

Job Description

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

Primary Purpose

The incumbent for this position is responsible for executing the CORE data entry process from the point where the source documents are completed through to the point where the data set is finished and ready to be queried for analysis. This position 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.
- Ensure correct version of Informed Consent has been signed/dated properly and recorded in Star Tracker system.
- Complete training on any sponsor provided data entry system.
- Review data entered directly into database by study participants.
- Send study data to sponsors as required.

Data Management

- Monitor study progress – inform Data Team Leader of study completion.
- Provide input regarding study data entry and organization including design and building user interfaces.
- Maintain the completed hard copy and electronic files of project records.

Quality Assurance

- Review clinical research forms and suggest revisions
- Develop test plans and coordinate with development team through testing process.
- Conduct functional, regression and system testing including documenting and disseminating results.
- Provide training on any data entry systems if needed.

**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

Education <ul style="list-style-type: none">• High school diploma or equivalent is required.
Experience <ul style="list-style-type: none">• Experience with data entry is an asset.• Experience with software and database testing is an asset.• Experience in a clinical research or optometric setting is an asset.
Knowledge/Skills/Abilities <ul style="list-style-type: none">• Ability to master custom data entry systems, including systems developed in-house and systems supplied by study sponsors is required.• Detail oriented.• Good oral and written communication skills with demonstrated decision-making, organizational and time management skills are required.• Excellent MS Excel skills are required• Knowledge of Good Clinical Practice guidelines is an asset.

Nature and Scope

- **Contacts:** Internally this position must obtain, clarify and discuss information with CORE research staff and continually exchange information with other members of the Data Team in order to fulfill the data needs of each study. This position may also have interaction with clinical study monitors to resolve data quality issues. 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 for managing the version control of study participant informed consent and ensuring that missing data is resolved with the investigators according to Good Clinical Practice guidelines. The incumbent is responsible for developing and conducting database test plans and assists with training to ensure that all data are entered accurately and expeditiously.
- **Decision-Making Authority:** This position must ensure that data are entered correctly and frequently this requires an interpretation of the handwriting of individual investigators. The incumbent must have a keen sense of whether the information is correct as it appears or whether it needs to be questioned.
- **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 extensive 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.