Presented by the NCRA Mentoring Committee

Selling Yourself Through Your Resume

What You Need to Know in General

What You Need to Know as a Cancer Registrar Specifically!

MedPartners

Presented By: Jennifer Rohleder, BS, CTR CoC 4/7/2015

Agenda

- · Knowing the tools
- · Knowing the rules
- Knowing yourself
- Knowing the job you want
- Knowing your audience/potential employer
- · Knowing the job for which they are hiring

What is the Right Tool for The Job

What is a resume?

A resume is a written compilation of your education, work experience, credentials, and accomplishments that is used to apply for jobs. The goal is to make an applicant stand out from the rest of the competition. Chronological, functional, a combination or targeted resume.

• What is a C.V.?

A curriculum vitae provides a summary of one's experience and skills. Typically used by people in academia and medicine. Include information on one's academic background, including formal teaching experiences, degrees, research awards, publications, and other achievements.

Resume

- Functional Resume: Focuses on your skills and experience.
- Chronological: Starts by listing your work history with the most resent position.
- Combination: Lists skill and experience first and employment history next.
- Target Resume: Customized so that it specifically highlights the experience and skills you have that are relevant to the job for which you are applying.

Resume Contents

- Heading
- Objective
- Education: Degree, Institution
- Experience
- Activities, honors
- Skill
- Certifications/licensures
- References
- Interests

Curriculum Vitae (CV)

- · Chronological order
- Full record of your career history
- Education
- · Areas of academic interests
- Publications and Presentations
- Scholarly or Professional Memberships
- References

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Market Yourself With A Professional Bio

A professional biography is a summary of who you are as an employee, business person, or professional. Presenting yourself in the best possible and most interesting light, in thirty seconds.

- YOU are the product
- Establish Top of the Mind Awareness (TOMA)
- Expand on critical personality traits
- · Emphasize your achievements

When/How To Use A Bio

- What "About" you?
- Public speaking
- Publications
- Job search

Rules

- Proper spelling and grammar
- Qualifications Relevancy
- Be specific
- Be honest
- Red Flags

Social Media Red Flags 💻



- Inappropriate photos or information
- · Posted information about use of drugs or alcohol
- Negative statements about former employers
- Derogatory comments
- Dishonest about qualifications and/or competencies
- Portrayed poor communications skills

Interview Red Flags



Candidate does not seem to know what the job is all about

- · Candidate does not give clear straight answers.
- · Candidate does not follow through on little things.
- Arrogance
- Treats other different that they treat the interviewer.
- They are not aligned with organizational values and culture.
- Refusing to change outdated, inefficient habits
- Chronic disorganization
- Excessive calls, e-mail, and social media communications

Cancer Registry Specific

Is your resume honest?

- Did you fabricate experiences?
- Substitute a more favorable job title?
- Exaggerate accomplishments or job duties?
- Overstate skills levels?
- Do you use creative wording to embellish your experience?

Really?	
Dy Seuss et al One fish two fi	One fish two fish blue fish
Case ascertainment Clinical outcomes surveillance Research Assistant Oncology Informatics Manager	Casefinding Follow-up Support staff- data collection Cancer Registry Manager

What is a Cancer Registrar?

According to the National Cancer Registrars
Association (NCRA), "cancer registrars capture
a complete summary of the history, diagnosis,
treatment, and disease status for every cancer
patient. A Registrars work leads to better
information that is used in the management of
cancer, and ultimately, cures."

Embellished

A cancer registrars work goes far beyond simply collecting cancer data. In order to accomplish the goal of preventing and controlling cancer, they also work closely with physicians, administrators, researchers, and health care planners to provide support for cancer program development, ensure compliance of reporting standards, and serve as a valuable resource for cancer information.

Knowledgeable Employers Know

That "CTR" is a credential, not a job, job descriptions, role or responsibility.

The CTR credentialing exam is not a test for competency of skills.

Do not bother to go back further than 10 years when looking at experience. This field has drastically changed over the last 5 year and longevity does not necessarily equal competency.

Cancer Registrar- How are YOU Unique?

- A CTR that has only worked in a State reporting registry may not readily adapt to a CoC reporting registry.
- A CTR that has worked only in a State Central Registry will have limited knowledge and/or
 experience of the internal operations of a hospital or CoC reporting requirements and
 responsibilities.
- A CTR that has only worked in a hospital registry will have limited knowledge of State Central Registry functions such as case-consolidation or death clearance, NAACCR Standards. (National Association of Central Cancer Registrars Assoc.)
- A CTR that has only done management within the last year will not be an accurate and fast case-finder or abstractor.

Example Bio

Title: Cancer Registry Consultant
Credentials/Certification: CTR

Crydentials/Certification: CTR Education: BS Health Information Management, NCRA University; Arlington, VA

Work Site: Remote / Onsite Experience: 10s years

Experience: 10+ years Cancer Registry Software: CNExT, Metric

EMR and other Systems: Cerner, Epic, Meditech, HPF, Mosa

Employment: 2004 - 2015 Contract Registry Vendor

Facilities: 36 State and CoC approved programs in Virginia, Maryland, Pennsylvania and West Virginia

Suzie has over 10 years experience working in Cancer Registry contract consulting roles encompassing over 20 CoC and 16 state reporting facilities in both adult/pediatric populations. She currently manages a team of 45 CTR's covering an annual case load of 20,000 in 36 cancer programs. In her position she has

Provide overall supervision of a staff of forty-five people who manage thirty-six cancer programs

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 Assist cancer committees with cancer program management and survey process

Develop and implement division policies and proce

Abstracting as needed

Accountable for the management and availability of staff resources and for establishing relationships with both staff and customers in how service is provided.

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Ensure that technology and management systems are being used effectively and efficiently in the delivery of services.

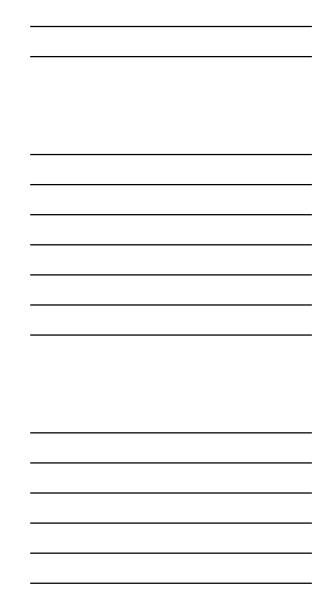
Coordinate and perform abstracting activities related to the Quality Oncology Practice Initiative (QOPI) for clients.

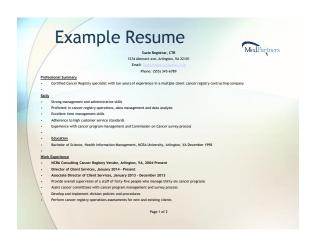
Provide data to cancer programs for the National Quality Measures for Breast Centers (NQMB Coach and meeter staff on performance issues and identify training connectanities

Coach and mentor staff on performance issues and identify training opportunities

Meet with employees on a regular basis to share and discuss project status, employee issues and any other work related matters

Review department productivity dashboards on a monthly basis to ensure efficiency and cost effectiveness





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	Example Resume
	L'Adripte Resulte
	Team Manager, January 2008 - December 2013
	Lead a team of cancer registry professionals at five facilities in Virginia Determine staffing needs and schedule project timelines
	Coach and mentor staff on performance issues and identify training opportunities
	 Utilize the organization's human resources disciplinary guidelines when performance issues arise
	 Participate in monthly management meetings to assist in the strategic plan and growth of the department Meet with employees on a regular basis to share and discuss project status, employee issues and any other work related matters
	Meet with employees on a regular basis to strate and discuss project seates, employee issues and any other work related matter's Review department productivity dashboards on a monthly basis to ensure efficiency and cost effectiveness.
	 Assist in the development of quality improvement tools to ensure abstracting quality at client facilities
	 Assist employees in setting annual goals for professional development in the cancer registry field
	Direct and manage the implementation of short and long term abstracting projects Abstract and submit state reporting cases at three facilities in the Northeast Virginia area.
	Create and update cancer registry policies and procedures
	 Collaborate with cancer registry software companies during the software conversion process to ensure data quality
	Team Leader, January 2007 - December 2007
	Track overall status of full service programs
	 Identify areas that need operations, compliance, training, CoC consulting and quality support and alert the appropriate individual for suidance
	Act as additional support to deliver CoC updates to facilities' Cancer Committees
	Develop relationships with members of administration at client hospitals
	Develop relationships with physicians at client hospitals Deliver status reports to the Director of Operations
	Deliver status reports to the Director of Operations
	Registry Specialist, September 2004 - December 2006
	Perform day to day operations as outlined in facilities' contracts Act as additional support to deliver CoC updates at Cancer Committees
	Act as administrating appear to desire the updates at carrier committees
	NCRA Hospital, Arlington, VA, March 1994 - September 2004
	Database Coordinator/Chart Completion Complete secondary analysis of discharge charts
	Compare sectionary analysis of unitarity class s Deliver incomplete charts to physician offices
	Generate weekly and monthly health information management statistics from computer system
	 Participate in Joint Commission meetings for the Health Information Management department
1	Other positions: Inpatient/Outpatient Analysis, Transcription Assistant, Coding Assistant
	Professional Affiliations
	American Health Information Management Association National Cancer Registrars Association
	- Marionian Cancel Addoction
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