



North Metropolitan Health Service
Job Description Form

Research Data Manager
Health Salaried Officers Agreement: Level G5
Position Number: 002527
Medical Oncology Research Unit, Medical Specialties Division
Sir Charles Gairdner Hospital, North Metropolitan Health Service

Reporting Relationships

Professor, Medical Oncology
 Award Level: SMP Year 1-9
 Position Number: 004545



Research Data Manager
 Award Level: HSO Level G5
 Position Number: 004231



This Position



Also reporting to this supervisor:

- Clinical Trials Manager

Directly reporting to this position:			Other positions under control
Title	Classification	FTE	•
Nil			

Prime Function / Key Responsibilities: To perform the duties of a Data Manager for the Department of Medical Oncology.

Brief Summary of Duties (in order of importance)

1. Position Duties

- 1.1 Undertake the collection and recording of data as required for the efficient management of clinical trials in accordance with Good Clinical Practice Guidelines.
- 1.2 Submit reports as directed to various trial oversight committees.
- 1.3 Attend to data queries generated from Study Centres in a prompt, accurate, efficient manner and liaise with trial monitors in an appropriate and professional manner for the duration of each trial.
- 1.4 Maintain participant's Case report Forms in an accurate legible format.
- 1.5 Forward to study centres scans and pathology material as and when required.
- 1.6 Attend pharmaceutical start-up meetings both locally and nationally as and when required.
- 1.7 Accurately enter, update and maintain the computerised Data Bases.
- 1.8 At the same times maintain patient confidentiality and professional courtesy and consideration for the trial participants.

2. NMHS Governance, Safety and Quality Requirements

- 2.1 Participates in the maintenance of a safe work environment.
- 2.2 Participates in an annual performance development review.
- 2.3 Supports the delivery of safe patient care and the consumers' experience including participation in continuous quality improvement activities in accordance with the requirements of the National Safety and Quality Health Service Standards and other recognised health standards.
- 2.4 Completes mandatory training (including safety and quality training) as relevant to role.
- 2.5 Performs duties in accordance with Government, WA Health, North Metropolitan Health Service and Departmental / Program specific policies and procedures.
- 2.6 Abides by the WA Health Code of Conduct, Occupational Safety and Health legislation, the Disability Services Act and the Equal Opportunity Act.

3. Undertakes other duties as directed.

Work Related Requirements

Essential Selection Criteria

1. Relevant degree or diploma in health science or similar field.
2. Knowledge and understanding of medical terminology and procedures.
3. Accurate data collection skills.
4. Good interpersonal skills for patient interaction.
5. Ability to work as a member of a research team.
6. Demonstrated skills in MS Word, Excel and Schedule or equivalent.
7. Ability to organise and prioritise work schedules.

Desirable Selection Criteria

1. Previous experience in clinical trials and data collection.
2. Previous experience in a hospital setting.
3. Current knowledge and commitment to Equal Opportunity in all aspects of employment and service delivery.

Appointment Prerequisites

Appointment is subject to:

- Completion of 100 Point Identification Check.
- Successful Criminal Record Screening Clearance.
- Successful Pre-Employment Integrity Check.
- Successful Pre-Employment Health Assessment.

Certification

The details contained in this document are an accurate statement of the duties, responsibilities and other requirements of the position.

Manager/Supervisor

Name: Judy Innes-Rowe
Signature/HE: 46981
Date: 26 August 2016

Dept./Division Head

Name:
Signature:
Date:

Position Occupant

Name:
Signature:
Date: