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
Department:	Centre for Health Evaluation and Outcome Sciences (CHÉOS) & CIHR Canadian HIV Trials Network (CTN) at the Providence Research (PR)
Location:	St. Paul's Hospital, Vancouver, BC
Salary:	Salary commensurate with experience; competitive benefits package including four weeks of paid vacation to start, extended health and dental plans, and membership in the Municipal Pension Plan
Desired Start Date:	As soon as possible
Full/Part-time:	Full-time (37.5 hours/week)
Possibility of Extension:	Dependent on grant funding
Application Closing Date:	May 20, 2022
How to Apply:	Interested candidates should email their resume with cover letter to hr@cheos.ubc.ca

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 a person who identifies as First Nation, Metis, Inuit, or Indigenous. CHÉOS welcomes a broad range of applicants and accommodations are available for candidates taking part in all aspects of the selection process.

Who We Are

Bridging the gap between data, research, and care, CHÉOS is a collaboration between cross-disciplinary scientists and expert research staff evaluating the effectiveness of health interventions at the population level.

The CTN is a collaborative network committed to generating knowledge on the prevention, treatment, and management of HIV, hepatitis C, and other sexually transmitted and blood-borne infections (STBBIs) through the conduct of scientifically sound clinical trials, research, and other interventions.

From assessing the cost-effectiveness of a new drug or treatment option to informing policy decisions that change how care is delivered, CHÉOS and the CTN seek to improve health outcomes for all.

Our Commitments to You

At CHÉOS, we are committed to providing an inclusive, dynamic, and cooperative work environment in which all members are encouraged to pursue personal and professional growth. We offer a competitive salary, and excellent benefits, including:

- A minimum of 4 weeks paid vacation annually (prorated for part-time staff)
- Paid time off between the December and January statutory holidays
- Other paid leaves to support work/life balance
- Extended health and dental plans
- Membership in the Municipal Pension Plan

The Role

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. Some of the work performed includes:

- Ensuring all data management duties are carried out in accordance with CHÉOS/CTN standard operating procedures and work practice guidelines
- Reviewing protocols and/or research plans to provide data collection related feedback
- Developing a Data Management Plan (DMP) and a Data Validation Edit Check Plan (DVP) for each trial and preparing other data management documentation for assigned studies
- Working with Quality Assurance and Project Management to identify risks and develop mitigation strategies for assigned studies
- Creating working copies of Data Collection Worksheets for projects according to study protocols, including formatting and maintenance
- Developing electronic CRFs, edit check rules, testing and validation of entry screens and associated edit checks
- Participating in and coordinating the resolution of queries
- Providing data flow status reports to the Study Team and the Data Management Operations Lead
- Developing and maintaining data entry user manuals and training documentation for assigned studies
- Preparing and conducting end-user training for assigned studies
- Reviewing final data listings and preparing final datasets

Skills and Qualifications

- BSc plus two years of experience in clinical trial data management/coordination or the equivalent combination of education and experience
- Self-directed and a team player
- Strong attention to detail and the ability to think critically and prioritize workload
- Excellent written and verbal communication skills

- Knowledge of GCP, GCDMP, SAS, PL/SQL is preferred
- Knowledge and experience with software platforms such as Oracle InForm, REDCap, and Visio, an asset
- Certification, such as Society for Clinical Data Management certification, preferred

Covid-19 Vaccine Mandate

This position is located within a healthcare facility. Therefore, this position requires successful verification of full vaccination against Covid-19 provided prior to the start date, as required by the provincial health mandate.