<b>Assumed Property</b>	<b>Participant: Programmer/Systems Analyst</b>
8)Document participant properties	
a)Brief description	<ul style="list-style-type: none"> <li>• New SEER, aCos changes implementation</li> <li>• Hardware Support (help desk stuff)</li> <li>• Special Studies, tracking systems, transfer of data</li> </ul>
b)Credentials	
i)Certifications	• UNM policy requires a degree for some roles
c)Role Features	
i)Explicit Authorities	<ul style="list-style-type: none"> <li>• Grows w/ time as they prove themselves</li> <li>• Responsible and independent</li> </ul>
d)Responsibilities	

e)Population	
i)Assumed Literacy	
(1)General literacy:	
(a)General level of Educat.	
(2)Medical/Cancer Registry Literac.	•
(3)Technology Literacy	<ul style="list-style-type: none"> <li>• Practical Experience</li> <li>• Strong PC background (lots of help desk support)</li> <li>• Good programming background</li> </ul>
ii)Language(s) (assumed) read/write	
iii)Tenure in role (e.g. Mean time in job)	Low (NM) Medium (UT)
iv)Special accommodation needs (disabils.)	
(1)Vision	
(a)Color blindness	
(b)Impaired vision	
(2)Hearing	
(3)Speech impairment	
(4)Mobility impairment	Wheelchair access
(5)Dexterity impairment	
f)Other Properties	
i)Work Period (time & days)	<ul style="list-style-type: none"> <li>• Regular hours for user support</li> <li>• Work late during crisis, needs to be available</li> <li>• Early morning, weekends for shutdown level maintenance</li> <li>• Otherwise flexible hours for developers</li> </ul>
g)Implementation considerations	
i)Receptivity	
(1)Loss – Perceived	<ul style="list-style-type: none"> <li>• Giving up a little bit of control (across all registries)</li> <li>• Step forward, worried being worse than what they have</li> </ul>
(2)Loss – Real	
(3)Gain – Perceived	• Lessen their burden
(4)Gain – Real	•
Other Comments:	<ul style="list-style-type: none"> <li>• Impossible for them to find and hire Oracle DBAs, usually need to hire and train</li> <li>• UTAH doesn't need much programming experience more system admin, PC hardware experience</li> <li>• NM: Strong interpersonal skills, write understandable instructions</li> <li>• Need to be adaptable, willing to learn</li> <li>• Multitasking of projects, can deal w/ interruptions</li> </ul>

<b>Assumed Property</b>	<b>Participant: Registry Manager</b>
9)Document participant properties	

a)Brief description	
b)Credentials	
i)Certifications	<ul style="list-style-type: none"> <li>• Medical record background</li> <li>• CTR</li> <li>• Very good knowledge of anatomy</li> <li>• Accounting (oversee spending)</li> <li>• Oversee training</li> <li>• Hiring, firing</li> <li>• Good people skills</li> </ul>
c)Role Features	
i)Explicit Authorities	<ul style="list-style-type: none"> <li>• Anything w/ some input from PI</li> </ul>
d)Responsibilities	<ul style="list-style-type: none"> <li>• Accountable for everything</li> </ul>
e)Population	
i)Assumed Literacy	
(1)General literacy:	
(a)General level of Educat.	
(2)Medical/Cancer Registry Literac.	<ul style="list-style-type: none"> <li>•</li> </ul>
(3)Technology Literacy	
ii)Language(s) (assumed) read/write	
iii)Tenure in role (e.g. Mean time in job)	Very Low (retirement concerns)
iv)Special accommodation needs (disabils.)	
(1)Vision	
(a)Color blindness	
(b)Impaired vision	
(2)Hearing	
(3)Speech impairment	
(4)Mobility impairment	
(5)Dexterity impairment	
f)Other Properties	
i)Work Period (time & days)	<ul style="list-style-type: none"> <li>• Must be able to travel</li> <li>• Very flexible hours</li> <li>• Work evenings, weekends, anything</li> <li>• Give up life in July</li> </ul>
g)Implementation considerations	
i)Receptivity	
(1)Loss – Perceived	<ul style="list-style-type: none"> <li>• Loss of consistency between registry and facility software and training needs</li> <li>• Hospitals dependency of the registry’s software</li> </ul>
(2)Loss – Real	<ul style="list-style-type: none"> <li>•</li> </ul>
(3)Gain – Perceived	<ul style="list-style-type: none"> <li>• Very helpful</li> <li>• Better than current system and more</li> <li>• Major Concern is that hospital are on same system</li> </ul>
(4)Gain – Real	<ul style="list-style-type: none"> <li>•</li> </ul>
Other Comments:	<ul style="list-style-type: none"> <li>• A lot of vision of where the registry goes</li> </ul>

	<ul style="list-style-type: none"> <li>• Aggressive makes sure things get done</li> <li>• Flexible mindset</li> <li>• Determination</li> <li>• May need to distribute this system (some variant) to Utah and New Jersey facilities for free</li> </ul>
--	--

<b>Assumed Property</b>	<b>Participant: QC Person</b>
10) Document participant properties	
a) Brief description	<ul style="list-style-type: none"> <li>• SEER has given funding for one person</li> </ul>
b) Credentials	
i) Certifications	<ul style="list-style-type: none"> <li>• Same as coder, consolidator, editor</li> <li>• Registry experience is a plus</li> <li>• Proven track record</li> <li>• Knowledge of SEER rules/requirements</li> </ul>
c) Role Features	
i) Explicit Authorities	<ul style="list-style-type: none"> <li>•</li> </ul>
d) Responsibilities	<ul style="list-style-type: none"> <li>• Have to travel</li> <li>• Doing QC at different registries</li> <li>• Responsible to find problems</li> <li>• Involved w/ edits</li> </ul>
e) Population	
i) Assumed Literacy	
(1) General literacy:	
(a) General level of Educat.	
(2) Medical/Cancer Registry Literac.	<ul style="list-style-type: none"> <li>•</li> </ul>
(3) Technology Literacy	
ii) Language(s) (assumed) read/write	
iii) Tenure in role (e.g. Mean time in job)	
iv) Special accommodation needs (disabils.)	
(1) Vision	
(a) Color blindness	
(b) Impaired vision	
(2) Hearing	
(3) Speech impairment	
(4) Mobility impairment	
(5) Dexterity impairment	
f) Other Properties	
i) Work Period (time & days)	<ul style="list-style-type: none"> <li>• Flexible</li> <li>• Go out for weeks at a time on travel</li> <li>• May have to work around a facility's hours</li> </ul>
g) Implementation considerations	<ul style="list-style-type: none"> <li>•</li> </ul>
i) Receptivity	
(1) Loss – Perceived	<ul style="list-style-type: none"> <li>•</li> </ul>
(2) Loss – Real	<ul style="list-style-type: none"> <li>•</li> </ul>

(3)Gain – Perceived	•
(4)Gain – Real	•
Other Comments:	<ul style="list-style-type: none"> <li>• Need good people skills</li> <li>• Have to travel</li> </ul>

<b>Assumed Property</b>	<b>Participant: Trainers</b>
1) Document participant properties	
a) Brief description	<ul style="list-style-type: none"> <li>• Training of registry staff</li> <li>• Supervisor train area people</li> <li>• Overall registry training</li> <li>• Abstractor training</li> <li>• Facility trainers</li> <li>• Training for new registrars</li> <li>• Overseen by registry managers, could be coders, case finders, and IT actually doing the training</li> </ul>
b) Credentials	
i) Certifications	•
c) Role Features	
i) Explicit Authorities	•
d) Responsibilities	•
e) Population	
i) Assumed Literacy	
(1) General literacy:	
(a) General level of Educat.	
(2) Medical/Cancer Registry Literac.	•
(3) Technology Literacy	• Basic Computer needed and becoming more important
ii) Language(s) (assumed) read/write	
iii) Tenure in role (e.g. Mean time in job)	
iv) Special accommodation needs (disabils.)	
(1) Vision	
(a) Color blindness	
(b) Impaired vision	
(2) Hearing	
(3) Speech impairment	
(4) Mobility impairment	
(5) Dexterity impairment	
f) Other Properties	
i) Work Period (time & days)	<ul style="list-style-type: none"> <li>• Travel required</li> <li>•</li> </ul>
g) Implementation considerations	•
i) Receptivity	
(1) Loss – Perceived	•
(2) Loss – Real	•

(3)Gain – Perceived	<ul style="list-style-type: none"><li>•</li></ul>
(4)Gain – Real	<ul style="list-style-type: none"><li>•</li></ul>
Other Comments:	<ul style="list-style-type: none"><li>• People skills needed</li><li>• Very well educated in what their training</li><li>• Ability to give clear explanations</li></ul>