the CTN
CIHR Canadian
HIV Trials Network

le Réseau
Réseau canadien
pour les essais VIH des IRSC

CHÉOS
Centre for Health Evaluation
& Outcome Sciences

Job title:	Data Manager
Departments:	Centre for Health Evaluation and Outcome Sciences (CHÉOS) & CIHR Canadian HIV Trials Network (CTN) at the Providence Health Care Research Institute (PHCRI)
Location:	St. Paul's Hospital, Vancouver, BC
Salary:	Salary commensurate with experience: $55,000 – $70,000, plus competitive benefits including four weeks of paid vacation to start, extended health and dental plans, and membership in the municipal pension plan
Desired Start Date:	January 4, 2021
Full/Part-time:	Full-time
Position status:	This is an on-going, regular-status Providence Health Care (PHC) position (union-excluded); however, all research positions are dependent on grant funding
Term:	The initial term of the Data Manager role is expected to be two years in duration, with the option to renew should grant funding be available
Application Closing Date:	November 16, 2020
How to Apply:	Interested candidates should email their resume with cover letter to hr@cheos.ubc.ca

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Job Summary

The Data Manager (DM) represents a core functional role for the Data Management department and supports the organization in the conduct of clinical trials and other research endeavours. Under the direction of the Data Management Operations Lead, the DM will execute and support the implementation of data management activities for studies undertaken by the CTN and CHÉOS to help ensure data conform to the established requirements for completeness, accuracy, and reliability. To execute these responsibilities, the DM works in cooperation with data management staff, project managers, clinical research coordinators, and other team members.

Located at St. Paul's Hospital, CHÉOS is an interdisciplinary collective founded to pursue excellence in health outcomes research. In addition to conducting its own research, the Centre's other primary function is to offer methodological expertise to other researchers, including assistance with study design, statistics, health economics, data management, and grant facilitation for both health outcomes research and clinical trials. The Centre consists of 75-80 faculty members and 130-150 staff and research personnel.

The CTN is an innovative partnership of clinical investigators, physicians, nurses, people living with HIV/AIDS, pharmaceutical manufacturers and others that facilitate HIV clinical trials of the highest scientific and ethical standards. Established in 1990 as a cornerstone of the federal AIDS Strategy, the CTN is funded by the Canadian Institutes of Health Research (CIHR), and jointly sponsored by the University of British Columbia (UBC) and St. Paul's Hospital (Providence Health Care) in Vancouver.

Work Performed

- Ensures all data management duties are carried out in accordance with CHÉOS/CTN standard operating procedures (SOPs) and work practice guidelines (WPGs)
- Understands the data requirements for each trial
- Reviews protocols and/or research plans to provide data collection related feedback
- Develops a Data Management Plan (DMP) and a Data Validation Edit Check Plan (DVP) for each trial and prepares other data management documentation for assigned studies
- Works with Quality Assurance and Project Management to identify risks and develop mitigation strategies for assigned studies
- Creates working copies of paper Case Report Forms (CRFs) and study Data Collection Worksheets for projects according to study protocols, including formatting and maintenance
- Develops study databases, including: developing electronic CRFs, edit check rules, testing and validation of databases and associated edit checks
- Works with database programmers to ensure that appropriate data checking procedures are in place as per the Data Validation Plan
- Programs simple checks in SQL programming language
- Performs data quality checks and data cleaning tasks as per the Data Management Plan and Data Validation Plan
- Participates in and coordinates the resolution of queries
- Provides query reports to data collectors for resolution:
    - Monitors site and study specific data flow
    - Ensures that the data collectors receive timely feedback on completeness and accuracy of data
    - Ensures that the data entered in the databases is a valid reflection of the data received
- Provides data flow status reports to the Study Team and the Data Management Operations Lead
- Tracks study metadata, such as number of patients randomized by site, number on study, overdue study forms, and queries
- Clarifies questions for data entry personnel
- Works with data managers, project managers, or clinical research coordinators to facilitate monitoring visits as the need arises
- Identifies ambiguities in the study forms, which are occasioned by frequent data errors or obvious protocol violations, and discusses with the study team so that changes may be made in a timely fashion
- Identifies and escalates site specific issues to the attention of the Project Manager and the Data Management Operations Lead
- Develops and maintains database user manuals and training documentation for assigned studies
- Prepares and conducts end-user training for assigned studies
- Reviews final data listings and prepares final datasets
- Completes database close-out activities
- Archives data management documentation

- In the event of competing tasks or deadlines, defaults to the Data Management Operations Lead for guidance on priorities
- Performs other data management related duties as may be assigned

Supervision Received

Reports to the Data Management Operations Lead and works in close cooperation with data management team members.

Supervision Given

This position does not include supervision of other staff.

Consequence of Error/Judgement

Errors will result in incorrect data and incorrect conclusions, possibly causing publication of inaccurate information and/or cause studies to be repeated. Strict confidentiality must be adhered to. Breaches in confidentiality, inattention to detail, and data entry errors could have a significant effect on the integrity of the research, which could impact funding and the reputation of Investigators and CHÉOS/CTN.

Working Conditions

The incumbent will be working from home while COVID-19 protocols for physical distancing remain in place. The position is typically based in CHÉOS located at St. Paul's Hospital with the incumbent being provided appropriate work space.

Qualifications

Bachelor of Science and three years of experience in clinical trial data management or the equivalent combination of education and experience. The incumbent must be self-directed and a team player, with strong attention to detail and the ability to think critically and prioritize workload. Excellent written and verbal communication skills required. Knowledge of GCP, GCDMP, SAS, PL/SQL is preferred. Knowledge and experience with relevant software platforms such as Oracle InForm, REDCap, and Visio, an asset. Certification, such as Society for Clinical Data Management certification, preferred.

Equity and diversity are essential to research and academic excellence. An open and diverse community fosters the inclusion of voices that have been underrepresented or discouraged. We encourage applications from members of groups that have been marginalized on any grounds enumerated under the B.C. Human Rights Code, including sex, sexual orientation, gender identity or expression, racialization, disability, political belief, religion, marital or family status, age, and/or status as a First Nation, Métis, Inuit, or Indigenous person.

All qualified candidates are encouraged to apply; however, Canadians and permanent residents will be given priority.

We thank all applicants for their interest in this position. Only those selected for an interview will be contacted.