

Centers for Disease Control: National Program of Cancer Registries (NPCR)

National Cancer Registrar's Association (NCRA)

## Workload & Time Management Survey of Central Cancer Registries

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## Workload & Time Management Survey of Central Cancer Registries

Survey Due Date: XXXX XX, 200X

This survey requires one (1) week of data collection prior to entering the data online.  
Please read the recommended steps for completing the survey carefully.

### Recommended Steps for Completing the Survey

#### Preparing to fill out the online survey:

1. Review the survey materials contained in the PDF that was linked to the e-mailed survey invitation.
  - a. The PDF contains three (3) documents, including
    - i. Instructions for completing the Work Activities Journal
    - ii. The Work Activities Journal
    - iii. A glossary of words and terms used in the survey
  - b. You can click [here](#) to open and print the PDF now.
2. As described in its instructions, the Work Activities Journal is intended to be used by your staff/cancer registrars.
3. Please print a copy of the PDF file/survey materials for each staff person/cancer registrar.
4. Give the survey materials to your staff/cancer registrars; ask that they fill out the Work Activities Journal for one (1) week.
5. At the end of the week, collect the Work Activities Journal sheets.
6. Total the amount of time per activity across all sheets, keeping in mind that there is no expectation that the totals will be equivalent to a fulltime work day, week, or month.

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### Section I: Facility and Registry Characteristics

Please answer the following questions pertaining to certain characteristics of the cancer registry where you are employed.

1. In which state is your registry located?

2. Where is your registry housed? (Choose the one best answer.)

- State Health Department
- Contractor
- University
- Other (please specify)

3. Please enter the following reference year(s) for your registry.

\* Please note: if you do not have a reference year for a particular entity, leave blank

**Year**

SEER

NPCR

Other (please specify

4. Does your registry currently have workload standards in place?

- Yes, for all positions
- Yes, for some positions
- No, none at all

## Section II: Caseload Size and Composition

Please answer the following questions pertaining to characteristics of your registry's caseload.

\*Please note: For all questions in this section, answers should be based on the calendar year 200X.

5. In 200X, what was the total number of source records the registry received from all reporting and casefinding sources?

6. In the table below, please specify the number of source records received from each type of reporting/casefinding source in 200X (i.e., the records referenced in Question 5.)

6a. Hospital Registries

a1. CoC accredited (exclude VA and DoD)

a2. Non-CoC accredited (exclude VA and DoD)

a3. VA hospitals

a4. DoD hospitals

6b. Data exchange: Records received from other states

6c. Pathology labs

6d. Death certificate only

6e. SEER regional registry(ies)

6f. Other regional registry(ies)

6g. Other sources (specify in the rows below)

g1.

g2.

g3.

Total

7. After consolidation, what was the total number of unique, **reportable** cancer cases received by your registry in 200X?

# reportable cases

8. What was the total number of **non-reportable** cancer cases received by your registry in 200X, **regardless of the diagnosis year**?

9. Please estimate the overall number of your registry's total source records received in 200X (i.e., records listed previously in Question 5), through each of the reporting formats/methods listed.

\* Please note: if you did not receive records through one of the formats/methods listed, enter 0.

9a. Paper abstracts that required data entry

9b. Chart/source documents sent to the CCR office to be abstracted and entered

9c. Central registrar traveled to hospital/facility registry and abstracted records

9d. Electronic records submitted by reporting source in an email attachment

9e. Electronic records submitted by reporting source using an internet website

9f. Electronic records submitted by reporting source on a compact disc

9g. Other format/method

9g-b. Please specify "other" format/method

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### Section III: Staffing and Administration

Questions 10-14: Please answer the following questions pertaining to staffing at your registry.

10. Which of the following most closely approximates the job title of the person filling out this survey?  
(Choose the single best answer.)

- Registry Director
- Registry Manager
- Registry Supervisor
- Principal Investigator
- Data Editor

11. Please enter the number of full-time equivalent (FTE) cancer registry positions in your registry at the **beginning** of the fiscal years indicated in the following table. Include positions outside the registry **only** if the registry pays a portion of the salary.

\*Please note: Budgeted positions (11a) should be the sum of filled (11b) and vacant (11c) positions.

	Fiscal Year 20XX	Fiscal Year 20XX
11a. Number of budgeted FTE positions (11a = 11b + 11c)		
11b. Number of filled FTE positions		
11c. Number of vacant FTE positions		

12. Does your registry currently employ contract staff?

Yes

No

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13. On what basis does your registry currently employ contract staff?

- Temporary
- Permanent
- Both temporary and permanent

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14. What is the number of permanent FTEs that is currently covered by contract staff?

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### Section IV: Reporting

Please answer the following questions about agencies to which your registry reports.

15. Please tell us if your registry reports records to each of the agencies specified:

	Yes	No
CDC/NPCR	<input type="radio"/>	<input type="radio"/>
NCI/SEER	<input type="radio"/>	<input type="radio"/>
NAACCR	<input type="radio"/>	<input type="radio"/>
Other	<input type="radio"/>	<input type="radio"/>

15d1. Does your registry report to another agency/institution that we did not mention?

- Yes
- No

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15d2. What is the name of this agency/institution?

15d3. What is the primary format used to report to this agency/institution?

- Email
- Web/internet
- Compact disc
- Other

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**Section V: Registry Procedures**

**Please answer the following questions pertaining to certain procedures that may be used in your registry.**

16. Does your registry staff do rapid case ascertainment?

Yes

No

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17. How frequently does your registry staff do rapid case ascertainment?

- Rarely
- Sometimes
- Often

18. Does your registry do active follow-up?

- Yes
- No

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19. How frequently does your registry do active follow up?

- Rarely
- Sometimes
- Often

20. How frequently does your registry receive death files?

- Monthly
- Quarterly
- Yearly

21. Central registries differ in how they manage their death clearance activities. Regardless of when or how frequently they receive death files, some may designate a specific period of months towards the end of the year for death clearance (**yearly**). Others may do death clearance more frequently throughout the year, perhaps on a **quarterly** or **monthly** basis.

How does your registry manage its death clearance activities?

- Monthly
- Quarterly
- Yearly

22. On what death certificate items does your registry do follow-back? (Check all that apply)

- Name
- Demographics
- Underlying cause of death
- Multiple causes of death
- ICD-10 codes
- Other

**Section VI: Data Management and Automation**

**Please answer the following questions pertaining to data management software and formats used in your facility and registry.**

23. What type of cancer data software does your registry use for abstracting data? **(Choose the one best answer)**

- CDC Abstract Plus and/or Web Plus
- Commercial cancer registry system vendor
- State developed or other in-house software
- Spreadsheet/database software (Examples: Excel, Access)
- Other - please specify

24. What type of software does your registry use for data management? **(Choose the one best answer)**

- SEER\*DMS / DMS Central
- RegistryPlus
- Commercial cancer registry system vendor
- State developed or other in-house software
- Other – please specify

25. What type(s) of software does your registry use for data analysis? **(Check all that apply)**

- SEER\*Stat
- Commercial cancer register system vendor
- State developed or other in-house software
- Commercial statistical software package (Examples: SPSS, SAS, STATA)
- Spreadsheet/database software (Examples: Excel, Access)
- Other – please specify

26. How does your registry perform record consolidation?

- All electronic
- All manual
- Combination of electronic and manual

27. Who is responsible for your registry's geo-coding?

- Regular registry staff
- Contract staff
- Other – please specify

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## Section VII: Staff Activities and Workload

Please fill in the following items pertaining to the activities recorded by your staff/registrar(s) in the **Work Activities Journal**. In parenthesis next to each item in this section is a **row number**. The row numbers refer to the **rows** in the **Work Activities Journal** on which the items are found. All items are found in **column G** of the **Work Activities Journal**.

Weekly Activities (begins with Casefinding, on row 4 of the Work Activities Journal)

28a. Manual casefinding  
(row 5)

28b. Electronic  
casefinding (row 6)

28c. Abstracting at  
hospital/facility (row 8)

28d. Abstracting at  
central registry (row 9)

28e. Active follow-up  
(row 11)

28f. Passive follow-up  
(row 12)

28g. Visual Editing (row  
14)

28h. Manual case  
consolidation (row 15)

28i. Electronic case  
consolidation (row 16)

28k. Resolving EDIT  
reports (row 17)

28j. Resolving other  
quality control issues  
(row 18)

Monthly Activities (begins with Audits, on row 21 of the Work Activities Journal)



29a. Casefinding audits  
(row 22)

29b. Re-abstracting  
audits (row 23)

29c. Database  
management (row 25)

Yearly Activities (begins with Training/Development, on row 27 of the Work Activities Journal)

30a. Training/development of  
central registry staff (row 28)

30b. Training/development of  
reporting facility staff (row 29)

30c. Travel for registry operations  
(row 31)

30d. Travel for  
education/workshops/conferences  
(row 32)

30e. Death clearance matching  
(row 34)

30f. Death clearance follow back  
(row 35)

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Please answer the following questions about your current perspective regarding workload at your cancer registry.

31. What are your greatest concerns regarding the staffing of your registry? Please indicate the level of concern you have for each of the following items, using this scale:

1. Not concerned
2. Slightly concerned
3. Moderately concerned
4. Definitely concerned
5. Strongly concerned
6. Extremely concerned

- 31a. Funding additional positions
- 31b. Compensating staff well enough to retain them
- 31c. Finding qualified staff
- 31d. Funds for education and training
- 31e. Finding adequate work space for staff

32. Thinking about your staff overall, what are your greatest concerns about them? Please indicate the level of concern you have for each of the following items, using this scale:

1. Not concerned
2. Slightly concerned
3. Definitely concerned
4. Moderately concerned
5. Strongly concerned
6. Extremely concerned

- 32a. Adequate knowledge/skill to carry out assigned tasks
- 32b. Learning changes to coding requirements
- 32c. Learning changes to reporting requirements
- 32d. Motivation
- 32e. Work ethic
- 32f. Accuracy of their work
- 32g. Speed of their work

33. To what degree does your staff need additional training/continuing education in the following topics? Please indicate the degree of your staff's need for training/continuing education in each of these topic areas, using this scale:

1. Not concerned
2. Slightly concerned

- 3. Definitely concerned
- 4. Moderately concerned
- 5. Strongly concerned
- 6. Extremely concerned

- 33a. Collaborative Staging
- 33b. Software training
- 33c. Medical terminology
- 33d. Multiple primary/histology coding
- 33e. Anatomy and physiology
- 33f. SEER requirements
- 33g. NPCR and/or state requirements
- 33h. NCDB/CoC requirements
- 33i. General registry operations

34. To what degree does your staff need the following items to do a better job? Please indicate the degree to which your staff needs each of these items, using this scale:

- 1. Not concerned
- 2. Slightly concerned
- 3. Definitely concerned
- 4. Moderately concerned
- 5. Strongly concerned
- 6. Extremely concerned

- 34a. Computer hardware
- 34b. Computer software
- 34c. Work space
- 34d. Supervisory support
- 34e. Administrative support
- 34f. Another FTE registrar

35. Are there other things we did not mention that your staff needs to do a better job?

- Yes
- No

36. Please enter up to 3 things that your staff needs to do a better job.

37. Are there things that you need to do a better job?

Yes

No

38. Please enter up to 3 things that you need to do a better job.

39. Please provide any additional comments here. Do not write the question text

Thank you for participating in our survey. We appreciate your input on workload and job activities in Central Cancer Registries. Your survey responses will be used to develop workload and staffing standards for central registries, which can be used to improve working conditions for cancer registrars.

An electronic copy of the executive summary of our report will be emailed to you when the report has been completed.

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We thank you for your time spent taking this survey.  
Your response has been recorded.