

## Job Description

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<b>Job Title:</b>	Data Management Coordinator
<b>Department:</b>	Centre for Ocular Research & Education (CORE)
<b>Reports To:</b>	CORE Administrator/CORE Data Team Leader
<b>Jobs Reporting:</b>	None
<b>Salary Grade:</b>	USG 5
<b>Effective Date:</b>	June 2019

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### **Primary Purpose**

The incumbent for this position is responsible for transposing CORE study data collected by various media into an electronic format suitable for analysis according to Good Clinical Practice. This position is required for three days per week and is contingent upon funding.

### **Key Accountabilities**

#### **Data Entry**

- Coordinate completion of initial/double data entry with the Data Team and ensure that it is completed as per established timelines using the software program specified for each study.
- Flag file issues (missing data, discrepancies, data not within study parameters) and ensure that concerns are delivered to proper investigator(s) and addressed in a timely manner.
- Ensure all files and data meet Good Clinical Practice requirements.
- Complete training on any sponsor provided data entry system.

#### **Development and Maintenance of Multiple Databases**

- Build database schema for data entry/data transcription using a RDBMS (Relational Database Management System) tailored to specific study data collection needs based on study case report forms.
- Create and maintain documentation of database design, changes, lock and data query for each study database.
- Monitor and oversee the backing up and archiving of study image data.

#### **Development and Maintenance of Datasets**

- Implement and perform data queries.
- Create, organize, store, document, extract/export, convert, merge, and manipulate data files.
- Tailor data files for statistical analysis (Statistica, SPSS, SAS or others as required).
- Apply knowledge to the process of data cleaning and resolving data problems.
- Communicate with internal and external data users for sending data or image files.

*\*All employees of the University are expected to follow University and departmental health and safety policy, procedures and work practices at all times. Employees are also responsible for the completion of all health and safety training, as assigned. Employees with staff supervision and/or management responsibilities will ensure that assigned staff abide by the above, and actively identify, assess and correct health and safety hazards, as required.*

### Required Qualifications

<b>Education</b> <ul style="list-style-type: none"><li>• High school diploma or equivalent is required</li><li>• Training on the management of data sets using RDBMS is an asset</li></ul>
<b>Experience</b> <ul style="list-style-type: none"><li>• Demonstrated experience with designing and developing, databases using REDCap, MS Access or other equivalent RDBMS is required</li><li>• Demonstrated experience querying and manipulating data sets is required</li><li>• Experience with data entry is an asset</li><li>• Experience with statistics and data analysis is an asset</li><li>• Experience with low level programming is an asset</li><li>• Experience in a clinical research or optometric setting is an asset</li></ul>
<b>Knowledge/Skills/Abilities</b> <ul style="list-style-type: none"><li>• Working knowledge of Relational Database Management Systems (RDBMS), including MS Access or REDCap database is required</li><li>• Detail-oriented</li><li>• Good oral and written communication skills with demonstrated decision-making, organizational and time management skills are required</li><li>• Excellent MS Excel skills are required</li><li>• Knowledge of Good Clinical Practice guidelines is an asset</li></ul>

### Nature and Scope

- **Contacts:** Internally this position must obtain, clarify and discuss information with CORE research staff and other members of the Data Team in order to fulfill the data needs of each study. The incumbent is required to supply data and related information to CORE sponsors.
- **Level of Responsibility:** This position has defined duties and responsibilities and receives direct supervision. The incumbent is responsible and accountable for organizing, storing, documenting, extracting/exporting, converting, merging and manipulating CORE data, from the point that it is collected to the point when it is archived.
- **Decision-Making Authority:** This position is required to build and debug basic database applications. Guidance will be provided by the Data Team Leader.
- **Physical and Sensory Demands:** The incumbent experiences physical and sensory demands typical of a position whose main focus involves attention to detail and computer use. It requires extension sitting, repetitive hand/finger movements and concentrated visual tasks. Frequent breaks are encouraged.
- **Working Environment:** : There is minimal exposure to disagreeable conditions typical of an administrative position required to occupy a cubical in an office shared with other individuals.