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## Job Description

### COORDINATOR-DATA MANAGEMENT-56242

#### Description

POSITION TITLE: COORDINATOR-DATA MANAGEMENT  
 DEPARTMENT: Varies SUPERVISOR'S TITLE: Varies TITLES SUPERVISED: None TOTAL NUMBER OF FTEs DIRECTLY OR INDIRECTLY SUPERVISED: 0 PURPOSE OF POSITION: Coordinate the processing of clinical and research data into various computer databases. Organize data processing procedures and support the creation and maintenance of data systems. REQUIRED SKILLS: Effective verbal, written, interpersonal and telephone communication skills. Ability to relate to diverse age and demographic backgrounds. Strong attention to detail and problem solving. Very strong written and oral communication required. Computer literate and working knowledge of software applications (word processing, spreadsheet and database). Demonstrate diplomacy, tact and a professional demeanor. Knowledge of medical terminology. Experience with Microsoft Access and Excel QUALIFICATIONS: Required: ♦ Bachelor's degree or equivalent combination of education and experience. ♦ One year directly related experience

#### Responsibilities

##### ·Data Systems

Assist with the development, testing and implementation of clinical data studies. Organize data to analyze, identify and report trends. Review Case Report Forms (CRFs).

##### ·Data Analysis

Process laboratory and other external data. Review reports, tables, and listings.

- Reporting

Prepare reports of clinical trial studies for internal validation and cross validation studies. May evaluate and resolve issues regarding contents of reports.

- Projects

Support the data management process for clinical research projects.

- Quality Assurance

Perform quality checks to ensure accuracy of data manually entered by others. Maintain and audit data, providing status and activity reports as required. Consult with senior peers on non-complex projects to learn through experience.

- Data entry

Perform clinical data entry and validation to ensure accuracy, completeness and legibility of data. Assists with the development and evaluation of clinical record forms. Enter process and clinical data into various databases Maintains internal record keeping system(s) in conjunction with clinical research associates and biostatistics internal staff. Maintains master files for clinical protocol.

## Qualifications

### Skills & Competencies

- Diversity Appreciation

Understanding and showing respect and appreciation for the uniqueness of all individuals; leveraging differences in others' perspectives and ideas; appreciating cultural differences and adjusting one's approach to successfully integrate with others who are different from oneself

- Medical Terminology - Intermd

Intermediate knowledge of medical terminology

- Computer Proficiency - Int

Proficiency in basic computer applications such as Microsoft Office, e-mail and internet

- Detail Orientation

Meticulously keeping track of details without becoming overwhelmed by them; being exacting, precise, and accurate; spotting minor imperfections or errors and taking action to correct them

- Professional Demeanor

Demonstrates an independent work initiative, sound judgment, diplomacy, tact and professional demeanor

- Problem Solving

Ability to independently work through details of a problem to reach a positive solution

- Communication - Advanced

Excellent verbal, written and/or interpersonal communication skills

**Job** Administrative/Clerical

**Primary Location** United States-Ohio-Cincinnati

**Schedule** Full-time

**Job Type** Standard

**Job Posting**

**Shift** Day Job

**Department** Trauma

**FTE** 1.0



**Weekly Hours** 40

**Employee Status** Regular

**Salary Range** 15.09-25.14

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